

Stratford[®] UNIVERSITY

Changing Lives ... One Student at a Time

2016-2017 Catalog
MARYLAND

Stratford.edu





Welcome to Stratford University

A Personal Message from the President

Dear Student,

Thank you for the interest you have shown in our programs. You have taken the first step toward an exciting and rewarding career. For over forty years, we have helped students just like you find a place on the career ladder of their choice. Many of whom are now in management positions or own their own businesses.

Stratford University provides programs that deliver the skills (or competencies) demanded by industry. We have design our programs using input from industry advisory boards. More importantly, Stratford University provides a student-centered classroom environment. This means that our faculty members are flexible and will accommodate students with different learning styles and modes without compromising employer-dictated standards. This dual focus, on the student and the employer, is the reason for our success and the success of our domestic and international graduates.

The University's faculty members have been hand-chosen for their teaching ability, personality traits, and experience in the field. In fact, the entire Stratford University staff works as a team to help you succeed. Because of our commitment to your career success, the educational atmosphere in the school is friendly, helpful, and knowledgeable.

We have designed the placement and instructional programs so you can start in your new career soon after graduation. Because of the quality of our educational product and the enthusiasm of our staff, we have an excellent placement record.

Come and visit the school, even if only virtually, at www.stratford.edu. Any member of the admissions, administration, or instructional teams would enjoy describing how Stratford can help you achieve your goals. We look forward to welcoming you to the Stratford community.

A handwritten signature in black ink, reading 'Richard R. Shurtz, II'.

Richard R. Shurtz, II. PhD
President





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GENERAL INFORMATION

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Mission

Stratford University is a private institution of higher learning. The student body is diverse, including recent high school graduates, working professionals, international students, and persons desiring to change their career fields. The mission of Stratford University is to prepare students for rewarding careers through quality educational programs that meet the changing needs of employers and the community. In order to meet this mission, the University offers a variety of certificate, diploma, associate's, bachelor's, and graduate programs in emerging and high employment demand fields. To meet the needs of a diverse community of learners, the University provides education that balances technical, professional, and critical thinking components. In pursuit of this mission, the University seeks to ensure:

- Student's career goals are met by matching students with appropriate programs of study
- A quality learning experience by employing faculty committed to learning and who demonstrate excellent teaching skills
- Relevant curricula through input from the governing board, advisory boards, and graduates
- Student success through a comprehensive support program including financial planning, academic assistance, and other student services

Instructional Philosophy

The face and climate of today's business world is changing rapidly. Economic growth and the constantly changing needs of modern industries can provide exciting and challenging opportunities for qualified graduates. Stratford University is at the forefront of these changes and is dedicated to assisting graduates with employment in the evolving job market. The University's innovative approach to education helps graduates gain the skills and self-confidence needed to be successful.

Stratford University seeks to provide students with the relevant skills and knowledge to lead them to satisfying careers while maximizing their personal and academic growth. The University is able to achieve these goals through carefully-planned academic programs and career advising, including timely curriculum revisions, hands-on learning experiences in appropriate undergraduate courses, and individual help.

- **Instructional Focus:** Programs are directed toward specific instructional goals coupled with small class size. All curricula, presentations, supportive reference materials, and student-teacher interactions are collectively driven by this strategy.
- **Communication:** Effective use of communication reinforces the instructional message. Creative seating arrangements and small group projects are used to encourage student to student and student to teacher interaction. Programs are structured to cultivate an environment of teamwork.
- **Self-Discovery:** Hands-on learning using actual equipment is essential to the University's instructional methodology. The University recognizes hands-on learning as a key to long-term retention of information. In the final analysis, the University combines sound instructional technology with an insight into the career market to produce a valuable and unique educational experience.

History

Richard Shurtz Sr. established American Transportation Institute (ATI) in 1976. ATI offered certificate programs in the transportation industry. The programs included training for travel agents, hotel and restaurant management, and bartenders. The single Falls Church campus featured an on-site travel agency which worked with airline and railroad travel. Dr. Richard Shurtz, II and Mary Ann Shurtz took over the company in 1986. ATI became Stratford College in 1998 and began offering associate's degree programs in culinary arts and information technology. Dr. Shurtz named the college after Stratford-upon-Avon and his love of literature and travel. In 2001, Stratford College began offering master's degrees and became Stratford University. The University is dedicated to changing with the times to provide its students with education in high-demand industries.

Public Service

Stratford University understands that community service contributes to its mission. To this end, the University maintains effective and continuous community relations. The University is involved in activities at the national, regional, and local levels. The program representatives are continually developing relationships with various persons and organizations. The University strives to provide and support organizations for the homeless, veterans, and women in need.



Accreditation

Stratford University is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award certificate, diploma, associate's, bachelor's, and master's degrees. ACICS is listed as a nationally recognized accreditation agency by the U.S. Department of Education and is recognized by the Council for Higher Education Accreditation (CHEA), a national advocate and institutional voice for self-regulation of academic quality through accreditation. CHEA is an association of 3,000 degree-granting colleges and universities and recognizes 60 institutional and programmatic accrediting organizations.

Stratford University is exempt from certification by the State Council of Higher Education for Virginia (SCHEV) to operate campuses in Virginia as it has been properly accredited by an accrediting body recognized by the U.S. Department of Education in excess of ten years.

The undergraduate and graduate programs are approved for federal student financial aid by the U.S. Department of Education. The University has the authority to issue I-20s by the U.S. Immigration and Naturalization Service for F-1 visas. All programs have been approved for the training of veterans. The Virginia and the District of Columbia Rehabilitation Services approve all programs.

The Maryland Higher Education Commission (MHEC) has approved Stratford University to operate a campus in Baltimore, Maryland. Stratford University carefully monitors developments in Maryland state law and acts promptly to meet all requirements.

A copy of the documentation describing the institution's licensure, registration, authorization, or certification is made available to any enrolled or prospective student upon request. To make this request contact Stratford University Compliance Manager: compliance@stratford.edu.

Collegiate Memberships and Affiliations

Stratford University is proud of its industry and educational affiliations and continues to expand these relationships. It establishes a broad range of contacts for graduates. Some of these contacts include:

- American Culinary Federation Foundation Accrediting Commission, Accredited Member
- American Hotel and Lodging Association, Partner

- Association of Private Sector Colleges and Universities, Member
- Careers through Culinary Arts Program (CCAP), Supporting Member
- Council on Hotel, Restaurant, and Institutional Education, Member
- National Association of Foreign Student Advisors (NAFSA), Member
- National Association of Veteran's Program Administrators
- National Healthcareer Association (NHA), Member
- Online College Library Center (OCLC) Eastern, Member
- Service Members Opportunity Colleges Consortium, Member
- Northern Association of Student Financial Aid Administrators, Member

Awards and Honors

- Dr. Richard R. Shurtz, II, Stratford University president, won the 2009 Ernst & Young Entrepreneur of the Year award in Greater Washington for the Government/Education Services category
- Stratford University was ranked as one of the Top 100 Graduate Degree Producers for All Disciplines in 2009 by Diverse Education

Legal Control

Stratford University is a proprietary institution of higher education and is a wholly owned subsidiary of Stratford University, Inc. The control of University operations rests with its Board of Trustees, which is composed of the following members:

Veer V. Bhartiya
Dr. Michael Hillyard
Ed Meehan
Daniel Woodley

The Stratford University Board of Trustees is the designated policy-making agency for Stratford University, Inc. and shall have all of the powers and duties to ensure all University departments comply with the policies, procedures, and regulations of all accrediting bodies. University Administration is located at 3201 Jermantown Road, Suite 500, Fairfax, VA 22030.



University Administration

Dr. Richard R. Shurtz, II	President, Chief Executive Officer
Mary Ann Shurtz	Executive Vice President
John Dovi, CPA	Chief Financial Officer
Kevin Coughenour	Chief Information Officer
Benoit Cossart	Chief Operating Officer
Feroze Khan	Vice President, International Programs
Beth Schick	Director of Human Resources

Baltimore Campus

210 S. Central Avenue
Baltimore, MD 21202
(410) 752-4710



Campus Description

The Baltimore campus is 69,013 square feet of the total space and is located near Little Italy in Downtown Baltimore. The building houses industry-standard kitchen laboratories, all culinary classes, and five classrooms. The campus has an herb garden used by culinary students and chef instructors every day.

Directions

From I-95: Take exit 53, I-395, and turn right onto Pratt Street at the third light. Turn right onto Central Avenue; the entrance to the campus is on the right.

From I-83 South: Follow until the end of the expressway. Turn left onto Pratt Street, then turn right onto Central Avenue. The entrance to the campus is on the right.

From I-70: Exit onto I-695 South and take exit 11A, I-95 North. Once on I-95, take exit 53, I-395, and turn right onto Pratt Street at the third light. Turn right onto Central Avenue; the entrance to the campus is on the right.

From Route 50 West: Take I-97 North; follow I-97 to I-695 South. Take exit 11A, I-95 North. Once on I-95, take exit 53, I-395, and turn right onto Pratt Street at the third light. Turn right onto Central Avenue; the entrance to the campus is on the right.



ACADEMIC POLICIES

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Academic Calendars

2016

		Start	End	Add/Drop	Holidays
Term 1	Session A	1/4/2016	2/7/2016	1/4/2016- 1/6/2016	1/18, MLK Day - University closed 2/15, President's Day - No classes; offices open
	Session B	2/8/2016	3/13/2016	2/8/2016- 2/10/2016	
	Session C	1/4/2016	3/13/2016	1/4/2016- 1/10/2016	
Term 2	Session A	3/14/2016	4/17/2016	3/14/2016- 3/16/2016	
	Session B	4/18/2016	5/22/2016	4/18/2016- 4/20/2016	
	Session C	3/14/2016	5/22/2016	3/14/2016- 3/20/2016	
Term 3	Session A	5/23/2016	6/26/2016	5/23/2016- 5/25/2016	5/30, Memorial Day - University closed 7/4, Independence Day - University closed
	Session B	6/27/2016	7/31/2016	6/27/2016- 6/29/2016	
	Session C	5/23/2016	7/31/2016	5/23/2016- 5/29/2016	
Term 4	Session A	8/1/2016	9/4/2016	8/1/2016- 8/3/2016	9/5, Labor Day - University closed
	Session B	9/5/2016	10/9/2016	9/5/2016- 9/7/2016	
	Session C	8/1/2016	10/9/2016	8/1/2016- 8/7/2016	
Term 5	Session A	10/10/2016	11/13/2016	10/10/2016- 10/12/2016	10/10, Columbus Day - No classes; offices open 11/11, Veterans Day - No classes; offices open 11/24-25, Thanksgiving - University closed 12/19-1/2, Winter Break - No classes; offices open
	Session B	11/14/2016	12/18/2016	11/14/2016- 11/16/2016	
	Session C	10/10/2016	12/18/2016	10/10/2016- 10/16/2016	

2017

		Start	End	Add/Drop	Holidays
Term 1	Session A	1/2/2017	2/5/2017	1/2/2017-1/4/2017	1/2 New Year's Day – University 1/16, MLK Day - University closed 2/20, President's Day - No classes; offices open
	Session B	2/6/2017	3/12/2017	2/6/2017-2/8/2017	
	Session C	1/2/2017	3/12/2017	1/2/2017-1/8/2017	
Term 2	Session A	3/13/2017	4/16/2017	3/13/2017-3/15/2017	
	Session B	4/17/2017	5/21/2017	4/17/2017-4/19/2017	
	Session C	3/13/2017	5/21/2017	3/13/2017-3/19/2017	
Term 3	Session A	5/22/2017	6/25/2017	5/22/2017-5/24/2017	5/29, Memorial Day - University closed 7/4, Independence Day - University closed
	Session B	6/26/2017	7/30/2017	6/26/2017-6/28/2017	
	Session C	5/22/2017	7/30/2017	5/22/2017-5/28/2017	
Term 4	Session A	7/31/2017	9/3/2017	7/31/2017-8/2/2017	9/4, Labor Day - University closed
	Session B	9/4/2017	10/8/2017	9/4/2017-9/6/2017	
	Session C	7/31/2017	10/8/2017	7/31/2017-8/2/2017	
Term 5	Session A	10/9/2017	11/12/2017	10/9/2017-10/11/2017	10/9, Columbus Day - No classes; offices open 11/11, Veterans Day - No classes; offices open 11/23-24, Thanksgiving - University closed 12/21-1/2, Winter Break - No classes; offices open
	Session B	11/13/2017	12/17/2017	11/13/2017-11/15/2017	
	Session C	10/9/2017	12/17/2017	10/9/2017-10/15/2017	



Course Methodology

Stratford University believes the best way to learn is through self-discovery; using actual equipment in a hands-on environment. Additionally, learning in an environment with copious academic support through instruction and advising is essential. Students experience small class sizes to ensure hands-on learning with abundant resources to prepare them for their career field.

Term and Credit System

Stratford University operates on a quarter-credit system allowing students to attend courses year round and finish degree programs quickly. The academic calendar year is divided into five, ten-week terms. For administrative and financial purposes, the student's academic year is made up of three, ten-week terms. Curriculum is delivered over nine weeks within ten-week sessions as C session courses or in five-week sessions as A and B session courses. Most Stratford courses are 4.5 quarter-credit hours. This structure allows for an equivalent number of contact hours as a three-hour, semester-credit based course.

Calculation of Credit

For purposes of calculating units of credit, one term credit is equivalent to ten hours of lecture instruction, twenty hours of laboratory instruction, or thirty hours of externship experience, in most cases. The conversion for nursing clinicals is forty to one; the conversion for medical assisting is thirty-six to one. Many courses at Stratford University are designed to be a combination of lecture and laboratory instruction. Students should expect to spend a minimum of two hours studying or completing assignments outside of class for every hour spent in class or under direct faculty instruction.

Definition of Courses

Stratford University offers on-campus courses offered during the day, evening, and weekends. Many of Stratford's degree programs require additional time such as laboratory or externship. Students may reference the course description or speak to an advisor about lab specifics. Students should note that not all courses are offered every term or at all course times. The University uses Moodle to facilitate all courses. Each course has a Moodle shell which includes, but is not limited to, the course syllabus, University and course resources, discussion boards and threads, and other assignments, as applicable. It is essential for students to have access to a computer which supports the instructional materials. See computer specifications listed in this catalog. See the textbook policy in this catalog for information on textbooks.

Description of Degrees

Stratford University offers several certificates and degrees in its academic schools. Associate's degrees consist of twenty courses equal to 90 credit hours. Seven arts and sciences courses equal to 31.5 credits are required. An associate's degree takes 15 months or two academic years to complete. Bachelor's degrees require 40 courses or 180 credit hours and 14 arts and sciences courses equal to 63 credits. It takes 30 months or four academic years to complete a bachelor's degree. Master's degrees require twelve courses equal to 54 credit hours. Depending on program content, concentration, or specialization, students may be required to fulfill lab, externship, or capstone hours for successful completion of a program.

Laboratory Specifics

Computer Labs

Stratford University provides computers, scanners, printers, copiers, and Internet access for student use while conducting research and for working on assignments. The labs offer a wide variety of computer applications, including word processing, spreadsheets, desktop publishing, and other software for educational use. These are located in the learning resource center and in various classrooms on-campus.

Culinary and Baking Labs

All campuses offering culinary and hospitality courses have large, professional-grade kitchens for use by culinary, baking, and hospitality students. As students progress through their program, the equipment complements the skills and techniques they are learning. This means progressing from knife skills, the use of hand tools, and personal mixers to grills, convection ovens, and industrial ranges as students develop skills from dicing, chopping, and mincing to sautéing, grilling, and poaching.

Externships Courses

Many of Stratford's degree programs require students to complete an externship as a prerequisite to completing their degree. The location depends on the program and many vary from retail, hospital, medical, or culinary facilities. Typically, sites are no more than 25 miles from campus. Students work with an externship coordinator to set up the location and schedule. For more information about these courses, students should speak with their designated department representative.



Stratford University capstone course provides a culminating experience for students to integrate their knowledge, skills, and dispositions into a student-centered independent project. During the capstone, students critically analyze course work and experiences to demonstrate a range of abilities to solve a real-world problem. The capstone course is taken at the end of an academic program. The student-centered independent project is supervised by a faculty advisor who guides and monitors the project development. Capstone projects may be but, not limited to, research papers, exhibits, portfolios, demonstration, or service learning project.

Mode of Delivery

Stratford University courses are delivered in three formats: hybrid education, distance education, and externships/clinicals. On-campus courses are comprised of face-to-face learning and/or lab contact hours. Hybrid education courses are comprised of face-to-face lecture and/or lab and threaded discussion contact hours. Distance education courses consist of online lecture and/or lab and threaded discussion contact hours. Threaded discussion contact hours are dedicated to student-to-student, student-to-faculty, and student-to-content interaction to demonstrate critical thinking and are always delivered online via the Learning Management System (LMS), Moodle. Threaded discussion contact hours take a minimum of one hour per week and are not homework assignments. Ten hours of threaded discussion contact hours are equivalent to one credit hour. Lecture and lab contact hour breakdowns located in the catalog course descriptions group the lecture and threaded discussion contact hours together as lecture contact hours. Externship/clinical courses take place outside the classroom and do not require threaded discussion contact hours. Students in all courses receive a syllabus which outlines course content, objectives, course schedule, instructor information, grading scale, and homework assignments. Students are expected to spend a minimum of two hours studying or completing assignments out of class for every contact hour.

Faculty members teaching hybrid courses use a variety of instructional techniques best suited for their subject. Face-to-face learning affords students the opportunity to ask questions, discuss with their peers, and interact in their learning environment.

Distance education courses are delivered asynchronously and may include, but are not limited to, recorded lectures, assigned reading, videos, demonstrations, simulations, quizzes, and exams. At the discretion of the instructor, synchronous activities may be part of classroom activities. All online courses are administered through the Stratford University - Falls Church campus, but are open to students from all campuses. Students interested in taking online courses should speak with their academic advisor for details and registration procedures. For students in programs available through

100% distance education, after four consecutive terms of online courses the student must take ground classes or complete a campus change form to the online division of the Stratford University - Falls Church campus.

Re-Admitted Students

Students returning to the University after five or more terms of non-enrollment are considered re-admitted students. (A student on STNA is considered to be enrolled.) These students are required to complete the admissions process at the time of return. This includes application and enrollment agreement. Students must also complete the re-admit form available in the Office of the Registrar. Re-admitted students are encouraged to meet with an advisor to determine how their program of interest may have changed since they were last enrolled. Students being re-admitted are expected to follow the curriculum requirements in the catalog in effect at the time of re-admittance.

Transfer Students or Students with a Previous Degree

Students who have earned credit at another college may be able to use credit toward a degree at Stratford University. It is the student's responsibility to contact all previously attended institutions and have official transcripts sent to the admissions officer or Office of the Registrar. Students may provide unofficial transcripts for initial registration. Transcripts must be submitted within 30 days to be eligible for transfer credit.

Acceptance

Notification of Acceptance

Stratford University issues decision letters to students after they have completed their application process and provided the appropriate documentation. Students are accepted into the program for which they have applied. Unless otherwise requested, decision letters are mailed to the address provided on the application.

Conditional Acceptance

Students who cannot complete the admissions process prior to the Add/Drop Period may be eligible for conditional acceptance. Conditional acceptance applies only for the first term of enrollment. A student who has not submitted the remaining document is not allowed to register for subsequent terms. This is awarded at the discretion of the director of admissions. Reasons for conditional



acceptance may include, but are not limited to, waiting for official college or high school transcripts or completing the placement tests. Students are responsible for submitting all required documents or their acceptance will be revoked.

Deferring Acceptance

Students may defer their acceptance for up to five terms or one calendar year. This must be done in writing and submitted to an admissions officer. After this time, the student must re-apply following the admissions process outlined in this catalog.

Conditions of Enrollment

The University reserves the right to discontinue any student's enrollment for failure to maintain Satisfactory Academic Progress (SAP), non-payment of tuition, or failure to abide by the University rules.

Registration

New undergraduate students are required to take English and mathematics during the first two terms of enrollment at Stratford University. Students are placed into appropriate courses based on their placement testing scores; see the Placement Testing section and course prerequisites in this catalog. If a student has transfer credit for either or both English and mathematics, the requirement to take the respective course is waived. In order for students to receive transfer credits, all requirements of the transfer credit policy must be met.

Articulation Agreements

An articulation agreement is a formal agreement between two educational institutions defining how courses or programs taken at one school can be used toward academic requirements at another school. Stratford University has articulation agreements with the schools listed on the website: <http://www.stratford.edu/about/Articulation-agreements>. Each agreement outlines detailed requirements including which campus are participating, programs and courses included, and the timeframe of the agreement. The specifics of the agreements can be discussed with the designated program representative at the campus.

Add/Drop Period

Students who wish to change their registration status may add or drop a course(s) and must submit the completed add/drop form to the Office of the Registrar. Prior to and during the Add/Drop Period,

students may drop from a course without incurring any financial penalty. If an add/drop form is received after the Add/Drop Period has ended, the student is responsible for charges based on the University's refund policy. If a student drops a course during the Add/Drop Period, all records related to that course are removed from the student's academic and financial records. The student is not charged tuition or fees for the course. Courses dropped during the designated Add/Drop Period are not evaluated in SAP.

Attendance Policy

Stratford University faculty members take and record attendance in the self-service portal. Students are expected to attend and be on time for all regularly scheduled campus classes and labs. Online attendance is demonstrated through student participation in assigned activities which include, but are not limited to, submission of academic assignments, completing quizzes or exams, or participating in discussion boards. Logging into a course without active participation does not constitute attendance. Students are responsible for all scheduled course time, course requirements, and course material. If a student is forced to miss class or an assignment, the student is expected to contact the faculty member to request make-up work and/or additional time. Faculty members are not required to assign make-up work for missed classes.

Students who have a circumstance for which they must be absent, arrive late, or leave class early are responsible to obtain the faculty member's permission in advance. Circumstances may include, but are not limited to, serious illness of the student or immediate family member for whom the student is the primary caregiver, death of an immediate family member, military deployment, or unforeseen travel or relocation due to employment. Students who encounter an emergency requiring them to miss a non-lecture class must contact the faculty member as early as possible. Excessive absences, tardiness, or leaving early make it difficult for a student to meet academic objectives and causes a student to receive a lower grade including the possibility of failing the course, even if the circumstances were unavoidable.

Appeals for Absences

A student who is absent without notification is contacted by the faculty member and Student Support Services. Upon reaching three consecutive absences, notification is sent to the student explaining they have reached the absence limit for the course and must file an appeal to remain in the course. The appeal form is attached with the notification and explains the required documentation for submission to the campus dean. The student has five business days to submit the appeal and is instructed to attend class during that period.



If the appeal is not granted, the student is informed of the decision; the registrar removes the student from the course as of the date of the third absence, and assigns a grade based on attendance withdrawal guidelines. If the appeal is granted, the student is informed of the decision and reminded any additional absences result in immediate removal from the course with grade based on attendance withdrawal guidelines. If circumstances are such that due to length of the class absences or the length of the anticipated absence, the preferable course of action is withdrawal, the student may petition the campus director for a tuition adjustment based on the University refund policy.

Withdrawal Policy

The process by which students are removed from courses is a withdrawal. Withdrawals may be University or student initiated and may affect all or individual courses. Additionally, withdrawals affect new or continuing students, reflect on student transcripts, and are appealable. The effect on student charges are determined by the last date of attendance (LDA) and refunds are issued based on the date of determination (DOD) which is always fourteen calendar days forward from the last date of attendance, except when a student does not return after a term of STNA.

Student-Initiated

Cancel: A new student who intends to withdraw from the University during the first term he/she is registered should submit a cancellation form to the Office of the Registrar or on the self-service portal. Students may only cancel once regardless of how long between terms of enrollment, degrees, or levels. Cancellations and withdrawals of international students is decided by the International Student Office. The transcript does not reflect enrollment in any courses, charges are reversed, and any funds returned. Any stipend funds received by the student are owed back to Stratford University. A new student who does not attend classes is cancelled; non-attendance constitutes student-initiation. Students who attend the course to the last class meeting and earn a grade cannot be cancelled. Student Support Services contacts these students to notify them of the cancellation.

Drop: Continuing students may drop all or individual courses from the first day after Add/Drop Period to the end of seventh week in C session, end of fourth week in A session, and end of ninth week in B session. Courses dropped before these dates receive a W grade; courses dropped after these dates receive grades based on student achievements. Withdrawal forms are available in the Office of the

Registrar or through the self-service portal. The last date of attendance is the last recorded date of attendance. Refunds are based on the refund policy published in this catalog.

University-Initiated

Failure to register: Continuing students who do not register for a subsequent term or who do not return from STNA are withdrawn from the University. This is determined at the end of the Add/Drop Period. The last date of attendance is the last date recorded as present. The transcript does not reflect enrollment and there are no charges.

Failure to attend: Continuing students who do not attend the first three course meetings of all courses are withdrawn from the University. This is determined after the third scheduled class is missed. The last day of attendance is the last date recorded as present. The transcript does not reflect enrollment in these courses, charges are reversed, and any funds returned.

Attendance: A continuing student who is absent from three consecutive course meetings which are not the first three course meetings is withdrawn. Lab and lecture are considered course meetings. This may be for one or all courses for which the student is registered. If the three consecutive absences occur at or before the end of seventh week in C session, fourth week in A session, or ninth week in B session, the student receives a W grade. If any or all of the absences occur after these dates, grades are awarded based on student achievement. The last date of attendance is the last recorded as present. Refunds are based on the refund policy published in this catalog. Students may appeal this action based on the attendance appeals process published in this catalog.

No show: Any student who does not attend the first three course meetings of an individual course is withdrawn from that course. This is determined after the third scheduled class is missed. The transcript does not reflect enrollment in these courses, charges are reversed, and any funds returned. The student who simply does not show up to class, makes no effort to get in touch with the instructor, and is unresponsive to communication from student services and/or the instructor may not appeal; students in other circumstances may appeal following the appeal process.

Military Withdrawal

In accordance with Executive Order 13607, Principles of Excellence, Stratford University allows any service member ordered to perform active military service to withdraw from current courses and granted re-admittance upon returning to the University without incurring any financial penalty. If the student is temporarily unable



to attend class or has to suspend studies due to service requirements, Stratford University will take additional steps to accommodate any short absence due to the service commitment. Additional steps can include granting an extension to complete all required assignments.

Re-Entry after Withdrawal

Students who have been withdrawn from all courses or the University entirely must complete a re-entry form prior to registering for a subsequent term. Re-entry students are those who have been away from the University less than five terms; this includes students who are re-entering after a successful appeal to a withdrawal. A student on STNA is considered to be enrolled. Students enroll into the same program and catalog year as previously enrolled. This form is available from the student's program department or the Office of the Registrar.

Changing Programs

Students who wish to change their program of study must submit a program change form to the Office of the Registrar with appropriate signatures, meet with the Office of Student Accounts, and request a review of transfer credits, if needed. Students may change academic programs twice. A student who changes a program for a second time must have completed 67% of the current program prior to changing. Program upgrades are not considered the same as changing academic programs.

Upgrading Programs

Students should speak with their admissions officer, obtain a program upgrade form, have any previous transcripts reevaluated, and register for courses. Students who wish to upgrade from one undergraduate degree to another must fill out a program upgrade form through the Office of the Registrar.

Changing Campuses

Students are assigned to the campus with which they enroll for their first term of study. Students may choose which campus they prefer based on personal preference. Students receive student services from all departments at their assigned campus. This includes student accounts, registration, and academic advising. The assigned campus houses student documents. A student who wants to change the assigned campus must complete the campus change form and submit it to the Office of the Registrar. After the campus change process is complete and it has been approved by the receiving

campus, students receive all student services at their new campus and all of the student documents are sent to the appropriate offices at the new campus.

Course Substitution Policy

Some students enter the University possessing certain skills which allow them to begin at an advanced point in their program of study or to substitute a course in the program. In order to serve the specific educational needs of these students, the designated department representative may grant course substitutions on a case-by-case basis. Course substitutions normally apply only to core courses, not to arts and sciences courses. The primary exception is the case in which a student transfers advanced mathematics course(s). In this case, the student may be permitted to take an appropriate Stratford University elective in place of the substituted course. Students interested in a course substitution should contact their academic advisor for more information. The program director determines all course substitutions; this documentation is maintained in the students' files.

Course Repetition

A student who is required to repeat a course must complete it within the maximum time frame for Satisfactory Academic Progress (SAP) and is charged tuition at the regular published rate. All course repetitions count as courses attempted for purposes of calculating SAP. The GPA is based only on the latest attempt of the course; previous attempts are not computed in the GPA calculation. Federal student aid is available for one repetition of a previously passed course. Financial assistance covers multiple attempts for a failed course. Veterans service benefits do not pay for a second failing grade.

Course Auditing

A student who has been admitted to Stratford University may choose to register for a course for no academic credit. A student may not change status in a course from audit to credit after the mid-point of the term. An auditor is not required to complete the admissions process and does not take an active part in the class, complete assignments, or take examinations. Audited courses do not count as credits attempted for purposes of calculating Satisfactory Academic Progress or GPA.



Grading Policies

Incomplete Grades

Students may request a grade of incomplete (I) from their instructor. In order to request an incomplete grade, students must have been active in the course unless extenuating circumstances can be demonstrated. Requests must be made on or before the last day of the course. If the instructor denied the request, the student may appeal to the campus dean. Students must complete a request for incomplete form available through the Office of the Registrar or program department and submit it to the instructor for approval. If approved, the instructor informs the student of the required work and deadline, the designated department representative, and the Office of the Registrar. A student is required to make up any incomplete course work within five weeks of the conclusion of the course. Incomplete grades are temporary grades; courses with I grade are calculated in attempted credit hours, but not in the grade point average. If work is not completed and/or a new grade assigned, an I converts into an F. Incomplete grades may be used if grades are not submitted by instructors in a timely manner. Upon submission of the late grades, incomplete grades are updated.

Withdrawal Grades

Students who withdraw from a course after the Add/Drop Period are awarded a withdrawal (W) grade and tuition is calculated based on the University's refund policy. A W grade is counted for the maximum time frame requirement as credits attempted, but not credits earned in Satisfactory Academic Progress calculations. These courses may affect federal student aid or registration eligibility for the next term.

Grade Appeal

A grade appeal must be initiated by the student within three weeks of receiving the grade by submitting a written request to the instructor. If the issue is not resolved, the written request must be submitted to the designated department representative. If after a review by the designated department representative the issue remains unresolved, a committee of uninvolved faculty or staff is selected by the campus dean for the grade appeal hearing. The student and the faculty member may present information. Each appeal to the next level must be determined within two weeks. All decisions are final. Grade changes may result in the loss of federal student aid (FSA) eligibility because regulations may limit the time within which aid may be re-awarded or disbursed. Stratford University adheres to a schedule that allows grades to be submitted during the subsequent

term. Because of this, students evaluated after grade submissions may have their FSA eligibility recalculated and may need to adjust their payment arrangements.

Student Grade Recognitions

Summa cum Laude: Graduating students with a cumulative grade point average of 4.0 receive the Summa cum Laude honor.

Magna cum Laude: Graduating students with a cumulative grade point average of 3.5 to 3.99 receive the Magna cum Laude honor.

President's List: Undergraduate students who have a term grade point average of 4.0 and have completed a minimum of 13.5 credits, including at least 9.0 credits in the previous term are included on the President's List.

Dean's List: Undergraduate students who have a term grade point average of 3.75 to 3.99 and have completed a minimum of 13.5 credits, including at least 9.0 credits in the previous term are included on the Dean's List.

Honors List: Undergraduate students who have a term grade point average of 3.5 to 3.74 and have completed a minimum of 13.5 credits, including at least 9.0 credits in the previous term are included on the Honors List.

Honor Code

The Honor Code is a formal process governing student conduct at Stratford University. It governs conduct directly related to academic life of the University and is in effect during all phases of a student's academic career. The policy is applicable to any academically related experience involving University students whether occurring on-campus, in a distance learning situation, or at host institutions or sites. Honor Code violations may occur on an exam, test, quiz, laboratory, out of class assignment, during online work, or on any other work submitted by a student to fulfill course requirements and presented as solely the work of the student. Soliciting the assistance of another to commit an act of academic dishonesty or intentionally or knowingly helping or attempting to help another commit an act of academic dishonesty are also Honor Code violations.

When a student is found responsible for a first violation, the faculty member makes the final decision about a grade-related sanction using the ranges outlined below. Additional sanctions, including dismissal from the University, may be recommended by the faculty member, but must be assigned by the campus dean and campus director. Any second violation, proven or admitted, results in failure of the course and may include dismissal from the University. All



recommendations for dismissal by faculty after a second offense must be reviewed and approved by the campus dean and director. In order to help students learn from their experiences, remedial activities may be assigned in addition to sanctions, particularly for first violations. These activities may be chosen by the faculty member who may also choose to include such assignments in the course grade.

Cheating

The use or attempted use of unauthorized materials, information, or study aids in any academic exercise is considered cheating. This may include, but is not limited to, unauthorized copying from the work of another student, using notes or other unauthorized materials during an exam, giving or receiving information or assistance on work when it is expected a student will do individual work, or engaging in any similar act that violates the concept of academic integrity.

Plagiarism

Representing the work of another as one's own in any academic exercise is considered plagiarism. This can occur on any paper, report, or other work submitted to fulfill course requirements or as part of an educational activity. This includes submitting work done by another, whether a commercial or non-commercial enterprise, including websites, as one's own work. Plagiarism can also be a misrepresentation caused by failure to document sources accurately, thoroughly, and appropriately; the use of information or phrasing from any source not cited or included in the bibliography and references; or submitting as one's own work done by, copied from, or purchased from another.

Falsification

The invention or alteration of information or citation in an academic exercise is considered falsification. This includes knowingly reporting data, research, or reports as different from what actually occurred; falsely reporting attendance or participation in class, practicum, internship, or other types of field work experience; or submission of falsified excuses for tardiness or absences in such experiences. Falsification also includes submitting work to meet the requirements of one course when it was done in whole or in part to meet the requirements of another course, unless special permission has been granted from the faculty members involved. Exceptions to this provision must be given prior approval by the faculty member to whom the work is to be submitted. The recommended penalties for a first violation are at a minimum failure of the assignment or exam and the maximum is dismissal from the course for the term.

First Violation

A faculty member who believes a violation has occurred must contact the designated department representative to determine whether a prior violation was committed by the student. If the alleged violation of the Honor Code is a first violation, it may be resolved through a faculty-student joint conference or by requesting an Academic Integrity Review to determine the accuracy of the allegations and assign appropriate penalties, if warranted. The joint conference is to be held at a time acceptable to both parties. The faculty member informs the student of the details of the suspected violation and the reasons for believing it has occurred. The faculty member is under no obligation to disclose third-party individuals at this time. The minimum penalty for a first violation may be failure of the assignment and the maximum is failure of the course.

Second Violation

If a student has been found to have committed an Honor Code violation at any time during enrollment at the University, any subsequent violation is considered as a second violation. Thus, a violation committed by a graduate student who also committed a violation as a Stratford undergraduate would be classified as a second violation. If the alleged violation of the Honor Code is a second violation, a joint conference may be held to determine whether the allegation has merit. An Academic Integrity Review by the campus dean is conducted regarding all alleged second violations in addition to or in place of the joint conference. All proven second violations of the Honor Code result in failure of the course and dismissal for the term. These decisions must be approved by the campus director and dean. Only these individuals may recommend alternative actions.

Withdrawal from a Course after an Alleged Violation

A student accused of an Honor Code violation may withdraw from the course in which the offense is alleged to have occurred only if the proposed penalty is less severe than failure of the course, dismissal for the term, or from the University. In all other situations, the student cannot withdraw. A record of a proven violation is kept even if a student is able to withdraw.

Academic Integrity Review by the Campus Dean

An Academic Integrity Review is conducted if the student does not admit responsibility for the violation, disagrees with the penalty assessed, or prefers not to enter into the joint conference with the faculty member. In addition, a faculty member not wishing to hold a faculty-student joint conference can request an Academic Integrity Review with the campus dean. If the alleged violation is a second



violation, an Academic Integrity Review must be held. The campus dean either upholds faculty decisions or recommends an alternate grade-related penalty to the faculty member, who retains final discretion in assigning the grade if the student is found responsible. The campus dean may assign additional educational activities to the grade-related penalty assigned by the faculty member.

Standard Term of Non-Attendance

Students are eligible for a Standard Term of Non-Attendance (STNA) after they complete their first term of enrollment at Stratford University; however, students must return the following term and register for courses. For financial assistance purposes, students on STNA are considered enrolled as at least half time. As such, students are not required to repeat the admissions process; if a student does not return in the subsequent term, the beginning of the STNA marks the start of the non-enrolled period. A student who is not enrolled for five terms or more must follow the re-admitting process in the Academic Policies section of this catalog. Students may take one term of STNA per academic year; however, students may not take two consecutive terms of STNA and must conform to the Title IV and F-1 Visa policies below.

Title IV Recipients

If Title IV recipients are not enrolled for one term, their withdrawal status is updated in the National Student Loan Data System (NSLDS). If they begin courses within the academic year, their status converts to active. However, the loss in grace period is reduced by the withdrawal period. This policy is required by federal student aid regulations to ensure the loan repayment start date is not improperly extended. Students who plan to return the next term are encouraged to plan their course schedule with an academic advisor prior to leaving for the term.

Students on F-1 Visas

STNA for international students is reported to SEVIS as a leave of absence (LOA). A leave of absence for annual vacation within the U.S. for an F-1 student are not approved if the student has not studied one academic year on F-1 status. Students taking personal leave and traveling outside of the U.S. may take a LOA as early as the second term. The student must leave U.S. soil within ten business days after the start of the term and reenter the country within 30 days of the next term. Students are required to submit their purchased itinerary to the International Student Office (ISO) with their STNA form and confirm their travel dates with their designated school official (DSO) 30 days prior to their return to the U.S. Students who do not meet any of these conditions for a leave of

absence violate their visa status if they remain in the U.S. on an F-1 visa without enrolling. Students who travel outside the country, but not within the guidelines provided by the ISO may face problems with immigration when re-entering the country. All students must apply for STNA and obtain approval of required officials. Students who fail to follow the established procedure are withdrawn from the University.

All leave of absence request forms must be signed by the designated department representative. Any variations from this policy due to mitigating circumstances must be approved by the designated department representative and the campus director.

Moodle

Stratford University facilitates its online courses through Moodle. Moodle is an open source course management system (CMS), otherwise known as a Learning Management System or Virtual Learning Environment. It is a very popular method to deliver college coursework because it creates dynamic learning tools via websites. Moodle is used for both online and hybrid courses. For online courses, students are able to access the course syllabus, objectives, schedule, instructor information, grading scale, and homework assignments through Moodle. For hybrid courses, Moodle is used as a supplemental way to distribute materials, participate in discussion threads, and turn in assignments. A student is issued a unique username and password during the first term which is required to access the online platform, distance learning orientation, and the courses for which they are enrolled. The username and password are emailed to students when they enroll for their first term. The email is sent to the email address provided to the Office of the Registrar during the enrollment process. Students are able to change their password once they log onto the site. Moodle is very easy to use; however, if students have any questions or concerns, they may contact the IT Service Desk, faculty member, or designated department representative.

Textbook Distribution Program

Stratford University strives to ensure all students have the education resources required to succeed. The University provides textbooks and other learning resources required for all courses. The resources are accessible for the duration of one term at a minimum. Students are provided the digital version with an option to purchase the hard copy at a discounted rate. The eBook platform is VitalSource and the books are distributed through EDMAP.



Requesting Transcripts and Enrollment Verification

Students may request their official transcript through the self-service portal or the Office of the Registrar after filling out a transcript request form. This process can take 24 to 48 hours. The transcript fee is listed in the catalog addendum. All financial obligations to the University must be current in order to obtain an official academic transcript. Students who need enrollment verification for insurance or job purposes must contact the Office of the Registrar.

Transfer of Stratford Credits

Transfer of Stratford University credits to another institution is solely at the discretion of the granting institution. No guarantee of transfer is made or implied by Stratford University.



PAYMENT AND STUDENT ACCOUNTS

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It is the goal of Stratford University to assist every qualified student in procuring the financial means to enable the student to attend the University. The University participates in a variety of financial assistance programs. These programs are designed to assist students who are currently enrolled or accepted for enrollment, but whose financial resources are inadequate to meet the full cost of their education.

The majority of financial assistance available to students is provided by the federal government and is called federal student aid (FSA). This includes the Direct Lending program for subsidized and unsubsidized Stafford Loans, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work Study (FWS), and Federal PLUS Loans. These programs are available to those who qualify.

The University also offers alternate source funding and utilizes other private agencies. Alternate source loans enable the student to contribute to education costs while attending the University.

The primary responsibility for meeting the costs of education rests with individual students and their families. Financial assistance is awarded on the basis of need, regardless of sex, age, race, religion, creed, or national origin. Need is defined as the difference between the cost of education for one academic year and the amount a student and/or family can be reasonably expected to contribute to the cost of education for the same period.

Tuition and Fees

Tuition and fees are based on the level and type of the student's program. Tuition is charged on a term-by-term basis. Students are not obligated beyond the term for which they are currently enrolled. A student may not register for additional academic term of study unless all tuition and fees due have been paid or the student has arranged for an approved alternative payment plan. All students in the same program are charged the same tuition and fees except for active-duty military personnel. The catalog addendum contains current tuition and fee information for all programs. The University reserves the right to adjust tuition and fees at any time.

Application and Student Activity Fee

Each student must pay a non-refundable application fee when applying to Stratford University. The amount of this fee can be found in the catalog addendum. Additionally, a student activity fee is charged during a student's first term of enrollment. This fee covers the student's orientation costs such as student ID card.

Baking Kit

Students enrolling in a baking and pastry arts concentration receive a set of tools specific to their concentration. The baking kit includes a carrying tote, digital thermometer, measuring cups and spoons, peeler, various spatulas and spoons, whisk, Microplane, paring knife, decorating tools, bench and bowl scraper, pizza cutter, pastry brush, paring knife, utility knife, chef's knife, serrated knife, palette knife, and honing steel. The fee for this kit can be found in the catalog addendum.

Food Lab Fee

Many of the culinary and baking courses include hands-on laboratory experiences in working kitchens using a variety of equipment and food products. The lab fee covers all ingredients used in culinary, baking, and hospitality courses. The course descriptions located in this catalog outline if a course has associated fees. The fee amount can be found in the catalog addendum.

Culinary Kit

Students enrolled in culinary programs receive a kit of equipment essential to success in kitchen courses. Students are charged for this kit with their tuition and may not provide their own equipment. This is to ensure all students are adequately prepared for all courses. Student may supplement their knife kit with personal equipment. The kit includes a carrying tote, digital thermometer, measuring cups and spoons, peeler, kitchen shears, various spatulas and spoons, tongs, whisk, Microplane, paring knife, boning knife, chef's knife, serrated knife, palette knife, and honing steel. The fee for this kit can be found in the catalog addendum.

Transfer Culinary Kit

A Stratford University student who either graduated from or transfers programs in the School of Culinary and Hospitality Management and previously paid for a culinary or baking kit from Stratford University, is not required to pay for a full kit when pursuing a second degree in the same school. A transfer kit fee is assessed to a student when enrolling in the second program after graduation from the first. The kit contains the difference between a full kit for the program completed and the kit for the new program. See addendum for rates.



Chef Uniform

Students in the culinary arts or baking and pastry arts programs receive chef's uniforms at the beginning of their program. Students must wear uniforms during all kitchen courses. The process for acquiring uniforms is explained by the designated department representative. The cost of uniforms can be found in the catalog addendum.

Computer Lab Fee

The computer lab fee covers student use of University equipment including computers, scanners, printers, copiers, software, and Internet access. This also includes access to online programs for use with online courses. The fee amount can be found in the catalog addendum.

Supplemental Instructional Fee

Stratford University offers lab courses in many of the degree programs. The additional contact hours provided by instructors are covered by the supplemental instructional fee. The course descriptions located in this catalog outline if a course has associated fees. The fee amount can be found in the catalog addendum.

Transfer/Withdrawal Fee for International Students

International students are required to complete at least one term before transferring from the University. If a student decides to transfer before completing one term of study, his/her SEVIS record is transferred to terminated status. Transfer requests submitted after or during Add/Drop Period are not processed. Those records are transferred in terminated status. Students who wish to withdraw must initiate the transfer process by completing the withdrawal form, paying an administrative fee which can be found in the catalog addendum, and submitting the proper documentation to the International Student Office before the end of week nine of any academic term. Failure to do so may result in late fee charge of one term's tuition.

Payment Options

Federal Student Aid

Federal student aid includes Title IV funding, loans and grants, and other programs. In order to qualify for any form of federal student aid, the student must be enrolled in a program which is approved for federal student aid by the U.S. Department of Education. Students are granted a finite amount for undergraduate and graduate loans.

Students may contact the Office of Student Accounts for more specific information. Federal student aid is available to those who qualify.

Federal Subsidized Stafford Loans: Federal Subsidized Stafford Loans are for undergraduate students with financial need. No interest is charged while the student is enrolled at least part-time. The loan goes into repayment six months after the student leaves school, graduates, or drops below part-time enrollment. The standard repayment term is ten years for an undergraduate program.

Federal Unsubsidized Stafford Loans: Federal Unsubsidized Stafford Loans are non-need based student loans from the federal government. The terms and conditions are the same as those for Subsidized Stafford Loans except the student is responsible for the interest throughout the life of the loan. The student has two options of repayment of the accrued interest, either pay the interest while in school or it is capitalized (i.e. added to the loan principal amount) once the loan enters repayment.

Federal PLUS Loans: There are two kinds of Federal PLUS Loans. Parent PLUS loans are available to parents of dependent students to help pay for the educational expenses of the student. Parents may borrow up to the cost of attendance minus other aid per eligible dependent student. Grad PLUS Loans are available to graduate students to help cover education expenses. The process for these loans is the same as for all federal student aid. Loan approval is based on the credit history of the applicant. Repayment begins within 60 days of the final loan disbursement, with the option to defer payment while the student is enrolled at least part-time.

PLUS loans are not based on need, but when combined with other resources, cannot exceed the cost of education. Repayment of Stafford Loans starts six months after the student drops below part-time status, withdraws from the University, or graduates. The six months between when the student leaves the University and when the student must start repaying the loan is considered the grace period.

Federal Pell Grants: Federal Pell Grants may be available in addition to other financial assistance for students working toward their first undergraduate degree. In order to determine eligibility, students must complete the Free Application for Federal Student Aid (FAFSA). The student's expected family contribution (EFC), the cost of attendance, the student's enrollment status, and whether the student attends for a full academic year or less determines eligibility and disbursement amounts. Federal Pell Grants do not need to be repaid and do not accrue interest.



Any Pell Grant eligible student whose parent or guardian died as a result of military service in Iraq or Afghanistan after September 11, 2001 receives the maximum annual award. Students must be under 24 years old or enrolled at least part-time in college at the time of the parent's or guardian's death.

Application for Federal Student Aid

Free Application for Federal Student Aid (FAFSA):

In order to be eligible for federal student aid (FSA), students must have or meet the following criteria:

- U.S. citizen with a valid social security number
- High school diploma, a General Education Development (GED) certificate, or completed homeschooling
- Make Satisfactory Academic Progress
- Not owe a refund on a federal grant or be in default on a federal education loan
- Enroll in Selective Service (if male and between the ages of 18 and 25)
- Complete the Student Aid Eligibility Worksheet (if the student has been convicted for the possession or sale of illegal drugs while receiving federal student aid)

Students must complete a Free Application for Federal Student Aid (FAFSA) annually through www.fafsa.ed.gov. The FAFSA requires the school code which is 017053 for Stratford University. Student must use extreme care when completing the application. Before filling out the FAFSA, a student must request a PIN. This is used as an electronic signature. Students should remember their PIN and keep it recorded in a safe place. Requesting a PIN and filling out a FAFSA does not commit a student to using FSA. After filing a FAFSA, Stratford receives an Institutional Student Information Record (ISIR), which notifies the student of eligibility for a Federal Pell Grant and provides the student's EFC. Not all students are eligible to receive FSA and should consult with the Office of Student Accounts during this process.

The Office of Student Accounts has students fill out the following forms as part their FSA application:

- Student Loan Entrance Interview Form
- Credit Balance Authorization Form
- Student Information Release
- If dependent, parents must complete Parent PLUS Loan Application. Generally, dependent students are under 24 years old, not in the military, unmarried, and do not have a

child for which the student is supplying half of the support. A full list of the questions that determine dependency can be found at www.fafsa.ed.gov.

Verification: Once the FAFSA, ISIR, and EFC are completed, students may be selected for verification. It is important to remember not all students are selected. The Office of Student Accounts clearly communicates which documents a student needs to provide for verification. All selected students are required to complete verification and no Title IV disbursements are made prior to the completion of verification. These documents may include, but are not limited to:

- Verification worksheet
- Taxes
- Passport, green card, or naturalization documents
- Selective Service
- SNAP and Food Stamps
- Child support paid

The Office of Student Accounts assists students with correcting any incorrect information during the FSA process and communicates any changes in a student's scheduled award. However, any suspected cases of fraud will be reported to the Regional Office of the Inspector General, or if more appropriate, to local law enforcement having jurisdiction to investigate.

Master Promissory Note: When a student decides to enroll at Stratford University, a master promissory note (MPN) must be completed. The MPN is a legal document in which the student promises to repay the loan and any accrued interest and fees. It also explains the terms and conditions of the loan. The MPN is signed digitally using the student's PIN.

Budget: The last step in the FSA process is to review the student's budget. This outlines the cost of attendance, financial assistance awarded, and out-of-pocket expenses owed by the student. The cost of attendance aid being awarded cannot exceed the student's cost of attendance. Students who do not complete the FSA process (e.g. do not submit all required documents) by the end of the second week of their first term, are packaged as cash paying students, and notified of the payment plan. When students have completed the FSA process, they are referred to as "packaged".

Transfer of Federal Student Aid

Students who have used FSA at another college, institution, or university may transfer their FSA to Stratford University by inputting the University information into their FAFSA, submitting the required documents, and signing a MPN. Students should see the Office of Student Accounts for any questions regarding this process.



Federal Student Aid Disbursements

A student accounts officer provides an estimated award amount and a student budget upon completion of the FAFSA. Once all documents are reviewed for accuracy, an award letter is created. It includes Pell Grant, Federal Supplemental Educational Opportunity Grant, Subsidized Direct Loan, Unsubsidized Direct Loan, and PLUS loans. A copy of this is sent to the student. All Title IV federal student aid funds received by the institution are credited to the student's account upon receipt for the U.S. Department of Education, excluding Federal Work Study.

Federal regulations require that Federal Direct Loans cannot be released nor can a Federal PLUS Loan application be certified until the FAFSA has been completed. Federal student aid information for all institutions attended is obtained from the National Student Loan Data System (NSLDS) page of the student's SAR/ISIR. The student's SAR/ISIR must include a valid EFC code prior to disbursement.

Repackaging of Loans

Each academic year, students are required to repackage their FSA. To do this, students must submit a FAFSA for the current year with the corresponding data. The FAFSA for the new academic year needs to be completed and cleared from verification (if applicable) for all students in order to receive loans or grants. Student loans and grants are not guaranteed from one year to the next due to fluctuations in EFC. It is the students' responsibility to contact the Office of Student Accounts two weeks prior to the end of the academic year. For Pell and FSEOG recipients, the student must contact the Office of Student Accounts two weeks prior to the close-out of the financial aid year (June 30).

Return of Title IV Funds

For many Stratford students, an important source of funding is the Title IV financial assistance programs of the U.S. Department of Education (DoE). Participating students that withdraw from the University may have some or all of the funds returned to the DoE depending on the length of enrollment. Refunds are calculated as mandated by the Higher Education Act of 1965.

Stratford University cannot receive funding from the Department of Education until the student loan has been originated. If loans are received before a student withdraws, drops out, is dismissed, or takes a leave of absence prior to completing 60% of a payment period or term, a Return to Title IV Calculation is done to determine the student's portion of earned aid. This is money earned toward education. For a student who withdraws after the 60% point-in-time, all

funds are earned and disbursed to the University. The calculation determines how to return money to the lender. The University must return the amount of Title IV funds no later than 45 days after the date of the student's withdrawal. If a student received a stipend check, the student may have to return or repay funds. If more funds are disbursed than the student earns, the student and the University is required to return a portion of the loans. If less funds are disbursed than the student earns, the institution owes that student a post withdrawal disbursement which must be paid within 120 days of the student leaving the University. The calculation is based on the percentage of earned aid using the following Return to Title IV Calculation:

$$\begin{aligned} \text{\% of earned aid} = \\ \frac{\text{Day of the term the student withdrew}}{\text{Total days in term (all terms are 70 days)}} \end{aligned}$$

Any break of five days or more is not counted as part of the days in the term. Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

$$\begin{aligned} \text{Aid to be returned} = \\ \text{Amount of federal aid disbursed} - \text{Amount of earned federal aid} \end{aligned}$$

Refunds are allocated in the following order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Federal PLUS Loans
- Federal Pell Grants for which a return of funds is required
- FSEOG for which a return of funds is required
- Other assistance for which a return of funds is required

Notification of Post Withdrawal Disbursements

A Post Withdrawal Disbursement (PWD) occurs when a student has withdrawn and the disbursement of loans and grants are applied to outstanding tuition and fees. When a student withdraws from the University, the University is required to determine the amount of earned student aid by performing a Return of Title IV (R2T4) calculation. If it is determined that a student has earned more aid that was disbursed, a PWD is needed. The student authorizes the University to obtain a PWD by signing an authorization for Post Withdrawal Disbursement. For a Parent PLUS Loan, the parent must sign the authorization for Post Withdrawal Disbursement. The student is notified in writing by the University in the event of a PWD. The notification letter informs the parent or student they have 14 days



from the date the University sent notification to determine if they choose to accept PWD. The student must indicate on the credit balance authorization form where they want the University to return a credit balance resulting from overage of their Title IV disbursement. The student may return the credit balance to the lender or request a stipend. A confirmed acceptance of a PWD must be made within 120 days of the date of determination the student withdrew by the University.

Return of Additional Funds

After all tuition and loan obligations are fully satisfied, some students have a remaining positive balance. Students may receive refunds or settlements of any remaining balance via a direct deposit or check referred to as a refund or stipend check. The Office of Student Accounts discusses this with students during their application process. The time it takes for the University and the student varies based on the course session the student is signed up for. The Office of Student Accounts distributes stipends within 14 days of receiving the funds.

Entrance and Exit Interview and Counseling

Loan entrance counseling explains the obligations of the student as a condition of receiving federal student loans. All students using FSA must complete entrance counseling prior to being packaged to ensure the student understands the amount borrowed, rights and responsibilities regarding repayment, and the obligations being assumed.

Upon withdrawal or graduation (or in the last term of the program), the student must complete loan exit counseling. The purpose of this session is to inform students of their tentative total loans received while in attendance at the University, refunds that may be made, and to provide the student with an estimated repayment schedule. If the student is unable to meet with the Office of Student Accounts, an exit interview packet will be mailed.

Borrower Rights and Responsibilities

Students have certain rights and responsibilities when taking on student loans. The student has the right to receive the following information before the first loan disbursement:

- Total amount of the loan
- Interest rate
- Repayment start date
- Effect of loan on other types of financial assistance

- List of loan fees and payment methods
- Yearly and total amount the student can borrow
- Maximum and minimum repayment amount
- Explanation of default and its consequences
- Consolidating and refinancing options for student loans
- Prepay without penalty statement

The borrower has the right to receive the following information before leaving the University:

- Total debt (principle and interest), interest rate, and total interest charged
- Loan repayment schedule including payment due dates, amounts, and frequency
- Name of the lender or agency, where to send payments, and contact information
- Late charges or litigation costs if payments are late
- Consolidating and refinancing options for student loans
- Prepay without penalty statement

The borrower has a responsibility to:

- Understand the terms of MPN
- Make payments, regardless of notice or bill
- Make payments until notification of deferment or forbearance has been granted
- Notify a student accounts officer of graduation, withdrawal, below part-time status, or transfer to another institution
- Notify the University of change in name, address, or Social Security Number
- Receive loan entrance and exit counseling

Out-of-Pocket Expenses and Financial Obligations

Federal student aid covers a predetermined amount toward a student's tuition. If the amount does not cover all of the tuition, students are required to pay the balance out-of-pocket. The Office of Student Accounts develops a payment plan with the student to determine the payment amount. Out-of-pocket expenses vary based on the program, loan amount, and student status.

Federal Supplemental Educational Opportunity Grant

The Federal Supplemental Educational Opportunity Grant (FSEOG) is available on a first come, first serve basis to students with exceptional financial need. Eligible students have an EFC of zero,



are freshman, and enrolled part-time. The amount of the grant and the number of students who may receive this grant, depend on the availability of funds from the U.S. Department of Education. Stratford contributes 25% of the FSEOG awarded to each recipient. FSEOG does not have to be repaid.

Scholarship Programs

Stratford University offers several scholarship programs. Information about applying is available in the Office of Admissions.

Stratford University Academic Scholarship Program

The Stratford University Academic Scholarship Program is designed for current students and graduates who are entering a bachelor's or master's degree program meeting the following criteria:

- Current Stratford University student in their final term with a cumulative GPA of 3.5 or higher
- Stratford University graduate with an associate's degree who finished with a cumulative GPA of 3.5 or higher
- Stratford University graduates with a bachelor's degree who finished with an overall GPA of 3.5 or higher

Undergraduate students who meet these criteria are awarded a maximum of \$1,500 which is disbursed in equal portions of \$250 per term, for six terms. Graduate students meeting these criteria are awarded a maximum of \$1,050, which is disbursed in six equal portions of \$175 per term. To remain eligible for this scholarship, students must take at least two courses during the term, maintain a 3.0 GPA, and maintain good-standing status.

High School Senior Scholarship Program

The High School Senior Scholarship Program is designed for eligible high school seniors who enroll at Stratford University during the summer and fall terms following their high school graduation. The scholarship offers the student \$1,500. In order to qualify, students must:

- Complete and submit a scholarship application with the Application for Admission 30 days prior to the start of Term 4 and Term 5 in the calendar year the student intends to enter Stratford University. The high school admissions officers can provide students with the application.
- Provide evidence of having a cumulative GPA of 2.0 or higher
- Submit an essay demonstrating the desire to achieve success in entering the student's selected program
- Provide evidence of being a well-rounded individual who has participated in school activities, community service, etc.

Selected students receive \$750 at the beginning of their third and sixth terms of enrollment. Scholarship winners are chosen by the High School Scholarship Committee and are notified in writing.

Private Scholarship Programs

Stratford University accepts private scholarships from foundations, service clubs, and other organizations. Examples of these programs used by Stratford students include culinary scholarship programs such as the scholarship from Careers in Culinary Arts (C-CAP) Culinary Competition, American Culinary Federation Scholarship Fund, Virginia Culinary Competition, Northern Virginia Culinary Competition, or Discover America.

Stratford First Scholarship

The Stratford First Scholarship is intended to encourage first-time college students. Five recipients are selected at each campus each year to receive \$10,000 to be applied toward tuition and fees. This scholarship cannot be combined with any other scholarship, grant, or discount.

Eligible candidates must be bachelor's degree seeking students with no prior attendance at any institution of higher education. Applicants must be U.S. citizens or legal permanent residents who have graduated from high school with a 3.0 GPA or higher. Stratford University employees and immediate family members are not eligible. Scholarship recipients must enroll no later than the October term and once enrolled may only change programs with approval of the campus dean. Continuation of the scholarship from term to term is contingent on the student passing all classes, maintaining a 3.0 GPA or higher, and staying enrolled in a bachelor's level program. Students who withdraw for any reason are dropped from the program and not eligible to re-enroll in the Stratford First Scholarship.



Applicants must complete a Stratford First Scholarship Application and submit it to the Director of Admissions no later than May 1st. A high school transcript showing a 3.0 GPA or higher must be submitted with the scholarship application.

Stratford Extra Rewards Program

The Stratford Extra Rewards program is for first-time Stratford University undergraduate students with no transfer credits or those transferring 50% or less of their program requirements. The program is valued at up to two free courses for associate's students and up to four free courses for bachelor's students. This scholarship cannot be combined with any other scholarship, grant, or discount.

Students must be U.S. citizens or legal permanent residents. Students must be enrolled in at least two courses per term and enrolled continuously. One term of STNA each academic year, in accordance in the STNA policies in this catalog, constitutes continuous enrollment. A student who withdraws at any time for any reason becomes ineligible for this program. Students who borrow in excess of direct cost are not eligible for the Stratford Extra Rewards program.

Students must sign the Extra Rewards program acknowledgement form confirming knowledge of the terms and conditions of the program.

Students earn tuition credit to be used toward a student's balance when the program is completed. Tuition credit earned through this program has no cash value and is therefore non-refundable; no refund is issued in the event of a tuition credit balance.

Stratford Guarantee

The Stratford Guarantee program gives students who demonstrated their best effort to attend and participate in class a second chance to take the course at no cost. The value of this program varies based on the course to be repeated.

Student must have 100% attendance and receive a failing grade in the course to be repeated. The student may only take the failed course one time within the Stratford Guarantee program. Lab and supplemental instructional fees must be paid for each course repetition; the Stratford Guarantee program only covers the cost of tuition. Students must stay within Satisfactory Academic Progress (SAP) benchmarks.

The faculty member teaching the course must recommend the student for the Stratford Guarantee program.

Federal Work Study Program

The Federal Work Study (FWS) program provides part-time employment to students who need the earnings to offset the cost of their education. Students may work on or off campus for a qualified public, private, or community service organization. Application for the FWS program may be made through the Office of Student Accounts and eligibility is based on financial need and the availability of funds. The University attempts to place students in jobs related to their program of study and work schedules are arranged according to course schedules. The amount of the award and the number of students, who may receive this grant, depends on the availability of funds from the U.S. Department of Education.

Veterans Services Benefits

Stratford University is approved for the training of veterans and eligible dependents and accepts Chapter 30 Montgomery GI Bill, Chapter 33 Post 9/11 GI Bill, Chapter 35 Survivors and Dependents Assistance, Chapter 1606 Montgomery GI Bill Selected Reserve, and Chapter 1607 Reserve Educational Assistance Program (REAP). Students interested in using their military educational benefits at Stratford University should contact the Military Student Office. Students are encouraged to contact their local VA Regional Office regarding questions pertaining to eligibility and entitlements. Upon initial registration to the University, eligible students should submit to the Military Student Office, a copy of their certificate of eligibility and/or a copy of their DD-214 along with a copy of their VA-Form 22-1990 or VA-Form 22-1995.

Stratford University has agreed to participate in the Yellow Ribbon Program under the Post9/11 GI Bill and provides an unlimited matching contribution as a Direct Grant toward the unmet established charges. Eligible students must maintain Satisfactory Academic Progress, conduct, and attendance according to the policies of the University. For information about programs supported by the Yellow Ribbon Program, please contact the Military Student Office.

The Department of Veterans Affairs offers student using VA education benefits through Title 38 or Title 10 (under Ch30, Ch31, Ch32, Ch35, Ch1606, Ch1607, Ch33) the opportunity to apply for the VA Work-Study Program. Stratford University has agreed to participate in this program and provide interested students the opportunity to receive additional allowances paid for performing VA-related activities. To qualify, student must be in receipt of education benefits at a minimum of $\frac{3}{4}$ training time. For more information about the VA Work-Study program, including how to apply, please visit the campus Military Student Office.



Vocational Rehabilitation Benefits

Stratford University is approved for VA Vocational Rehabilitation and Employment Benefits, Chapter 31. Eligible students should contact their local VA Vocational Rehabilitation Office to determine their eligibility, fill out the 28-1905 form, and obtain approval for payment of benefits. The University must have this approval before the student may enroll.

Military Tuition Assistance

Active duty military students using tuition assistance (TA) are eligible to participate in the University military TA program. This program entitles students to receive tuition assistance to offset the majority of the remaining tuition balance. Students are encouraged to contact their Education Service Office (ESO) to determine eligibility and are required to present a TA authorization form for every course approved prior to the start of the term. This program applies only to tuition charges and eligible fees. The military tuition rate is listed in the catalog addendum.

Military Spouse Career Advancement Accounts Program

Stratford University participates in the Military Spouse Career Advancement Accounts Program (MyCAA) which is a career development and employment assistance program. MyCAA helps military spouses pursue certificates, diplomas, or associate's degrees necessary for gainful employment in high-demand fields. As part of the career lifecycle, eligible military spouses are offered advising to assist with career exploration, education, training, career readiness, and connections. The Military Student Office has more information on the program assistance caps, eligibility requirements, what the program covers, and how to apply.

Employer Reimbursement

If a student's employer will contribute funds to a student's education, it can be done in one of two ways. First, the employer can pay the University directly; second, the employer can reimburse the student the cost of tuition. Students being reimbursed by the employer are required to pay tuition in full at the time of registration. Typically, the student is required to provide the employer with an acceptance letter and course schedules accompanied by a tuition invoice. If a student is planning to use employer reimbursement must let the Office of Student Accounts know so it can be properly processed.

Private Financing

Private financing is available for credit-worthy individuals from Sallie Mae and SunTrust. This is financing from outside agencies not affiliated with the federal student aid program. Please see the Office of Student Accounts for more information.

Cash Pay: Students may pay for their tuition in full at the time of registration. This is referred to as "cash pay," although a student may use cash, check, credit card, or money order. Stratford University accepts all major credit cards and credit card payment may be done in person or over the phone. Students paying by check must provide a phone number and driver's license number or state-issued ID number on the top of the check and the student ID number in the memo line. Students with college funds may pay for tuition directly.

Payment Plans: Payment plans are available for students using federal student aid and have an out-of-pocket expense or students who would like to pay their entire tuition out-of-pocket. The Office of Student Accounts typically sets up a seven month payment plan and the plan is reevaluated when a student's federal student aid is repackaged for students using a payment plan in conjunction with federal student aid. Payment plans are assessed a fee which can be found in the catalog addendum. Students who want to pay their entire tuition out-of-pocket establish installment dates with the Office of Student Accounts. Late installments are charged a late payment fee which can be found in the catalog addendum. Prior to registering for the following term, students must have a balance of zero unless alternative arrangements have been made with the Office of Student Accounts.

Maryland State Refund Policy

The University obligates students to tuition and fees by the academic term. Within seven calendar days of signing the Enrollment Agreement, if the student decides not to enroll or withdraws, regardless of whether it is before or after the first day of instruction, the University refunds 100% of all tuition and fees charged, except for the non-refundable application fee. If the student cancels or withdraws during the Add/Drop Period, the University refunds 100% of the tuition and fee charges, except the non-refundable application fee.



If a student withdraws after the seven day cancellation period and the first day of instruction, refunds are based on all tuition; fees; and charges for materials, supplies, or book. If the student withdraws after the Add/Drop Period, the University follows the Code of Maryland Regulations as stated below:

Proportion Taught by Withdrawal Date	Tuition Refund
Less than 10%	90% refund
10% up to, but not including 20%	80% refund
20% up to, but not including 30%	60% refund
30% up to, but not including 40%	40% refund
40% up to 50%	20% refund
More than 50%	No refund



UNDERGRADUATE POLICIES

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Undergraduate Admission

The application process requires the following steps for domestic undergraduate students. Interested students may submit documents in person, via fax, email, or U.S. post. For application documents, please contact the Office of Admissions at the appropriate campus.

- All applicants must complete an Application for Admission and pay the non-refundable application fee. This may be completed on the University's website or in the Office of Admissions.
- Complete the Enrollment Agreement which includes emergency contact information, acknowledgement of University policies, and student information release.
- Meet language requirement, if English is not the primary language.
- Submit documentation certifying successful completion of a secondary school program of studies, the attainment of satisfactory scores on the GED, or another state specified examination Note: A 2.0 high school graduating GPA (using a 4.0 scale) or its equivalent is required for enrollment in Maryland. An average GED test score of 450 or higher is required in Maryland. The admission criterion may be waived by the department representative, (e.g., faculty lead, campus dean) for an individual student; additional documentation provided by the student may be required.
- Submit official transcripts from all colleges or universities attended, if applicable. All degrees in a language other than English must be translated for U.S. equivalency for purposes of transcript evaluation.

First-Time Undergraduate Students

High School: Students still enrolled in high school must submit a current academic transcript and upon completion of high school must submit their final transcript prior to enrollment at Stratford University. High school students interested in obtaining information about enrolling at the University should contact the high school admissions officers at the appropriate campus.

Adult Learners: Students of all ages and backgrounds may apply to Stratford University as long as they meet the admissions requirements. Students eligible for domestic undergraduate admission to Stratford University must have a high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma as determined by the University Office of Admissions); has the recognized equivalent of a high school diploma, such as a general educational development or GED certificate; has completed homeschooling at the secondary level as defined by state law; or

has completed secondary school education in a homeschool setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a home-schooled student to receive a credential for their education.

For Virginia campuses, permissible documentation of high school graduation or equivalent may include a copy of or original high school transcript or diploma; GED transcript or certificate; documentation of homeschooling following the guidelines of the state in which the homeschooling was completed; or a college transcript or honorable discharge DD-214 indicating high school completion. The University recognizes a completed associate's degree or higher from an institution accredited by a DOE recognized accreditor as equivalent to U.S. high school graduation and must be documented with an official transcript.

For Maryland campuses, students must provide a high school transcript indicating a GPA of 2.0 or a GED transcript or certificate with a score of 450 or higher. This admission criterion may be waived by the department representative, (e.g., faculty lead, campus dean) for an individual student; additional documentation provided by the student may be required. Homeschooled students must provide documentation of homeschooling following the guidelines of the state in which the homeschooling was completed. The University recognizes a completed associate's degree or higher from an institution accredited by a DOE recognized accreditor as equivalent to U.S. high school graduation and must be documented with an official transcript.

It is the student's responsibility to provide this documentation within 30 day of the first day of the term in which the student begins if it cannot be submitted prior to admission. A student who does not or cannot provide the documents may be dismissed from the University. If a student's currently legal name is different than what is on the high school documentation, the student must provide a written statement indicating the difference and reason for the difference.

Non-Degree Seeking Students

Students may enroll as a non-degree student to fulfill prerequisites for another program, update job skills, for personal enrichment, raise their cumulative grade point average, or to explore a new career field. Non-degree seeking students must complete the same admissions process as degree seeking students and be aware they are not eligible for federal student aid.



Undeclared Students

Students may enroll as an undeclared bachelor's student which allows the student up to one academic year to earn credit while exploring academic options with dedicated advisement and guidance from University faculty and staff. Undeclared students can earn up to 40.5 credits, after which time the student must declare a program and matriculate into a designated program by meeting the requirements of that program. For students using VA education benefits, a maximum of two terms as an undeclared student are allowed before a program must be declared. Students who wish to transfer credits must meet with an advisor to determine their eligibility for undeclared status.

International Students

Stratford University welcomes applications from international students (all visa holders). The University accepts first time international students as well as transfers from other institutions. In addition to domestic student admissions requirements, international students may be required to complete additional requirements for English language skills, transcript translation, transcript evaluation, and a student visa to study in the U.S.

- Submit an original copy of an official TOEFL or IELTS test result. This is required for all students whose native language is not English.
 - Students test out of the ESL program with an Oxford Online Placement Test score of 80.
 - Stratford University requires a minimum TOEFL (IBT) of 79 or (CBT) of 213, a minimum IELTS of 6.5, or a minimum PTE score of 53. Applicants who score lower than the minimum may be considered for conditional acceptance. Students who are already on a visa in the U.S. may be exempted from the language and graduate testing requirements. Citizens of the United Kingdom, Canada, Australia, and New Zealand may be eligible for a waiver of proof of English language proficiency. Such applicants should provide a copy of the student visa and diplomas/transcripts for verification. Students who are already in the U.S. and will be joining Stratford University as a transfer student may be exempt from the language testing requirements. Change of status applicants are not be required to submit proof of English proficiency. *Note:* If needed, applicants may be required to provide the original Affidavit of Support and bank statement prior to issuing I-20.

Exception: If verified by *Funds-V*, originals are only required at the time of reporting with all other supporting documents.

- A TOEFL waiver may be granted if the student can provide proof of satisfactory completion of an ESL or college-level English course taken at a recognized postsecondary institution or graduation from a secondary or postsecondary educational institution or if the student registers in the University's ESL program.
- All international students must provide an original or notarized bank statement/balance certificate as well as an Affidavit of Support (AOS) or letter from their sponsor (if applicable) issued within the last six months. The sources of support must be dependable sources. The University is unable to assume financial responsibility for its students and there is no federal student aid available for international students. Therefore, it is the responsibility of the student to meet all expenses incurred while in the U.S.
- All applicants are required to submit the copy of a valid passport. Applicants applying within the U.S. are also need to submit copy of visa and I-94.
- For undergraduate students: Submit transcripts verifying completion of high school or equivalent accompanied by an official translation if the documents are in a language other than English.
- The University strongly suggests students provide two recommendation letters attesting to ability to succeed in college and highlighting examples of the strengths and weakness of the candidate to strengthen the student's application.
- International students may be interviewed before an I-20 is issued to them. This interview may be conducted in person or through video conference.

Stratford University requires documentation before an admissions decision can be made. Students who are working toward completing their application process and simply lacking documents or have files with incomplete information are classified as "pending" students. No acceptance letters may be sent to pending students until their file is complete. Once the required documents are received, they are reviewed, and an admission decision is reached. Students who do not meet minimum admission standards are not accepted to the University. Students in this category are notified of their denial of acceptance. Applicants not meeting the admissions requirements may be issued conditional acceptance. This exception can only be made by the ISO. Applicants who receive conditional acceptance



based on English requirements either need to test out upon their arrival; complete ESL program; or satisfy the dean, director, or advisor, as appropriate, through an interview. All admissions application documents should be scanned as one multi-page PDF (the size of the PDF file should be within 5MB) and sent to the International Student Office (isouaadmissions@stratford.edu) for initial applicants and to campus ISO (isofc@stratford.edu) for transfer applicants. The student is required to produce their supporting documents to the ISO. Failure to produce original documents may result in termination of SEVIS status. The final decision is made by the PDSO (primary designed school official). Admitted students receive notification of their acceptance from the International Student Office. Notification of admission generally takes one to three weeks from the date the application is received. Applications received from within the U.S. may be processed within 24 to 48 hours. These packages include the acceptance letter, I-20, orientation information, and other information of value. These documents are mailed via UPS. Students interested in having their acceptance package mailed by expedited means should contact the University with credit card information. The cost for expediting documents can be found in the catalog addendum. With admission notification, proper documentation, and payment of Student and Exchange Visitor Information System (SEVIS) fees, students can apply for their F-1 visa at the nearest U.S. embassy or consulate in their home country using the signed admission letter and an I-20 issued from Stratford University to support their visa request. Due to the implementation of SEVIS, home country address, city of citizenship, and city of birth must be recorded before a student visa may be issued. The U.S. consulate issues an F-1 visa, which must be attached to the applicant's passport.

Under the Department of Homeland Security (DHS) rules, a student affiliated with Stratford University must supply the University with up-to-date contact information including telephone number, address, email address, and emergency contact information. If this information changes, it is the student's responsibility to notify the University within ten days. Students who fail to maintain records could lose their status as a student.

F-1 students transferring from another institution in the U.S. also need to complete a transfer verification form and submit their documents to the International Student Office after they have received their acceptance documents. All courses reviewed for transfer must meet Stratford University's policies before transfer credit can be awarded.

Accepted students are required to report to the University no more than 30 days prior and no less than one week prior to the beginning of the first term of attendance. During this time, they receive advis-

ing, orientation, and complete the course registration process. All international students must be enrolled full-time on-campus study each term.

International students must maintain a zero balance when transitioning between terms.

Placement Testing

Stratford University is committed to the academic success of its students. Academic advisors use test scores and academic history to determine a student's preparedness for college-level courses and/or if preparatory course(s) are required. Students who are required to take arts and sciences courses in their programs must take the placement test. Students may take the required assessment test up to three times. See arts and sciences course descriptions for score requirements. Students who do not meet the minimum scores for placement into credit earning courses are enrolled into remedial courses to ensure preparedness for college-level courses. Students may elect not to take the placement test and enroll directly into the remedial courses. The decision to opt-out of the placement test must be made in writing and included in the student's academic file. Remedial courses are charged full tuition, but earn no academic credit.

Students who have no previous college education must take the placement test prior to their first term of enrollment. Students who have transfer credit in areas other than mathematics or English must take the placement test within their first term of enrollment. The tests are available during learning resource center hours. Students may direct questions about the test to the Office of Admissions or their academic advisor.

Transfer Credit

Stratford University has established a transfer credit policy which is consistent with accreditation requirements. The policy is designed to facilitate the transfer of students and credits from one college or university to another, assure maximum utilization of prior learning, and encourage students to advance as far through the educational system as they can in pursuit of their goals. The evaluation of transfer courses to determine the award of University transfer credit is a multistep process initially driven by an assessment of the institutional source and educational quality of the course work.

Transfer credits are determined by the timeliness, relevance of content, acquired skills, and knowledge obtained from the course(s). Transfer credits may be awarded for courses taken from nationally or regionally accredited institutions. Transferred courses must be three or more credits, completed with a grade of C or higher, and coincide with the University's program outline. For courses in



quickly evolving disciplines, the amount of time elapsed since the courses were taken may affect the transferability of courses. The length of time since the course was taken and the student's background determines whether the courses can be transferred. Courses with other grades may be transferred in at the discretion of the designated department representative. Additional documentation in the form of course descriptions, syllabi, or a competency test may be requested, if needed, to assure the transferred course is equivalent to one of the courses required for completion of a certificate, diploma, or degree at Stratford University. Credits based on clock hours are not transferrable to Stratford University.

Domestic students submitting transcripts from international institutions for transfer credit are required to submit a transcript evaluation by an agency approved by ACICS. Transcripts sent from any school, college, or university, recorded in a language other than English must be accompanied by an official translation. All documents must be original or a certified copy. Transcript translation service is available through agencies recognized by the National Association of Credential Evaluation Services (www.naces.org) or the Association of International Credential Evaluators (www.aice-eval.org).

During the admission process, students must disclose which colleges, institutions, and universities from which they wish to submit transcripts for transfer credit evaluation. Official transcripts from each college, institution, or university must be submitted for evaluation within 30 days of enrollment. It is the responsibility of the student to provide the University with all postsecondary transcripts detailing courses taken at other institutions. Transfer credits from courses completed at institutions other than Stratford University are noted on the transcript with a posting of TC. Transfer courses are not counted under the qualitative measurement of GPA; however, transfer courses are counted as attempted credits under the quantitative measurement, which includes the completion percentage and the maximum time frame requirement.

Military Training

Military students may receive credit for training received while in the military. This experience and/or training should be shown on a military transcript submitted for transfer credit evaluation. Military transcripts accepted for evaluation include AARTS (Army/American Council on Education Registry Transcript System), SMART (Sailor Marine American Council on Education Registry Transcript System), CCAF (Community College of the Air Force), CGI (Coast Guard Institute), and Joint Services Transcripts (JST) as well as other SOC colleges and universities. Credit awarded for experience

gained during military service are based on the recommendation of respective organization and recorded on the student's transcript as CR.

Prior Learning Assessment and Recognition

Credit for prior experiences, also known as Prior Learning Assessment and Recognition (PLAR), may be awarded as prior learning credits. These credits are posted on the transcript as CR. These credits are not counted under the qualitative measurement of GPA; however, they are counted as attempted credits under the quantitative measurement, which includes the completion percentage and the maximum time frame requirement.

A non-refundable fee per course must be paid before the materials submitted to the committee are reviewed; the amount of this fee can be found in the catalog addendum. A maximum of 22.5 quarter-credits towards an associate's degree and a maximum of 45 quarter-credits towards a bachelor's degree may be granted for life experience. Credit given for prior experience cannot be used as a substitute for a course previously taken for which a passing grade was not received.

All other credit awarded is based on an assessment of the knowledge, skills, or competencies acquired. In order to be considered, the student must provide clearly organized and documented evidence proving the knowledge is equivalent to college-level learning. To be considered for credit for previous experience the following applies:

- The student must be enrolled at the University.
- The student must explain how the prior learning relates to the student's degree program, what experience was gained, and what specific courses for which the student is requesting credit.
- The credit requested must be course-equivalent and applicable to the student's program of study.

The student must provide documentation of the learning being claimed. Students may apply for previous experience and earn academic credit through a number of avenues:



- Submit a life experience portfolio (for extensive experience)
- Write an experience learning essay
- Complete a formal interview
- Engage in a simulation or role playing exercise
- Present a case study or product assessment

Documentation may include, but is not limited to, licenses or certifications, attendance at seminars, workshops or conferences, community service, specialized training, work experience, resumes, letters from employers or others who can confirm job duties, various tests or other assessments, and military experience. The material submitted by the student is reviewed by an individual certified to review prior experiences. The designated individual determines the number of credits, if any, to be granted based upon the material submitted.

Credit by Exam

Stratford University accepts exam credit from courses such as the College Level Examination Program (CLEP), Defense Activity for Non-Traditional Educational Support (DANTES), DANTES Subject Standardized Tests (DSST), Excelsior College Exams (ECE), and Advanced Placement (AP) exams and awards credit for these examinations which can be found on the respective exam information website. Students must achieve the minimum recommended score for the exam to receive credit. DANTES examinations are identical to CLEP examinations, but are offered solely to enlisted military personnel. The University establishes DANTES examination equivalents and awards credit in the same manner as the CLEP examinations. Students should submit a transcript of their exam score sheet(s) to the Office of the Registrar for evaluation. These credits are denoted on student transcripts as CE.

Sources of Credit

Maximum Allowed Transfer Credit: Students must earn the minimum percent of their degree at Stratford University for their program level to fulfill degree requirements.

Degree	Transfer Credits Allowed	Credits at Stratford
Associate	67.5 credits	22.5 credits
Bachelor	135 credits	45 credits

Undergraduate Student Status

Part-Time: University policy defines an undergraduate three-quarter time students as registered for at least 9 quarter-credits per term. This is the minimum number of credits for students who use federal student aid. Students may enroll for 4.5 quarter-credits if using a payment method other than federal student aid.

Full-Time: University policy defines an undergraduate full-time student as registered for at least 13.5 quarter-credits per term.

A student may be permitted to exceed the full-time status in exceptional circumstances when the student benefits. Undergraduate students with a CGPA of 3.25 or higher and graduate students with a CGPA of 3.5 or higher may take up to 18 credits per term. Students below these averages are limited to 13.5 credits per term. Students may not exceed four courses per term. There is no waiver process to allow students to exceed 18 credit hours per term.

Grades

The formal grading system utilized by Stratford University conforms to recognized educational standards. Students are available to students through Moodle or the self-service portal. Any questions regarding the posting of grades should be addressed to the student's instructor or the Office of the Registrar.

Undergraduate Grading System

Grade	Grade Points	Description
A	4.00	Excellent
A-	3.67	
B+	3.33	
B	3.00	Good
B-	2.67	
C+	2.33	
C	2.00	Satisfactory
C-	1.67	
D+	1.33	
D	1.00	Poor
D-	0.67	
F	0.00	Failing
AU	0.00	Audited Course
CE	0.00	Credit by Exam
CR	0.00	Previous Experience Credit
I	0.00	Incomplete
P	0.00	Passing
TC	0.00	Transfer Credit
W	0.00	Withdrawal



Satisfactory Academic Progress

The Satisfactory Academic Progress (SAP) policy fulfills the requirements expressed by the Higher Education Act (HEA), U.S. Department of Education, and the Accrediting Council for Independent Colleges and Schools (ACICS). Students must maintain a satisfactory level of academic progress toward completing a degree in order to remain enrolled at the University and/or receive financial assistance via federal student aid or military benefits.

SAP is evaluated based on quantitative and qualitative components. All students are measured against qualitative and quantitative standards. The Office of the Registrar and the Office of Student Financial Services generate and monitor respective SAP reports. After grades are posted, student cumulative grade point average and rate of progression are calculated to determine if a student is making Satisfactory Academic Progress.

Qualitative Measurement

Qualitative measurement is determined by a student's cumulative grade point average (CGPA) and is calculated by dividing the quality points by the total attempted credits except repeated courses only include the last attempted grade. Quality points are determined for credits earned by multiplying the course grade point by the course credit value; sum the quality points for all courses. To meet the qualitative standards, students must meet the minimum CGPA as determined by the benchmarks below.

Quantitative Measurement

The quantitative measurement is the rate of progression (ROP) and determined by overall completion percentage. Minimum completion percentage is calculated by dividing the credits earned by the credits attempted rounded to the nearest whole percent. This is assessed each academic term. To meet the quantitative standards, students must have a minimum ROP as determined by the benchmarks below. Federal guidelines establish students must progress through their program which allows them to graduate within 150% of the published number of program credits. This is called the maximum time frame (MTF). For example, an associate's program is 90 credits multiplied by 150% is 135 credits; student must graduate from the program with not more than 135 attempted credits. Students may not exceed the maximum time frame, even if the student did not receive financial assistance.

If a student enrolls in a subsequent program, the MTF is reset to the second program. Transfer courses, credits by exam, previous experience credits, and failed courses applicable to the subsequent program are deducted from the MTF of the subsequent program.

The MTF reset is granted for subsequent programs regardless of whether the student graduated from the previous program. For instance, a student in a bachelor's degree program is allowed 270 credits (180 credits x 150%) to complete the program. If the student does a program change to a second bachelor's program and transfers 27 credits, the MTF for the second program is an additional 270 credits, but the 27 transfer credits are used toward the 270 credit allotment leaving 243 credits for the student to complete the second program.

SAP Conditions

Transfer Credits, Credits by Exam, Previous Experience

Credit: Approved transfer credits from another institution, credits by exam, and previous experience credit affect ROP only. They are not calculated in CGPA. These are counted as both attempted and earned credits for purposes of evaluation intervals.

Pass/Fail Credits: Courses graded on a pass/fail basis are not included in CGPA calculation, but affect the ROP calculation.

Course Withdrawals: If a student withdraws from a course and receives a W, the grade is excluded from the CGPA calculation, but is part of the ROP calculation and affects the MTF.

Incompletes: An incomplete grade is a transition grade to allow the registrar to close the term and issue grade reports. During the period the incomplete is on the transcript, it is not calculated in either CGPA or ROP calculations until a letter grade is assigned.

Remedial Courses: Remedial courses do not affect CGPA or ROP calculations.

ESL Courses: ESL courses do not affect CGPA or ROP calculations.

Audited Courses: Audited courses do not affect CGPA or ROP calculations.

Standard Term of Non-Attendance: Standard Terms of Non-Attendance do not affect CGPA or ROP calculations.

Repeated Courses: Courses which earn a grade, including failed grades, and are subsequently repeated are included in CGPA and ROP calculations. Courses are counted as attempted each time the course is taken. All grades remain on the transcript, but only the last grade is included in the CGPA.

Program Change: A program change occurs when a student moves programs at the same academic level without graduating; for instance, from one associate's program to a second. Only courses applicable to the second program are applied and subject to CGPA



and ROP calculations. This includes transfer credits, credits by exam, previous experience credit, and failed courses. Qualitative and quantitative measurements are based on the second program benchmarks. Students may change programs twice, i.e. enroll into three programs without graduating. A student who changes a program for a second time, into a third program, must have completed 67% of the program prior to changing.

Program Upgrade: A program upgrade occurs when a student moves from a lower-level to higher-level program without completing the lower-level program. For instance, a student moves from an associate's program to a bachelor's program. Only courses applicable to the second program are applied and subject to CGPA and ROP calculations. This includes transfer credits, credits by exam, previous experience credit, and failed courses. Qualitative and quantitative measurements are based on the second program benchmarks. In cases where a student downgrades from a higher-level to lower-level program, the same process is followed.

Second Degree: A student who graduates may enroll in a second program. Only courses applicable to the second program are applied and subject to CGPA and ROP calculations. This includes transfer credits, credits by exam, previous experience credit, and failed courses. Qualitative and quantitative measurements are based on the higher-level program benchmarks

Undergraduate to graduate progression does not carry CGPA or ROP calculations. A student who graduates from an undergraduate program and enrolls in a graduate program begins a new SAP calculation based on their graduate student status.

Academic SAP Policy

Academic SAP reports are generated at the end of each term for each student. The CGPA and ROP must be at or exceed the benchmark associated with the evaluation interval. If a student does not meet the CGPA and/or ROP benchmarks at the end of the term, the student is placed on a SAP status in the subsequent term. Evaluation intervals are based on the total attempted credits. Attempted credits include transfer credits, credits by exam, previous experience credit, and failed courses. The CGPA includes failed courses and the ROP calculation includes transfer credits, credits by exam, previous experience credit, and failed courses.

Undergraduate: Undergraduate students in programs with 72 credits or fewer must maintain a 2.0 CGPA and a 67% ROP at all times. All undergraduate degrees with more than 72 credits are assessed using the same evaluation intervals and benchmarks. Undergraduate students in the evaluation interval of zero to 71 attempted credits must have a minimum CGPA of 1.5 and a ROP of 50% at the end

of each term. Students in the evaluation interval of 72 or more attempted credits must have a minimum CGPA of 2.0 and a ROP of 67%. When an undergraduate student transfers 72 or more credits, the student is always evaluated at the 72 or more attempted credit evaluation interval.

A student may be placed on the following academic SAP status and must take the required action associated with the status. A student who is placed on an academic SAP status and meets the requirements in the subsequent term returns to good standing status. A student who does not meet the requirements in the subsequent term is placed on the next status. If a student has a break in enrollment of more than one term and is re-admitted or re-enters into the same program, the previous status(es) apply. If the student changes or upgrades to a different program, no previous status is applied and the process for program changes applies.

Good Standing: Students are in good standing when the minimum CGPA and ROP is met or exceeded. Students in good standing are eligible to register for courses and receive financial assistance.

Alert: Students are placed on alert status in the first term the CGPA and/or ROP falls below the minimum.

Warning: Students are placed on warning status the second term the CGPA and/or ROP falls below the minimum. This status requires students to have their course schedule approved by the academic advisor and meet with an academic advisor monthly.

Probation: Students are placed on probation status the third term the CGPA and/or ROP falls below the minimum. This status requires students to have their course schedule approved by the academic advisor and meet with an academic advisor bi-weekly.

Dismissal: Students are placed on dismissal status the fourth term the CGPA and/or ROP falls below the minimum. Students who are academically dismissed are no longer active students of the University and are ineligible for financial assistance. Students who reach the maximum time frame are dismissed and no longer eligible to enroll or receive financial assistance. F-1 students dismissed for failing to meet SAP requirements have their student status terminated.

Financial Assistance SAP Policy

The Department of Education defines an academic year as a minimum of 30 weeks and a predetermined number of earned credits. Undergraduate programs with 72 credits or fewer must maintain a 2.0 CGPA and a 67% ROP at all times and are evaluated each term. Undergraduate students in programs with more than 72 credits are measured every 36 credits earned at Stratford University. Evalua-



Academic		
Students are evaluated at the end of each term		
Undergraduate students in programs with 72 credits or fewer must maintain a 2.0 CGPA and a 67% ROP at all times.		
	Benchmark	
Evaluation Interval	Minimum CGPA	Minimum ROP
0-71 Stratford undergraduate attempted credits	1.5 CGPA	50% ROP
72+ Stratford undergraduate attempted credits	2.0 CGPA	67% ROP
Evaluation intervals are based on attempted credits which include transfer credits, credits by exam, previous experience credit, and failed courses.	CGPA and ROP calculations include transfer credits, credits by exam, previous experience credit, and failed courses.	

Financial Assistance		
Undergraduate students are evaluated at each 36 Stratford-earned credit hour increment		
Undergraduate students in programs with 72 credits or fewer must maintain a 2.0 CGPA and a 67% ROP at all times and are evaluated each term.		
Undergraduate students who transfer in courses and have 72 credits or fewer to complete a degree at the University must maintain a 2.0 CGPA and a 67% ROP at all times and are evaluated each term.		
	Benchmark	
Evaluation Checkpoint	Minimum CGPA	Minimum ROP
36 Stratford-earned undergraduate credits	1.5 CGPA	50% ROP
72+ Stratford-earned undergraduate credits	2.0 CGPA	67% ROP
Evaluation checkpoints are based on Stratford-earned credits only and do not include transfer credits, credits by exam, and previous experience credit.	CGPA and ROP calculations include transfer credits, credits by exam, previous experience credit, and failed courses.	

tion checkpoints do not include transfer credits, credits by exam, previous experience credit, and failed courses. At the first evaluation checkpoint of 36 earned credits, undergraduate students in programs with 72 more or credits must have a minimum CGPA of 1.5 and a ROP of 50%. At the second evaluation checkpoint of 72 earned credits and all subsequent checkpoints, these undergraduate students must have a minimum CGPA of 2.0 and a ROP of 67%. The CGPA and ROP calculations include transfer credits, credits by exam, previous experience credit, and failed courses. A student who is unable to meet either the quantitative (ROP) or qualitative (CGPA) standard by graduation becomes ineligible for federal student aid or military benefits.

Re-Entry after SAP Dismissal

If an appeal is granted, the SAP Appeals Committee determines the provisions for re-entry on a case-by-case basis. Any student who returns based on an appeal of dismissal has SAP evaluated on a term-by-term basis until the student is meeting SAP standards; a student may be ineligible for financial assistance until such time SAP standards are met. The Office of Student Financial Services can assist students with determining eligibility for financial assistance.

Students who have lost eligibility for financial assistance may elect to continue their education on extended enrollment status if they have not been dismissed under the Academic SAP policy. Students on extended enrollment are not eligible for financial assistance and are responsible for all financial arrangements with the University. While in an extended enrollment status, students must seek to correct academic deficiencies by taking remedial courses, retaking failed courses, or practicing previously learned skills. Credits taken during an extended enrollment status count towards maximum time frame calculations. Students on extended enrollment status may



reestablish SAP by improving their CGPA and/or ROP to meet the required minimums. Neither a period of absence from the University, nor paying for courses out-of-pocket is considered sufficient to reinstate financial assistance eligibility.

same term as the ceremony is being held. This must be approved by the campus dean. Diplomas are not distributed at the ceremony. Students must complete the academic checkout process through the Office of the Registrar in order to obtain their diploma.

Undergraduate Graduation Requirements

- Complete all required classroom modules, externship hours (if applicable), and all program requirements
- Achieve a minimum GPA of 2.0
- Complete at least 25% of the program credits at the University
- Satisfy all financial obligations
- Complete an academic check out form signed by the designated department representative

Stratford University reserves the right to update or change the curricula at any time. Any candidate for a degree is held to compliance with changes for the uncompleted portion of the program of study. If it is determined a student will not be able to fulfill the graduation requirements, the University reserves the right to discontinue a student's enrollment.

Processes and Requirements

Students must complete the academic checkout forms prior to enrolling for their last term. This must be signed by various departments and it is the student's responsibility to complete it. After grades are posted for their final term, the designated department representative reviews the transcript and approves it. The diplomas are ordered after the designated department representative's approval. Diplomas are typically ready within one academic term. Students may have their diploma mailed to them or it can be picked up on campus. International students should contact the Office of the Registrar the February before graduation for forms requesting invitation letters.

Ceremonies

Stratford University holds graduation ceremonies annually for graduates of all programs. It is a special event for the University, students, and their families to celebrate the personal and academic accomplishments of the student. Students should contact the Office of the Registrar for information about signing up for the ceremony. Caps and gowns are available in Student Support Services and students are assessed a graduation fee which can be found in the catalog addendum. Students may apply to walk at the ceremony ahead of their official graduation; if they will complete their program the



UNDERGRADUATE PROGRAMS

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ARTS AND SCIENCES COURSES

Arts and sciences courses provide students with the general education foundation essential to success in their core courses. The arts and sciences areas of study include psychology, mathematics, humanities, science, and English. These courses improve critical and analytical thinking skills, enhance knowledge of the community, teach skills in conducting research, and expand knowledge beyond a student's program. These skills are crucial to student development and key qualities for employment in high-demand work environments.

Academic advisors may waive prerequisites, when necessary, at their discretion. Electives may be substituted on a case-by-case basis with the approval of the academic advisor. Programs with specified arts and sciences courses supersede the structure listed below.

ENG111.....	College Composition	4.5
ENG290.....	Current Topics in English	4.5
ENG310.....	Oral Communications	4.5
ENG320.....	Advanced Composition and Research	4.5
ENG490.....	Special Topics in English	4.5
HUM110.....	Principles of Ethics	4.5
HUM250.....	Cultural Diversity	4.5
HUM290.....	Current Topics in the Humanities	4.5
HUM320.....	World Literature.....	4.5
HUM330.....	The American Experience.....	4.5
HUM410.....	Understanding World Cultures	4.5
HUM490.....	Special Topics in the Humanities I.....	4.5
HUM491.....	Special Topics in the Humanities II.....	4.5
HUM492.....	Special Topics in the Humanities III.....	4.5
HUM493.....	Special Topics in the Humanities IV.....	4.5
MAT111.....	Modern Math with Algebra	4.5
MAT210.....	College Algebra	4.5
MAT220.....	Discrete Mathematics	4.5
MAT290.....	Current Topics in Mathematics.....	4.5
MAT310.....	Statistics.....	4.5
MAT320.....	Probability and Statistics	4.5
MAT410.....	Introduction to Calculus	4.5
MAT490.....	Special Topics in Mathematics I.....	4.5
MAT491.....	Special Topics in Mathematics II.....	4.5
PSY110.....	Social Psychology	4.5
PSY290.....	Current Topics in Psychology.....	4.5
PSY320.....	Human Growth and Development	4.5
PSY325.....	Positive Psychology.....	4.5
PSY340.....	Critical Thinking and Reasoning.....	4.5
PSY350.....	Mindful Leadership	4.5
PSY490.....	Special Topics in Psychology	4.5
SCI110.....	General Science	4.5
SCI250.....	Microbiology	4.5
SCI290.....	Current Topics in Science	4.5
SCI360.....	Introduction to Biochemistry.....	4.5
SCI410.....	Impact of Science and Technology.....	4.5
SCI490.....	Special Topics in Science	4.5
SPA210.....	Spanish I	4.5
SPA310.....	Spanish II	4.5

Associate's Degree Arts and Sciences Requirements

CIS110	Computer Office Applications	4.5
ENGXXX.....	English course (100 or 200 level).....	4.5
HUMXXX.....	Humanities course (100 or 200 level)	4.5
MATXXX.....	Mathematics course (100 or 200 level)	4.5
PSYXXX.....	Psychology course (100 or 200 level)	4.5
CUL270.....	Food Science ¹	
SCIXXX.....	Science course (100 or 200 level)	4.5
Associate's Degree Requirements: 7 courses		31.5 credits

Bachelor's Degree Arts and Sciences Requirements

CIS110	Computer Office Applications	4.5
ENGXXX.....	English course (100 or 200 level).....	4.5
ENGXXX.....	English course (200 level or higher)	4.5
HUMXXX.....	Humanities course (100 or 200 level)	4.5
HUMXXX.....	Humanities course (200 level or higher)	4.5
MATXXX.....	Mathematics course (200 level)	4.5
MATXXX.....	Mathematics course (200 level or higher)	4.5
PSYXXX.....	Psychology course (100 or 200 level)	4.5
PSYXXX.....	Psychology course (200 level or higher)	4.5
SCIXXX.....	Science course (100 or 200 level)	4.5
SCIXXX.....	Science course (200 level or higher)	4.5
CUL270.....	Food Science ¹	4.5
XXXXXX.....	Open Arts and Sciences course (300 level or higher)	4.5
XXXXXX.....	Open Arts and Sciences course (300 level or higher)	4.5
Bachelor's Degree Requirements: 14 courses		63 credits

1 SCIXXX with lab for Hotel and Restaurant Management students



SCHOOL OF HOSPITALITY AND CULINARY ARTS

Associate of Applied Science Advanced Culinary Arts

The mission of the Associate of Applied Science in Advanced Culinary Arts program is to give students the culinary skills required for entry into the food service industry with the additional liberal arts education needed for management positions. The program focuses on culinary skills, theory, communication, and problem solving skills. The American Culinary Federation (ACF) accredits this program. *This program requires students to purchase a culinary kit and chef uniform from the University. Students are required to pass the ServSafe exam or possess a food handler's license during introductory culinary courses.*

Graduates of this program may use associate's degree courses towards an upgraded bachelor's program.

13 Core courses x 4.5 credit hours = 58.5 credit hours
7 Arts and Sciences courses x 4.5 credit hours = 31.5 credit hours
20 Total courses x 4.5 credit hours = 90 credit hours

This program typically takes 7 terms to complete for students enrolled full-time.

Core Requirements

CUL111.....Culinary Theory and Sanitation.....	4.5
CUL121.....Kitchen Fundamentals.....	4.5
CUL140.....Introduction to Cooking Techniques.....	4.5
CUL142.....Garde Manger.....	4.5
CUL150.....Sauces, Soups, and Stocks.....	4.5
CUL152.....Elements of Entrée Production.....	4.5
CUL160.....Fundamentals of Baking.....	4.5
CUL162.....Pastry Arts.....	4.5
CUL170.....Advanced Culinary Theory.....	4.5
CUL210.....Nutrition and Menu Planning.....	4.5
CUL215.....Dining Room Service.....	4.5
CUL271.....Culinary Skills Externship I.....	4.5
HOS270.....Hospitality Supervision.....	4.5
Total Core Requirements: 13 courses	58.5 credits

Arts and Sciences Requirements

See Arts and Sciences section

Total Arts and Sciences Requirements: 7 courses 31.5 credits

Associate of Applied Science Baking and Pastry Arts

The mission of the Associate of Applied Science in Baking and Pastry Arts program is to give students the skills necessary to pursue careers as pastry chefs. This program stresses the general skills required of all food service professionals from critical thinking and professionalism to an understanding of food safety, nutrition, and service, while emphasizing baking and pastry-specific skills. *This program requires students to purchase a culinary kit and chef uniform from the University. Students are required to pass the ServSafe exam or possess a food handler's license during introductory culinary courses.*

Graduates of this program may use associate's degree courses towards an upgraded bachelor's program.

13 Core courses x 4.5 credit hours = 58.5 credit hours
7 Arts and Sciences courses x 4.5 credit hours = 31.5 credit hours
20 Total courses x 4.5 credit hours = 90 credit hours

This program typically takes 7 terms to complete for students enrolled full-time.

Core Requirements

BAK124.....Artisan Breads.....	4.5
BAK134.....Cakes, Custards, and Creams.....	4.5
BAK154.....Specialty and Wedding Cakes.....	4.5
BAK164.....Plated Desserts.....	4.5
BAK174.....Confectionery Production.....	4.5
CUL111.....Culinary Theory and Sanitation.....	4.5
CUL121.....Kitchen Fundamentals.....	4.5
CUL160.....Fundamentals of Baking.....	4.5
CUL170.....Advanced Culinary Theory.....	4.5
CUL210.....Nutrition and Menu Planning.....	4.5
CUL215.....Dining Room Service.....	4.5
CUL271.....Culinary Skills Externship I.....	4.5
HOS270.....Hospitality Supervision.....	4.5
Total Core Requirements: 15 courses	58.5 credits

Arts and Sciences Requirements

See Arts and Sciences section

Total Arts and Sciences Requirements: 7 courses 31.5 credits



Associate of Applied Science Hotel and Restaurant Management

The mission of the Associate of Applied Science in Hotel and Restaurant Management program is to provide students with a foundation in hotel and restaurant management skills to prepare them for career advancement within the hospitality industry. This program focuses on applying principles of business communication; supervision; accounting; and planning to front office, housekeeping, customer service, and special events planning.

Graduates of this program may use associate's degree courses towards an upgraded bachelor's program.

13 Core courses x 4.5 credit hours = 58.5 credit hours
 7 Arts and Sciences courses x 4.5 credit hours = 31.5 credit hours
20 Total courses x 4.5 credit hours = 90 credit hours

This program typically takes 7 terms to complete for students enrolled full-time.

Core Requirements

BUS112.....Principles of Accounting I	4.5
BUS120.....Sales and Marketing	4.5
BUS220.....Business Communications.....	4.5
HOS105.....Analysis of the Hospitality Industry	4.5
HOS110.....Food and Beverage Management	4.5
HOS120.....Front Office Procedures.....	4.5
HOS125.....Housekeeping Management.....	4.5
HOS230.....Special Events Planning	4.5
HOS245.....Event Management	4.5
HOS250.....Hospitality Resort Tourism.....	4.5
HOS255.....Customer Service.....	4.5
HOS270.....Hospitality Supervision	4.5
HOS271.....Hotel and Restaurant Externship I.....	4.5
Total Core Requirements: 13 courses	58.5 credits

Arts and Sciences Requirements

See Arts and Sciences section

Total Arts and Sciences Requirements: 7 courses 31.5 credits

Bachelor of Arts Hospitality Management

Two + Two Option Available

The mission of the Bachelor of Arts in Hospitality Management is to allow students to build on a core of knowledge gained through the associate's degree in hotel and restaurant management, advanced culinary arts, baking and pastry arts, or equivalent to develop the management skills needed for successful operation of a hospitality-related business. *This program requires culinary and baking students to purchase a culinary kit and chef uniform from the University. Students are required to pass the ServSafe exam or possess a food handler's license during introductory culinary courses.*

At the completion of all lower level requirements, students are awarded the Associates of Applied Science degree. The requirements for the Bachelor of Arts in Hospitality Management program are split into lower- and upper-level courses. The majority of the students prefer this option because it allows them early entry into the job market.

10 Core courses x 4.5 credit hours = 45 credit hours
 13 Concentration courses x 4.5 credit hours = 58.5 credit hours
 3 Elective courses x 4.5 credit hours = 13.5 credit hours
 14 Arts and Sciences courses x 4.5 credit hours = 63 credit hours
40 Total courses x 4.5 credit hours = 180 credit hours

This program typically takes 14 terms to complete for students enrolled full-time.

Core Requirements

BUS325.....Entrepreneurial Leadership.....	4.5
BUS310.....Introduction to Financial Management.....	4.5
BUS405.....Business Law: Legal Environment for Business	4.5
BUS415.....Organizational Theory and Development.....	4.5
HOS310.....Beverage Operations Management.....	4.5
HOS320.....Hospitality Marketing.....	4.5
HOS330.....Food and Beverage Controls	4.5
HOS355.....Catering Management.....	4.5
HOS440.....Hospitality Facilities Management and Design	4.5
HOS490.....Hospitality Capstone.....	4.5
Total Core Requirements: 10 courses	45 credits

Concentration Areas

Advanced Culinary Arts Requirements

CUL111.....Culinary Theory and Sanitation
CUL121.....Kitchen Fundamentals
CUL140.....Introduction to Cooking Techniques
CUL142.....Garde Manger
CUL150.....Sauces, Soups, and Stocks
CUL152.....Elements of Entrée Production
CUL160.....Fundamentals of Baking
CUL162.....Pastry Arts
CUL170.....Advanced Culinary Theory
CUL210.....Nutrition and Menu Planning
CUL215.....Dining Room Service
CUL271.....Culinary Skills Externship I
HOS270.....Hospitality Supervision



Baking and Pastry Arts Concentration

BAK124.....Artisan Breads
 BAK134.....Cakes, Custards, and Creams
 BAK154.....Specialty and Wedding Cakes
 BAK164.....Plated Desserts
 BAK174.....Confectionery Production
 CUL121.....Kitchen Fundamentals
 CUL160.....Fundamentals of Baking
 CUL170.....Advanced Culinary Theory
 CUL210.....Nutrition and Menu Planning
 CUL215.....Dining Room Service
 CUL271.....Culinary Skills Externship I
 HOS270.....Hospitality Supervision

Hotel and Restaurant Management Concentration

BUS112.....Principles of Accounting I
 BUS120.....Sales and Marketing
 BUS220.....Business Communications
 HOS105.....Analysis of the Hospitality Industry
 HOS110.....Food and Beverage Management
 HOS120.....Front Office Procedures
 HOS125.....Housekeeping Management
 HOS230.....Special Events Planning
 HOS245.....Event Management
 HOS250.....Hospitality Resort Tourism
 HOS255.....Customer Service
 HOS270.....Hospitality Supervision
 HOS271.....Hotel and Restaurant Externship I

Total Concentration Requirements: 13 courses 58.5 credits

Elective Courses

BAK courses approved by the advisor, BUS100, BUS112, BUS122, BUS135, BUS425 CUL courses approved by the advisor, HOS courses approved by the advisor.

Total Electives Requirements: 3 courses 13.5 credits

Arts and Sciences Requirements

See Arts and Sciences section

Total Arts and Sciences Requirements: 14 courses 63 credits

UNDERGRADUATE COURSE DESCRIPTIONS

Undergraduate Course Prefix Designations

BAK	Baking
BUS	Business
CIS	Computer Information Systems
CUL	Culinary
ENG	English
HOS	Hospitality
HUM	Humanities
MAT	Mathematics
PSY	Psychology
SCI	Science

Stratford University uses the following course numbering system which is an accepted higher education system:

- 100-299 Lower-level undergraduate courses
- 300-499 Upper-level undergraduate courses

BAK124 Artisan Breads 4.5 credits

This course focuses on the art of bread baking from quick and yeast breads to laminated doughs and international and breakfast breads. Students also learn how artisan baking differs from commercial bread baking. *This course has food and supplemental instructional fees.* **Prerequisite:** CUL160. **Lecture Hours: 25; Lab Hours: 40.**

BAK134 Cakes, Custards, and Creams 4.5 credits

This course covers the wide range of smooth and creamy textured desserts including puddings, custards, mousses, soufflés, and ice cream. A range of cakes and pies are also studied and prepared. *This course has food and supplemental instructional fees.* **Prerequisite:** CUL160. **Lecture Hours: 25; Lab Hours: 40.**

BAK154 Specialty and Wedding Cakes 4.5 credits

This course teaches students the advanced skills of cake decorating using a range of media. Students work with royal icing, fondant, gum paste, and pastillage. *This course has food and supplemental instructional fees.* **Prerequisite:** CUL160. **Lecture Hours: 25; Lab Hours: 40.**

BAK164 Plated Desserts 4.5 credits

In this course, students learn the skills specific to the pastry chef who needs to create plated desserts. Desserts studied include a range of American and international works, while also teaching students how to work with fruits, liqueurs, and dessert sauces. *This course has food and supplemental instructional fees.* **Prerequisite:** CUL160. **Lecture Hours: 25; Lab Hours: 40.**

BAK174 Confectionery Production 4.5 credits

In this course, students focus on sweet confections including cookies, candies, and petit fours, while learning to create dessert displays using chocolate and sugar sculpture. *This course has food and supplemental instructional fees.* **Prerequisite:** CUL160. **Lecture Hours: 25; Lab Hours: 40.**



BAK232 International Desserts 4.5 credits
This course is designed to introduce students to the history and preparation of a variety of international pastries and desserts. Cuisines from Europe, Africa, Asia, and the Americas are covered. *This course has food and supplemental instructional fees.* **Prerequisite:** CUL160. **Lecture Hours: 25; Lab Hours: 40.**

BAK233 Food Sensitivities and Spa Desserts 4.5 credits
This course is designed to introduce preparation and production methods for bakery and pastry products for food sensitivities. This course includes theory and production of desserts, breakfast items, cakes, and cookies designed for low fat, gluten free, lactose intolerant, diabetic, and vegan people. *This course has food and supplemental instructional fees.* **Prerequisite:** CUL160. **Lecture Hours: 25; Lab Hours: 40.**

BAK234 Holiday Breads 4.5 credits
This course focuses on the art of holiday bread baking including quick, yeast, international, and breakfast breads. Students also learn how breads have symbolic significance during various holidays from all over the world. *This course has food and supplemental instructional fees.* **Prerequisite:** CUL160. **Lecture Hours: 25; Lab Hours: 40.**

BAK235 Chocolate Arts 4.5 credits
This course introduces students to the art of working with chocolate. Topics include chocolate tempering, cutting shapes, transfer sheets, display pieces, and candies. *This course has food and supplemental instructional fees.* **Prerequisite:** CUL111. **Lecture Hours: 25; Lab Hours: 40.**

BAK236 Sugar Arts 4.5 credits
This course introduces students to the art of working with sugar and the design of showpieces. Students are exposed to the idea of sugar as art, covering techniques in poured, pulled, blown, and spun sugar. *This course has food and supplemental instructional fees.* **Prerequisite:** CUL111. **Lecture Hours: 25; Lab Hours: 40.**

BUS100 Introduction to Business 4.5 credits
This course provides a background on business and management. Students discuss human relations, organizational structure, communications, technology in business, and strategic planning. **Prerequisite:** None.

BUS112 Principles of Accounting I 4.5 credits
This course is an introduction to the basics of accounting procedures. Topics include accounting techniques and cycles, billings, balance sheets, and financial statements. **Prerequisite:** None.

BUS120 Sales and Marketing 4.5 credits
This course introduces the student to effective methods for marketing products and services. Direct mail, print time, and other advertising techniques are discussed. Problem solving relative to customer relations is addressed. Consumer profiles, organizational personalities, and demographics are presented as components of market research and analysis. **Prerequisite:** None.

BUS122 Principles of Accounting II 4.5 credits
This course expands the student's knowledge of preparing balance sheets and financial statements. Students prepare general ledger entries, payroll, and discuss budget control. **Prerequisite:** BUS112.

BUS135 Principles of Management 4.5 credits
This course presents management theory and the functions of planning, organizing, directing, staffing, and controlling. This course also focuses on the application of management principles to realistic work related situations. **Prerequisite:** None.

BUS200 Business Law: Business, Government, and Society 4.5 credits
This course is an introduction to law and ethics and outlines the ethical responsibilities managers face when conducting business. This course includes vulnerability to lawsuits and litigation. American and international perspective and interpretations of laws and ethical standards are discussed. **Prerequisite:** BUS100.

BUS210 Human Resource Management 4.5 credits
This introductory course concentrates on human resource management issues confronting organizations. These issues include organizational practices and legal aspects of recruitment, selection, training, orientation, and performance appraisals. Labor relations are also discussed. **Prerequisite:** BUS100.

BUS220 Business Communications 4.5 credits
This course prepares the student for communication in the workplace. The student prepares memorandums, letters, proposals, presentations, newsletters, and flyers. Discussions focus on information exchange in and outside of the organization. Student presentations are critiqued on the message intended and message received. **Prerequisite:** None.

BUS235 Operations Management 4.5 credits
This course addresses the management of operations in manufacturing and service organizations. Diverse activities such as production process, raw materials purchase, scheduling, and quality control are discussed. **Prerequisite:** BUS100.

BUS310 Introduction to Financial Management 4.5 credits
This course is for non-business majors only. This course introduces the student to topics in financial management such as financial statement analysis, capital budgeting analysis, working capital (accounts receivable, inventory, and cash) management, structure and cost of capital, and interest rate determination methods. Some integration of international finance in these topics is also presented, because of its significant impact on financial management. This course also presents a general view of the financial system, including the financial market system, financial institutions, the firm's objective in the business environment, and the history of financial management. **Prerequisite:** None.
Note: Not open to students with credit for Financial Management (BUS300).

BUS325 Entrepreneurial Leadership 4.5 credits
Through the study of successful leaders and their companies, students learn techniques to move a company from mediocre to great. Topics include goal setting; culture development; vision; profits; technology; and effects of change, discipline, and necessary leadership qualities. **Prerequisite:** None. **For students in the School of Hospitality and Culinary Arts, HOS270.**

BUS352 Employment Law 4.5 credits
This course provides an overview of key legislation that impacts employee rights; training; consumer protection; compensation; benefits; employee and labor relations; and health, safety, and security. The importance of effective management practices to ensure regulatory compliance in the areas of employee and employer rights and responsibilities, job analysis, performance appraisal, and workplace behavior is also reviewed. **Prerequisite:** BUS210 or HOS270.

BUS353 Labor Management Relations 4.5 credits
The historical, current, and legal analysis of labor relations in the U.S. and its impact on an organization's ability to compete in the marketplace, to develop and maintain a successful workforce, and comply with the various statutory and common law regulations governing labor/management relations are discussed in this course. Major topics include growth and trends in the labor markets, collective bargaining, impact of labor relations on the organization's strategies, analysis of federal labor laws, NLRA certification process, methods employed by management to avoid unions, methods employed by unions to represent bargaining units, and strikes and lockouts. **Prerequisite:** None.



BUS362 Sales Management 4.5 credits

This course provides an in-depth review of a variety of methods that businesses use to communicate with and influence customers and prospective customers. Methods covered include advertising, direct marketing, public relations, sales promotion, individual selling, and others. **Prerequisite: None.**

BUS363 Strategic Issues in Marketing 4.5 credits

This course develops the marketing principles by which products and services are designed to meet customer needs, priced, promoted, and distributed to the end user. The focus is on the application of these marketing principles to a wide range of customers, both internal and external. Topics include new product/service introduction and segmentation and positioning strategy. **Prerequisite: None.**

BUS380 Project Management 4.5 credits

This course allows students to manage a project within their major field of study. Students prepare a project plan including details of their project, deliverables, dates they are completed, and the associated learning exhibited. Students implement their plan and record weekly status on their progress, issues, decisions, and learning. At the conclusion of the course, students complete their projects and summarize their results in a final report. **Prerequisite: None.**

BUS405 Business Law: Legal Environment for Business 4.5 credits

This course addresses the changing dynamics of business in the legal system. The basic theories of business law are covered including the legal environment, legal theory, and structure of the legal system. The course goes beyond the basic concepts and addresses challenging issues such as contract law, Uniform Commercial Code (UCC), copyright, trademark, and protection of intellectual property. **Prerequisite: None.**

BUS415 Organizational Theory and Development 4.5 credits

This course examines the field of organizational development and provides a background in organizational development theory and application. Topics include history of organizational development theory, models for organizational structure and change, and advances in organizational development theory. **Prerequisite: BUS210 or HOS270.**

BUS416 Quality Management and Productivity 4.5 credits

This course examines the concepts of continuous improvement and quality management, viewing quality as a systematic process that improves customer satisfaction. The course covers methodologies that aid managers in assuring that the company's quality system is effectively meeting the company's continuous improvement goals. **Prerequisite: None.**

BUS425 Diversity in the Workplace 4.5 credits

This course examines the management of a diverse workforce and the benefits of creating this diversity. Topics include understanding human behavior in an organization, changing marketplace realities, employment systems, affirmative action, behavior modification for employees, and other topics related to a multicultural workforce. **Prerequisite: None.**

BUS450 Personal Financial Management 4.5 credits

This course introduces the student to the concepts, tools, and applications of personal finance and investments. The course assumes little or no prior knowledge of the subject matter and focuses on helping the student understand the process of financial planning and the logic that drives it. **Prerequisite: None.**

CIS103 Fundamentals of Information Systems 4.5 credits

Students learn the founding concepts of information technology and the systems needed to achieve the measurable benefits of introducing IT into an enterprise. The course teaches students to analyze systems and learn how information technology can be used to design, facilitate, and communicate organization goals and objectives. An overview of hardware and software with its relation to information technology is also presented. **Prerequisite: None.**

CIS110 Computer Office Applications 4.5 credits

In this course, students learn how to generate word processing, spreadsheet, database, and presentation documents using the Microsoft Office Professional Suite and other contemporary office utility products. Topics include editing methods, document merging, templates, document preparation, file naming and storage conventions, backup methods, macros, desktop publishing, object linking and embedding (OLE), and Visual Basic application extensions. **Prerequisite: None.**

CUL111 Culinary Theory and Sanitation 4.5 credits

This course focuses on basic food service sanitation practices and discussion of selected culinary topics. The selected topics include culinary professionalism, kitchen staples, basic kitchen tools and equipment, dairy products, and culinary weights and measures. Students prepare for a nationally administrated sanitation examination. **Prerequisite: None.**

CUL121 Kitchen Fundamentals 4.5 credits

This course consists of practical training in the kitchen as well as classroom discussion of cooking techniques and meat, fish, and poultry. In full uniform, students learn knife skills and basic food preparation techniques as well as practical sanitation skills. *This course has food and supplemental instructional fees.* **Prerequisite: CUL111. Lecture Hours: 25; Lab Hours: 40.**

CUL140 Introduction to Cooking Techniques 4.5 credit

This course focuses on the basics of cooking grain, vegetables, meats, and seafood through the preparation of sandwiches, appetizers, soups, salads, and breakfast cookery. *This course has food and supplemental instructional fees.* **Prerequisite: CUL121. Lecture Hours: 25; Lab Hours: 40.**

CUL142 Garde Manger 4.5 credits

This course examines the advanced aspects of garde manger and includes hors d'oeuvres, charcuterie, and the basics of ice carving. *This course has food and supplemental instructional fees.* **Prerequisite: CUL140. Lecture Hours: 25; Lab Hours: 40.**

CUL150 Sauces, Soups, and Stocks 4.5 credits

This course introduces production methods for sauces and stock production. It includes basic stocks and soups, reduction and clarification of stocks, and five leading and small sauces. It covers the three main categories of soups and the basics of meat fabrication. *This course has food and supplemental instructional fees.* **Prerequisite: CUL140. Lecture Hours: 25; Lab Hours: 40.**

CUL152 Elements of Entrée Production 4.5 credits

This course examines the various aspects of à la carte and production cooking skills with a focus on the principal cooking methods. The importance of timing and plate presentation are emphasized. *This course has food and supplemental instructional fees.* **Prerequisite: CUL140. Lecture Hours: 25; Lab Hours: 40.**

CUL160 Fundamentals of Baking 4.5 credits

This course introduces preparation and production methods for baking. It includes bake shop layout, work flow, and equipment; theory and production of yeast breads, quick breads, cakes, and cookies; fruit, pudding, and custard pies; and puff pastry and pâté à choux items. *This course has food and supplemental instructional fees.* **Prerequisite: CUL111. Lecture Hours: 25; Lab Hours: 40.**

CUL162 Pastry Arts 4.5 credits

This course focuses on techniques and fundamentals of classical and contemporary plated desserts, laminated fermented doughs, cake decorating, sorbets, and mousses. *This course has food and supplemental instructional fees.* **Prerequisite: CUL160. Lecture Hours: 25; Lab Hours: 40.**



CUL170 Advanced Culinary Theory 4.5 credits

This course introduces students to basic, practical application of culinary mathematics. Each student is required to use a calculator. Areas of study include calculation of food cost, recipe yields, recipe costing, purchasing amounts, and other topics relevant to food service mathematics. **Prerequisite:** CUL111.

CUL210 Nutrition and Menu Planning 4.5 credits

This course examines the basic elements of nutrition and the responsibilities of restaurants to provide nutritious cuisine to their clients. Students create a variety of menus, each focusing on a different nutritional issue. In addition to nutrition concerns, students discuss the basic elements of menu creation. **Prerequisite:** None.

CUL215 Dining Room Service 4.5 credits

The purpose of this course is to develop the skills of a dining room server and to create a common language between the dining room and the kitchen. Through this course and theoretical and practical applications of table service, students gain an appreciation of all the elements of the front of the house. *This course has a supplemental instructional fee.* **Prerequisite:** None. **Lecture Hours: 25; Lab Hours: 40.**

CUL240 Purchasing and Receiving 4.5 credits

This course examines the basic aspects of procurement within the food service industry. Topics include ordering, menu forecasting, and delivery schedules. The course also introduces receiving, proper storage and handling techniques, and inspections of deliveries and invoices. Students learn basics of electronic purchasing, inventory controls, FIFO, security, legal and ethical aspects of procurement, and resources available in the industry. **Prerequisite:** None.

CUL241 Catering 4.5 credits

This course introduces the skills needed to manage both on-premise and off-premise catering operations. Subject matter includes marketing and sales, recipe costing, menu development, kitchen and dining room layouts, staff requirements, and cooking and serving skills particular to catered events. **Prerequisite:** None.

CUL251 Bounty of the Sea 4.5 credits

This course exposes students to many types of seafood and provides an understanding of the cleaning, safe handling, cooking methods, sauces, and accompaniments lending themselves to seafood. *This course has food and supplemental instructional fees.* **Prerequisite:** CUL140. **Lecture Hours: 25; Lab Hours: 40.**

CUL252 Chiles in the Global Kitchen 4.5 credits

This course examines the use of chiles in cuisines around the world. Students prepare dishes demonstrating the range of flavors and heat levels possible using chiles. *This course has food and supplemental instructional fees.* **Prerequisite:** CUL140. **Lecture Hours: 25; Lab Hours: 40.**

CUL253 American Regional Cuisine 4.5 credits

This course introduces the production of American regional cuisines through a focus on various ingredients, cooking methods, food textures, flavor combinations, and plate presentations. Students also learn the impact of immigration patterns and indigenous products on the development of each cuisine. *This course has food and supplemental instructional fees.* **Prerequisite:** CUL140. **Lecture Hours: 25; Lab Hours: 40.**

CUL254 International Cuisine 4.5 credits

This course exposes students to the preparation of international dishes made in the traditional manner. Cuisines from Europe, Africa, Asia, and the Americas are covered. *This course has food and supplemental instructional fees.* **Prerequisite:** CUL140. **Lecture Hours: 25; Lab Hours: 40.**

CUL255 Italian Cuisine 4.5 credits

This course provides students with a working knowledge of the many regions of Italy and their unique and distinct styles of cooking. Students learn the names of the regions and the specific products of each region. *This course has food and supplemental instructional fees.* **Prerequisite:** CUL140. **Lecture Hours: 25; Lab Hours: 40.**

CUL256 Indian Cuisine 4.5 credits

This course introduces students to the taste, preparation methods, and techniques used in various regional Indian cuisines. This course helps students to understand common culinary practices and the relationship between the resources and cuisines of different regions of India. *This course has food and supplemental instructional fees.* **Prerequisite:** CUL140. **Lecture Hours: 25; Lab Hours: 40.**

CUL257 French Cuisine 4.5 credits

This course provides students with a working knowledge of the many regions of France and their unique and distinct styles of cooking. Students learn the names of the regions and the specific products of each region. *This course has food and supplemental instructional fees.* **Prerequisite:** CUL140. **Lecture Hours: 25; Lab Hours: 40.**

CUL270 Food Science 4.5 credits

This course is designed to introduce students to scientific principles related to food preparation. Students conduct experiments and discuss results. *This course has food and supplemental instructional fees.* **Prerequisite:** CUL111, SCI110, MAT111 or MAT210. **Lecture Hours: 35; Lab Hours: 20.**

CUL271 Culinary Skills Externship I 4.5 credits

This course provides the student with on the job experience. Students work at approved sites in the preparation of food. Students also document their work hours and submit reports evaluating their experience. **Prerequisites:** Approval of the advisor. **Lecture Hours: 0; Externship Hours: 135.**

CUL272 Culinary Skills Externship II 4.5 credits

This course provides the student with on the job experience. Students work at approved sites in the preparation of food. Students also document their work hours and submit reports evaluating their experience. **Prerequisites:** Approval of the advisor. **Lecture Hours: 0; Externship Hours: 135.**

CUL273 Culinary Skills Externship III 4.5 credits

This course provides the student with on the job experience. Students work at approved sites in the preparation of food. Students also document their work hours and submit reports evaluating their experience. **Prerequisites:** Approval of the advisor. **Lecture Hours: 0; Externship Hours: 135.**

CUL291 Current Topics in Culinary Arts I 4.5 credits

This course offers a comprehensive discussion of a current or popular topic in the culinary or baking fields. Students analyze the topic critically and understand how it impacts the field and the student's career. The exact topic is announced in the term schedule. This course includes a lab component. *This course has a food fee.* **Prerequisite:** Approval of the advisor. **Lecture Hours: 25; Lab Hours: 40.**

CUL292 Current Topics in Culinary Arts II 4.5 credits

This course offers a comprehensive discussion of a current or popular topic in the culinary or baking fields. Students analyze the topic critically and understand how it impacts the field and the student's career. The exact topic is announced in the term schedule. This course includes a lab component. *This course has food and supplemental instructional fees.* **Prerequisite:** Approval of the advisor. **Lecture Hours: 25; Lab Hours: 40.**



CUL293 Current Topics in Culinary Arts III 4.5 credits
This course offers a comprehensive discussion of current or popular topics in the culinary or baking fields. Students analyze the topic critically and understand how it impacts the field and the student's career. The exact topic is announced in the current term schedule. This course includes a lab component. *This course has a supplemental instructional fee.* **Prerequisite:** Approval of the advisor. **Lecture Hours: 25; Lab Hours: 40.**

CUL294 Current Topics in Culinary Arts IV 4.5 credits
This course offers a comprehensive discussion of current or popular topics in the culinary or baking fields. Students analyze the topic critically and understand how it impacts the field and the student's career. The exact topic is announced in the current term schedule. **Prerequisite:** Approval of the advisor.

CUL340 Introduction to Gastronomy 4.5 credits
This course introduces students to the interdisciplinary study of food, cooking, and food service throughout the history of human culture. These areas include economics, history, nutrition, anthropology, history, art, literature, literary criticism, natural sciences, and the culinary arts. There is a unit devoted to the art and craft of food writing. By the end of the term, students have a broad understanding of the role food plays in historical and contemporary societies and its impact on world civilization. **Prerequisite:** None.

CUL380 Culinary Cultural Traditions 4.5 credits
This course examines the major historical and geographical developments in the Americas, Asia, Europe, and Africa with regard to the various regional cuisines and the ways in which these developments have affected the creation of related cultural patterns including gastronomic choices, cooking habits and technologies, and the use of local ingredients to meet nutritional and cultural needs. Topics for discussion include the power and impact of cultural symbols, food and religion, and the ways in which generations teach their young to honor their cultural heritage. The impact of world exploration, trade, and transportation technologies are also considered. **Prerequisite:** CUL121.

CUL490 Culinary Arts Capstone 4.5 credits
Students work under the supervision of a faculty advisor to further refine and develop their skills and knowledge through a student-created independent project. Projects may include, but are not limited to, writing a research paper, designing a catered event, designing and preparing a multi-course menu, designing and teaching a course to faculty and students, creating a system that could be applied to a hospitality operation for greater efficiency or effectiveness, or performing the role of a general manager in a hotel. This course is to be taken at the end of a student's program, during which the student shadows a senior member of the management team (e.g. Executive Sous Chef, Executive Chef, Director of Food and Beverage, Head Pastry Chef), or owner for a minimum of 30 hours. **Prerequisite:** Approval of the advisor.

ENG099 English Enhancement
This course focuses on the acquisition of the reading, writing, and listening skills necessary to survive in a college setting. The focus is on advanced note taking; paraphrasing skills; and reviewing grammar, sentence structure, punctuation skills, and style as required for effective written communication. Throughout all class meetings, elements of critical learning skills are addressed to insure a command of English is recalled, understood, and applied. **Prerequisite:** None.
Note: This course is intended as a remedial class and carries no degree credit. It is equivalent to 4.5 credit hours for purposes of student status and tuition cost.

ENG111 College Composition 4.5 credits
This course focuses on reviewing grammar, sentence structure, punctuation skills, and style points required for effective written communication. Students use a standard handbook and apply proofreading skills to all types of written communications. The student is guided in learning to write as a process: understanding audience and purpose, exploring ideas and information, composing, revising, and editing. **Prerequisite:** ENG099 or higher or a score of 5 or greater on the WritePlacer test.

ENG290 Current Topics in English 4.5 credits
This course concentrates on current issues in English including, but not limited to introductory topics in understanding and creating various genres of English communication such as narrative prose, technical communication, poetry, and cinematic forms. **Prerequisite:** Approval of the advisor.

ENG310 Oral Communications 4.5 credits
This course presents the principles and functions of spoken communications. The student learns how to prepare to deliver various types of oral presentations. Emphasis is placed on planning and how to orient content to a particular audience. Students present short talks and plan and present longer, more formal speeches on assigned topics and/or on topics of choice. **Prerequisite:** ENG111.

ENG320 Advanced Composition and Research 4.5 credits
This course emphasizes advanced writing and research including understanding the documentation process, presenting material in academic form, and academic research techniques. Materials may include MLA and APA styles, effective use of Internet research tools, critical reading processes, and research writing techniques. **Prerequisite:** ENG111.

ENG490 Special Topics in English 4.5 credits
This course concentrates on special topics in English. Topics may include, but are not limited to, advanced topics such as English philology and etymology, as well as advanced topics in rhetoric and critical interpretation of texts. **Prerequisite:** Approval of the advisor.

HOS105 Analysis of the Hospitality Industry 4.5 credits
This course lays the groundwork for a basic understanding of the lodging and food service industry by tracing the industry's growth and development both nationally and internationally, reviewing the organization of hotel and food and beverage operations, and focusing on industry opportunities and future trends. **Prerequisite:** None.

HOS110 Food and Beverage Management 4.5 credits
This course provides a basis for understanding the challenges and responsibilities involved in managing a food and beverage operation. Levels of management, commercial food service operations, and nutritional concerns are discussed. **Prerequisite:** None.

HOS120 Front Office Procedures 4.5 credits
This course presents a systematic approach to front office procedures by detailing the flow of business through a hotel from the reservations process to check-out and settlement. The course also examines the various elements of effective front office management, paying particular attention to the planning and evaluation of front office operations and to human resources management. **Prerequisite:** None.

HOS125 Housekeeping Management 4.5 credits
This course offers an overview of housekeeping within the hotel and restaurant industries. Emphasis is placed on terminology, modern management techniques, planning, organizational functions, staffing, decision making, and problem solving. **Prerequisite:** None.



HOS230 Special Events Planning 4.5 credits

This course defines the scope of the meeting and event planning arena. It focuses on all aspects of design, development, and execution of an event. Topics include site selection, marketing, registration, contract negotiation, and food and beverage planning. **Prerequisite:** None.

HOS245 Event Management 4.5 credits

This course encompasses all phases of the specialized training needed in event management including design, financing, budgeting, leadership, and integrated marketing. It provides the critical background needed to improve effectiveness and profitability as an event manager. **Prerequisite:** None.

HOS250 Hospitality Resort Tourism 4.5 credits

This course introduces a variety of management techniques for operating hotels with facilities such as golf courses, skiing, water sports, spas, and more. The traditional hotel property is being joined by these multi-faceted operations and this course demonstrates the fundamentals regarding these types of properties and their specific issues. **Prerequisite:** None.

HOS255 Customer Service 4.5 credits

This course explains the principles of customer service as applied specifically to the hospitality industry. Demonstrating how to deal with demands handed down from higher management levels, guests, and employees. **Prerequisite:** None.

HOS270 Hospitality Supervision 4.5 credits

This course explains the principles of supervision as applied specifically to the hospitality industry. Demonstrating how supervisors deal with demands handed down from higher management levels, guests, and the employees they supervise. **Prerequisite:** None.

HOS271 Hotel and Restaurant Externship I 4.5 credits

Students gain practical experience in the daily operation of a hospitality property. The students rotate through the various workstations of the property and acquire the skills for those positions. Students find their externship sites with the assistance of the faculty. **Prerequisite:** Approval of the advisor. **Lecture Hours: 0; Externship Hours: 135.**

HOS272 Hotel and Restaurant Externship II 4.5 credits

Students gain practical experience in the daily operation of a hospitality property. The students rotate through the various workstations of the property and acquire the skills for those positions. Students find their externship sites with the assistance of the faculty. **Prerequisite:** Approval of the advisor. **Lecture Hours: 0; Externship Hours: 135.**

HOS273 Hotel and Restaurant Externship III 4.5 credits

Students gain practical experience in the daily operation of a hospitality property. The students rotate through the various workstations of the property and acquire the skills for those positions. Students find their externship sites with the assistance of the faculty. **Prerequisite:** Approval of the advisor. **Lecture Hours: 0; Externship Hours: 135.**

HOS291 Current Topics in Hospitality I 4.5 credits

This course offers a comprehensive discussion of a current or popular topic in the hospitality field. Students analyze the topic critically and understand how it impacts the field and the student's career. The exact topic is announced in the term schedule. **Prerequisite:** Approval of the advisor.

HOS292 Current Topics in Hospitality II 4.5 credits

This course offers a comprehensive discussion of a current or popular topic in the hospitality field. Students analyze the topic critically and understand how it impacts the field and the student's career. The exact topic is announced in the term schedule. **Prerequisite:** Approval of the advisor.

HOS293 Current Topics in Hospitality III 4.5 credits

This course offers a comprehensive discussion of a current or popular topic in the hospitality field. Students analyze the topic critically and understand how it impacts the field and the student's career. The exact topic is announced in the current term schedule. **Prerequisite:** Approval of the advisor.

HOS294 Current Topics in Hospitality IV 4.5 credits

This course offers a comprehensive discussion of a current or popular topic in the hospitality field. Students analyze the topic critically and understand how it impacts the field and the student's career. The exact topic is announced in the current term schedule. **Prerequisite:** Approval of the advisor.

HOS310 Beverage Operations Management 4.5 credits

This course provides students with the practical knowledge needed to manage a bar or beverage operation. This course presents principles and theories to support and reinforce practical aspects. Federal, state, and local regulations governing operations serving alcoholic beverages are presented. **Prerequisite:** None.

HOS320 Hospitality Marketing 4.5 credits

This course takes a practical perspective in introducing students to the marketing of hotels, restaurants, and clubs. There are chapters on market segmentation, marketing research, advertising, public relations, promotions, packaging, pricing strategies, revenue maximization, travel purchasing systems, and the future of hospitality marketing. **Prerequisite:** None.

HOS330 Food and Beverage Controls 4.5 credits

This course covers the principles and procedures involved in an effective food and beverage control system, including standards determination, the operating budget, cost-volume-profit analysis, income and cost control, menu pricing, labor cost control, and computer applications. **Prerequisite:** None.

HOS345 Charcuterie 4.5 credits

This course examines the advanced aspects of charcuterie and includes forcemeats, mousses, sausages, cured meats, fish and poultry, and the basics of smoking as a flavoring and curing agent. *This course has food and supplemental instructional fees.* **Prerequisite:** CUL140 or CUL152. **Lecture Hours: 25; Lab Hours: 40.**

HOS350 Wine Appreciation 4.5 credits

This course introduces students to terminology and principles used in the wine industry. Focus is on names and characteristics of grape varieties, differences between Old World and New World wines, qualities and characteristics of Old World wines, and principles of wine and food pairing. In addition, students cover a brief overview of other alcoholic beverages including beer and distilled liquors. Many classes include a tasting of four to eight wines so students may experience the flavors, bodies, and aromas in different wines. *This course has a food fee.* **Prerequisite:** Students must be 21 years of age to participate in tasting.

HOS355 Catering Management 4.5 credits

This course introduces the skills needed to manage on-premise catering operations. Subject matter includes marketing and sales, recipe costing, menu development, kitchen and dining room layouts, staff requirements, and cooking and serving skills particular to catered events. **Prerequisite:** None.

HOS365 International Hotel Management 4.5 credits

This course provides the background every graduate needs in today's rapidly changing global marketplace. It prepares students to plan, develop, market, and manage hotels in the international arena. It gives students a solid foundation for understanding and managing cultural diversity in the workplace and underscores the importance of protocol in international interactions. **Prerequisite:** None.



HOS375 Recipe and Product Development 4.5 credits

This course focuses on the scientific process of creating and testing a recipe to achieve a desired result. In addition, students study the steps needed to bring a product, once developed, to the mass market, as well as the types of ingredients often reserved only for mass-marketed foods. *This course has food and supplemental instructional fees.* **Prerequisite:** CUL140 or CUL152. **Lecture Hours: 25; Lab Hours: 40.**

HOS415 Convention Management 4.5 credits

This course defines the scope and segmentation of the convention and group business market, describes marketing and sales strategies to attract markets with specific needs, and explains techniques to meet those needs as part of meeting and convention service. **Prerequisite:** None.

HOS425 Security and Loss Prevention 4.5 credits

Liability is a risk in the hospitality industry. Security and safety of the guest is essential, as is the prevention of lawsuits. Training of the employees, development of inspection checklists, and maintenance of these functions are introduced. This course discusses the necessary steps for security and loss prevention while being proactive which includes protecting assets, hotel, employees, and guests. **Prerequisite:** None.

HOS430 Hospitality Facilities Design 4.5 credits

This course focuses on the style and design of restaurants to achieve pleasing aesthetics and functionality. Students learn from case studies as well as texts the skills needed to design a restaurant. **Prerequisite:** None.

HOS435 Revenue Management 4.5 credits

Managing the revenue in a hospitality operation is the key to a profitable operation. Yield is money and yield management is a technique to maximize revenue by managing room rates. This course teaches students how to effectively manage hotel rates, while analyzing its revenue per available room (REVPAR). **Prerequisite:** None.

HOS440 Hospitality Facilities Management and Design 4.5 credits

This course focuses on the management and design of hotel and restaurant facilities. Students learn about operating budgets, energy management, water and waste systems, facility designs, and equipment. **Prerequisite:** None

HOS445 Presentation and Plate Design 4.5 credits

This course focuses on traditional and contemporary plate presentation. Students prepare to meet the exacting standards of the industry through competitions, both in-house and nationally. Domestic and international standards are introduced as they apply to upper level chef positions. *This course has food and supplemental instructional fees.* **Prerequisite:** CUL140 or CUL152. **Lecture Hours: 25; Lab Hours: 40.**

HOS455 Product Preservation Technology 4.5 credits

This course introduces students the growing field of packaging and preserving food. Students view preservation procedures both from the consumers' perspective, discussing pros and cons of using pre-prepared foods, and from the producer's perspective. Students learn the technology and techniques for preparing irradiated, sous-vide, cryovac, frozen, freeze dried, and oven dried foods. In addition, students gain hands-on experience using one or more of these techniques. *This course has food and supplemental instructional fees.* **Prerequisite:** CUL140 or CUL152. **Lecture Hours: 25; Lab Hours: 40.**

HOS490 Hospitality Capstone 4.5 credits

The capstone course provides a culminating experience for students to integrate their knowledge, skills and dispositions into a student centered independent project. This course should be taken at the end of the student's program. Students work under the supervision of a faculty advisor to develop the capstone. For hospitality, the students critically analyze course work and experiences to demonstrate a range of abilities. The capstone projects may include, but are not limited to, writing a research paper, designing a catered event, designing and preparing a multi-course menu, designing and teaching a course to faculty and students, and creating a system that could be applied to a hospitality operation for greater efficiency or effectiveness. **Prerequisite:** Approval of the advisor.

HOS491 Special Topics in Hospitality I 4.5 credits

This course offers a comprehensive discussion of a current or popular topic in the hospitality field. Students analyze the topic critically and understand how it impacts the field and the student's career. The exact topic is announced in the term schedule. **Prerequisite:** Approval of the advisor.

HOS492 Special Topics in Hospitality II 4.5 credits

This course offers a comprehensive discussion of a current or popular topic in the hospitality field. Students analyze the topic critically and understand how it impacts the field and the student's career. The exact topic is announced in the term schedule. **Prerequisite:** Approval of the advisor.

HOS493 Special Topics in Hospitality III 4.5 credits

This course offers a comprehensive discussion of a current or popular topic in the hospitality field. Students analyze the topic critically and understand how it impacts the field and the student's career. The exact topic is announced in the term schedule. **Prerequisite:** Approval of the advisor.

HOS494 Special Topics in Hospitality IV 4.5 credits

This course offers a comprehensive discussion of a current or popular topic in the hospitality field. Students analyze the topic critically and understand how it impacts the field and the student's career. The exact topic is announced in the term schedule. **Prerequisite:** Approval of the advisor.

HUM110 Principles of Ethics 4.5 credits

This course focuses on the application of ethics to personal and professional life. Positive and negative sides to behavior and how this affects self-image and self-respect are discussed. **Prerequisite:** None.

HUM250 Cultural Diversity 4.5 credits

This course is designed to provide students with tools to build cultural competence. Students develop positive perception of cultural diversity. The course examines the most important elements of cultural diversity, understanding, and awareness. By understanding the concepts of cultural competence students have a better grasp of diversity categories and the characteristics and systems of cultures. The overall goal is to exemplify the challenges and benefits of diversity and strengthen the possibilities of living and working together in a multicultural society. **Prerequisite:** None.

HUM290 Current Topics in the Humanities 4.5 credits

This course concentrates on current issues in the humanities. Topics may include, but are not limited to, introductory topics in philosophy, religion, culture, and/or language arts. **Prerequisite:** Approval of the advisor.

HUM320 World Literature 4.5 credits

This course emphasizes an understanding and appreciation of world literature. Materials covered include Western and non-Western literary endeavors. The focus is on similarities among the various literatures, analysis of literary genre, and appreciation of voice. **Prerequisite:** None.



HUM330 The American Experience 4.5 credits

This course emphasizes the development of American values and institutions through analysis of social, political, and economic materials. The course examines the influence of political, economic, social, and environmental factors as it explores ideas of individualism, success, and national character. Materials may include historical documents; literature; and social, political, and artistic works. **Prerequisite: None.**

HUM410 Understanding World Cultures 4.5 credits

This course discusses civilizations and cultures as they evolved from Eastern, Western, African, and South American influences. The students relate diverse cultures to their impact on contemporary society, politics, and world events. **Prerequisite: None.**

HUM490 Special Topics in the Humanities I 4.5 credits

This course concentrates on special topics in the humanities. Topics may include, but are not limited to, advanced topics in ethics, philosophy, religious and cultural studies, and/or language arts. **Prerequisite: None.**

HUM491 Special Topics in the Humanities II 4.5 credits

This course concentrates on special topics in the humanities. Topics may include, but are not limited to, advanced topics in ethics, philosophy, religious and cultural studies, and/or language arts. **Prerequisite: Approval of the advisor.**

HUM492 Special Topics in the Humanities III 4.5 credits

This course concentrates on special topics in the humanities. Topics may include, but are not limited to, advanced topics in ethics, philosophy, religious and cultural studies, and/or language arts. **Prerequisite: Approval of the advisor.**

HUM493 Special Topics in the Humanities IV 4.5 credits

This course concentrates on special topics in the humanities. Topics may include, but are not limited to, advanced topics in ethics, philosophy, religious and cultural studies, and/or language arts. **Prerequisite: Approval of the advisor.**

MAT099 Fundamentals of Mathematics

This course provides an introduction to the basic techniques of mathematics and the application to problem solving in different areas of business and industry. The course is intended for remediation of incoming students only; it is not intended to prepare students for College Algebra, Statistics, or Introduction to Calculus. **Prerequisite: None.**

Note: This course is intended as a remedial class and carries no degree credit. It is equivalent to 4.5 credit hours for purposes of student status and tuition cost.

MAT111 Modern Math with Algebra 4.5 credits

This course explores a variety of algebraic concepts including rational expressions, radicals, exponents, and quadratic equations. This course also provides an introduction to modern techniques of mathematical problem solving and the application of these techniques in different areas of business and industry, including but not limited to logic, numeration, voting theory, and graph theory. **Prerequisite: MAT099/110 or an ACCUPlacer score of 75 or greater on the diagnostic arithmetic test.**

MAT210 College Algebra 4.5 credits

This course builds on a variety of algebraic concepts including graphs of equations in two variables, functions and their graphs, linear and quadratic functions, polynomial and rational functions, exponential and logarithmic functions, analytical geometry, systems of equations and inequalities, sequences, induction and the binomial theorem. **Prerequisite: MAT111 or an ACCUPlacer score of 100 or greater on the arithmetic test and an ACCUPlacer score of 65 or greater on the elementary algebra test.**

MAT220 Discrete Mathematics 4.5 credits

This course provides an overview of mathematical abstractions and notations related to computer science. Students use critical thinking to apply discrete mathematic techniques to solve problems. Topics include logic and proof, basic set theory, algorithms, induction, graph theory, recurrence relations, and probability. **Prerequisite: MAT210.**

MAT290 Current Topics in Mathematics 4.5 credits

This course concentrates on current topics in mathematics. Topics may include, but are not limited to, set theory, algebraic concepts, geometry, and probability. **Prerequisite: Approval of the advisor.**

MAT310 Statistics 4.5 credits

This course presents material essential to developing a new competency in qualitative literacy. The course focuses on students collecting and interpreting data, descriptive and inferential statistics, and probability. **Prerequisite: MAT111 or higher.**

MAT320 Probability and Statistics 4.5 credits

This course introduction to probability and statistics as it relates to computer science. Students strategize on collecting, analyzing and interpreting data. Topics include data presentation, fundamentals probability, measures of central tendency, and statistical inference. **Prerequisite: MAT210.**

MAT410 Introduction to Calculus 4.5 credits

This course focuses on techniques of differential and integral calculus. Students gain a sound, intuitive understanding of the basic concepts of calculus through a problem-solving approach. Topics include functions, graphs, and limits; differentiation; derivatives; exponential and logarithmic functions; integration; and variables. **Prerequisite: MAT210.**

MAT490 Special Topics in Mathematics I 4.5 credits

This course concentrates on special topics in mathematics. Topics may include, but are not limited to, mathematical history and philosophy, Euclidian and non-Euclidian geometries, linear algebra, polar coordinates, vectors, partial derivatives, line integrals, and multiple integrals, as well as applications for these topics. **Prerequisite: Approval of the advisor.**

MAT491 Special Topics in Mathematics II 4.5 credits

This course concentrates on special topics in mathematics. Topics may include, but are not limited to, mathematical history and philosophy, Euclidian and non-Euclidian geometries, linear algebra, polar coordinates, vectors, partial derivatives, line integrals, and multiple integrals, as well as applications for these topics. **Prerequisite: Approval of the advisor.**

MDL099 Moodle for Students

The purpose of this course is to orient students to Moodle before they take the regular classes that require them to have basic knowledge of Moodle. The class is intended to supplement the face-to-face orientation given to students at campus level. Most importantly, students are able to learn about the mechanics of Moodle without necessarily waiting for the start date of their regular classes. It is designed to help students understand various features and functionalities of Moodle and increase their readiness and self-confidence in taking online courses. **Prerequisite: None.**

PSY110 Social Psychology 4.5 credits

This course provides an application of psychological principles to the development of a stable social framework within business and personal environments. **Prerequisite: None.**



PSY290 Current Topics in Psychology 4.5 credits

This course concentrates on current issues in psychology. Topics may include, but are not limited to, introductory topics in learning, memory, motivation, emotion, states of consciousness, psychological assessment, mental health, psychology of personality, and creativity. **Prerequisite:** Approval of the advisor.

PSY320 Human Growth and Development 4.5 credits

This course emphasizes the psychological, cognitive, emotional, and social development of the human organism. Materials include those related to the various stages of the life span, the developmental Influence of social class, the family, the school, and the group. A focus is placed on the abilities, needs, problems, and concerns of humans to change throughout life and how people are shaped by their experiences throughout their development. **Prerequisite:** None.

PSY325 Positive Psychology 4.5 credits

This course provides an introduction to the relatively new field of positive psychology. Positive psychology calls for as much focus on strength as on weakness, as much interest in building the best things in life as in repairing the worst, and as much attention to fulfilling the lives of healthy people as to healing the wounds of the distressed. Historically, psychology has been 'negative' in orientation. It has narrowly sought to understand and repair human weaknesses and liabilities. Positive psychologists say the psychology of the past sixty years is incomplete. As simple as that sounds, it demands a change in perspective. This seminar focuses on the basics of positive psychology. Students are provided with opportunities to understand theory and research pertaining to the psychology of human strengths, assets, abilities, and talents. Knowledge gains are reinforced with personalized experiential learning exercises. **Prerequisite:** None.

PSY340 Critical Thinking and Reasoning 4.5 credits

This course is designed to help students develop critical thinking skills. Participants are exposed to both logical and illogical thinking processes as a means to develop their skills in reasoning, analysis, and the use of logical arguments. Various kinds of arguments are presented, analyzed, and logical fallacies are explored with the goal of reaching sound conclusions. Deductive and inductive reasoning are examined as are the criteria for sound reasoning and common reasoning mistakes people make. Students debate issues from different sides with both logical and illogical arguments. **Prerequisite:** None.

PSY350 Mindful Leadership 4.5 credits

This self-exploration course is designed to help professionals become more thoughtful leaders who are able to lead individuals, teams, and organizations. The course focuses on the concept of "Mindful Leadership" and helps to develop "soft skills" necessary to effectively navigate the world. Topics may include, but are not limited to, leadership, emotional intelligence, meditation, personal psychological assessment, mental health, and creativity. **Prerequisite:** None.

PSY490 Special Topics in Psychology 4.5 credits

This course concentrates on special topics in psychology. Topics may include, but are not limited to, advanced topics in deviant behavior, psychological testing and assessment, religious behavior, neuropsychology, and psychology and the law. **Prerequisite:** Approval of the advisor.

SCI110 General Science 4.5 credits

This course examines scientific concepts and principles in an integrated manner to provide an overview of the sciences. Topics include physics, astronomy, chemistry, earth science, and biology as a means to address areas such as growing global population, limited resources, and the fragile environment. **Prerequisite:** None.

SCI250 Microbiology 4.5 credits

This course examines the structure; nutrition; growth; genetics; classification; and ecology of bacteria, viruses, fungi, and protozoa. Attention is given to methods of microbial control and the human immune response to microbes. Students also learn the fundamentals of microscopy, laboratory safety, scientific method, and techniques of experimentation. *This course has health sciences lab and supplemental instructional fees.* **Prerequisite:** None. **Lecture Hours: 30; Lab Hours: 30.**

SCI290 Current Topics in Science 4.5 credits

This course concentrates on current issues in science. Topics may include, but are not limited to, introductory topics in meteorology, geology, ecology, evolutionary biology, and the space sciences. **Prerequisite:** Approval of the advisor.

SCI360 Introduction to Biochemistry 4.5 credits

This course examines the basic structures and functions of carbohydrates, lipids, nucleotides, and proteins and their role in human metabolism. Vitamins, co-enzymes, and minerals are examined and pathways for xenobiotic metabolism are discussed. **Prerequisites:** SCI250.

SCI410 Impact of Science and Technology 4.5 credits

This course is an introduction to the basic concepts of science and future thinking. The content demonstrates how scientific and technological advances have significantly impacted all aspects of contemporary life. **Prerequisite:** None.

SCI490 Special Topics in Science 4.5 credits

This course concentrates on special topics in science. Topics may include, but are not limited to, advanced topics in interdisciplinary studies such as the history of science and technology, cross-cultural studies of science, cosmology, biotechnology, the use of science and technology to enhance human abilities and quality of life, and techniques for assessment and remediation of science and technology hazards. **Prerequisite:** Approval of the advisor.

SPA210 Spanish I 4.5 credits

This course uses vocabulary and language structure through a series of activities designed for realistic communication which allow students to achieve both written and spoken Spanish language skills. Through reading, dialogue, and associated study, students develop an understanding of the language and cultural distinctions of Spanish speakers worldwide. **Prerequisite:** None.

SPA310 Spanish II 4.5 credits

This course reviews the fundamentals of the Spanish language and provides special attention to the continuing development of students' conversational and reading skills. Students build upon their understanding of the language in both written and oral forms. **Prerequisite:** HUM210.

STR101 Stratford 101

This course is designed to prepare first-semester freshmen for the rigors and responsibilities of college by providing instruction in professionalism, time management, study skills and student responsibilities. Students develop the skills necessary for success in the new and demanding environment of college and increase the likelihood they will achieve their degrees. This is accomplished by providing instruction in time management, studying, test taking, interpersonal and communications skills as well as University requirements, policies and procedures. The importance of attendance, participation, group work and other strategies for success are emphasized. The skills cultivated in STR101 are utilized in all other academic and lab courses and students' professional lives as they progress through employment and managerial positions.



GRADUATE POLICIES

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Graduate Admission

The application process requires the following steps for domestic graduate students. Interested students may submit documents in person, via fax, email, or U.S. post. For application documents, please contact the Office of Admissions at the appropriate campus.

- All applicants must complete an Application for Admission and pay the non-refundable application fee. This may be completed on the University's website or in the Office of Admissions.
- Complete the Enrollment Agreement which includes emergency contact information, acknowledgement of University policies, and student information release.
- Meet language requirement, if English is not the primary language.
- Submit official bachelor's degree transcript, official master's degree transcript, or equivalent accompanied by a translation if the documents are in a language other than English. An official evaluation may be required at the University's discretion.²
- Submit official transcripts from all colleges or universities attended, if applicable. All degrees in a language other than English must be translated for U.S. equivalency for purposes of transcript evaluation.
- If Stratford University is the first university an international student attends in the U.S., a GMAT or GRE score is required. Exceptions to this requirement may be discussed with an admissions officer. Transfer students from accredited U.S. colleges and universities may have the GMAT or GRE requirement waived. Change of status applicants are not required to submit GMAT/GRE requirement.
- International applicants applying to a graduate degree program may be required to submit an updated copy of their resume.
- Acceptance requires a student meet one of the following two criteria:
 - A 2.5 grade point average on a 4.0 scale for undergraduate work supportive of their field of study
 - Evidence of graduate potential demonstrated by relevant professional work experience related to the field of study. This requires evaluation of work experience by the designated department representative, a personal interview, or submission of em-

² International degrees must be equivalent to a complete U.S. bachelor's degree

ployment documentation or resume is required. The student may be required to complete undergraduate foundation courses.

Students who wish to upgrade from an undergraduate to graduate degree may do so through the Office of Admissions.

Transfer Credit

Stratford University has established a transfer credit policy which is consistent with accreditation requirements. The policy is designed to facilitate the transfer of students and credits from one college or university to another, assure maximum utilization of prior learning, and encourage students to advance as far through the educational system as they can in pursuit of their goals. The evaluation of transfer courses to determine the award of University transfer credit is a multistep process initially driven by an assessment of the institutional source and educational quality of the course work.

Transfer credits are determined by the timeliness, relevance of content, acquired skills, and knowledge obtained from the course(s). Transfer credits may be awarded for courses taken from nationally or regionally accredited institutions. Transferred courses must be three or more credits, completed with a grade of C or higher, and coincide with the University's program outline. Courses with other grades may be transferred in at the discretion of the designated representative. Additional documentation in the form of course descriptions, syllabi, or a competency test may be requested, if needed, to assure the transferred course is equivalent to one of the courses required for completion of a certificate, diploma, or degree at Stratford University. Credits based on clock hours are not transferrable to Stratford University. Students may transfer credits earned from another program within the University after approval of the designated department representative.

Domestic students submitting transcripts from international institutions for transfer credit are required to submit a transcript evaluation by an agency approved by ACICS. Transcripts sent from any school, college, or university, recorded in a language other than English must be accompanied by an official translation. All documents must be original or a certified copy. Transcript translation service is available through agencies recognized by the National Association of Credential Evaluation Services (www.naces.org) or the Associate of International Credential Evaluators (www.aice-eval.org).

During the admission process, students must disclose which colleges, institutions, and universities from which they wish to submit transcripts for transfer credit evaluation. Official transcripts from each college, institution, or university must be submitted for evalu-



ation within 30 days of enrollment. It is the responsibility of the student to provide the University with all postsecondary transcripts detailing courses taken at other institutions. Transfer credits from courses completed at institutions other than Stratford University are noted on the transcript with a posting of TC. Transfer courses are not counted under the qualitative measurement of GPA; however, transfer courses are counted as attempted credits under the quantitative measurement, which includes the completion percentage and the maximum time frame requirement.

Military Training

Military students may receive credit for training received while in the military. This experience and/or training should be shown on a military transcript submitted to the designated department representative for transfer credit evaluation. Military transcripts accepted for evaluation include AARTS (Army/American Council on Education Registry Transcript System), SMART (Sailor Marine American Council on Education Registry Transcript System), CCAF (Community College of the Air Force), CGI (Coast Guard Institute), as well as other SOC colleges and universities.

Prior Learning Assessment and Recognition

Credit for prior experiences, also known as Prior Learning Assessment and Recognition (PLAR) may be awarded as prior learning credits. These credits are posted on the transcript as CR. These CR credits are not counted under the qualitative measurement of GPA; however, they are counted as attempted credits under the quantitative measurement, which includes the completion percentage and the maximum time frame requirement.

A non-refundable fee per course must be paid before the materials submitted to the committee are reviewed; the amount of this fee can be found in the catalog addendum. Graduate-level previous experience credit is typically not awarded, however, in compelling situations, credit for prior experiences may be awarded. A maximum of 27 quarter-credits towards a master's degree may be granted for life experience. Credit given for prior experience cannot be used as a substitute for a course previously taken for which a passing grade was not received.

All other credit awarded is based on an assessment of the knowledge, skills, or competencies acquired. In order to be considered, the student must provide clearly organized and documented evidence proving the knowledge is equivalent to college-level learning. To be considered for credit for previous experience the following applies:

- The student must be enrolled at the University
- The student must explain how the prior learning relates to the student's degree program, what experience was gained, and what specific courses for which the student is requesting credit.
- The credit requested must be course-equivalent and applicable to the student's program of study.

The student must provide documentation of the learning being claimed. Students may apply for previous experience and earn academic credit through a number of avenues:

- Submit a life experience portfolio (for extensive experience)
- Write an experience learning essay
- Complete a formal interview
- Engage in a simulation or role playing exercise
- Present a case study or product assessment

Documentation may include, but is not limited to, licenses or certifications, attendance at seminars, workshops or conferences, community service, specialized training, work experience, resumes, letters from employers or others who can confirm job duties, various tests or other assessments, and military experience. The material submitted by the student is reviewed by an individual certified to review prior experiences. The designated individual determines the number of credits, if any, to be granted based upon the material submitted.

Sources of Credit

Maximum Allowed Transfer Credit: Students must earn the minimum percent of their degree at Stratford University for their program level to fulfill degree requirements.

Degree	Transfer Credits Allowed	Credits at Stratford
Master	27 credits	27 credits

Graduate Student Status

Part-Time: Graduate students are considered part-time when enrolled for 4.5 credits. Part-time graduate students are eligible to receive federal student aid.

Full-Time: Graduate students must attempt at least 9 quarter-credits per term in order to maintain full-time status.



A student may be permitted to exceed the full-time status in exceptional circumstances when the student benefits. Undergraduate students with a CGPA of 3.25 or higher and graduate students with a CGPA of 3.5 or higher may take up to 18 credits per term. Students below these averages are limited to 13.5 credits per term. Students may not exceed four courses per term. There is no waiver process to allow students to exceed 18 credit hours per term.

Grades

The formal grading system utilized by Stratford University conforms to recognized educational standards. Students are available to students through Moodle or the self-service portal. Any questions regarding the posting of grades should be addressed to the student's instructor or the Office of the Registrar.

Graduate Grading System

Grade	Grade Points	Description
A	4.00	Excellent
A-	3.67	
B+	3.33	
B	3.00	Average
B-	2.67	
C+	2.33	
C	2.00	Poor
C-	1.67	
D+	1.33	
D	1.00	Very Poor
F	0.00	Failing
AU	0.00	Audited Course
CE	0.00	Credit by Exam
CR	0.00	Previous Experience Credit
I	0.00	Incomplete
P	0.00	Passing
TC	0.00	Transfer Credit
W	0.00	Withdrawal

Satisfactory Academic Progress

The Satisfactory Academic Progress (SAP) policy fulfills the requirements expressed by the Higher Education Act (HEA), U.S. Department of Education, and the Accrediting Council for Independent Colleges and Schools (ACICS). Students must maintain a satisfactory level of academic progress toward completing a degree in order to remain enrolled at the University and/or receive financial assistance via federal student aid or military benefits.

SAP is evaluated based on quantitative and qualitative components. All students are measured against qualitative and quantitative standards. The Office of the Registrar and the Office of Student Financial Services generate and monitor respective SAP reports. After grades are posted, student cumulative grade point average and rate of progression are calculated to determine if a student is making Satisfactory Academic Progress.

Qualitative Measurement

Qualitative measurement is determined by a student's cumulative grade point average (CGPA) and is calculated by dividing the quality points by the total attempted credits except repeated courses only include the last attempted grade. Quality points are determined for credits earned by multiplying the course grade point by the course credit value; sum the quality points for all courses. To meet the qualitative standards, students must meet the minimum CGPA as determined by the benchmarks below.

Quantitative Measurement

The quantitative measurement is the rate of progression (ROP) and determined by overall completion percentage. Minimum completion percentage is calculated by dividing the credits earned by the credits attempted rounded to the nearest whole percent. This is assessed each academic term. To meet the quantitative standards, students must have a minimum ROP as determined by the benchmarks below. Federal guidelines establish students must progress through their program which allows them to graduate within 150% of the published number of program credits. This is called the maximum time frame (MTF). For example, an associate's program is 90 credits multiplied by 150% is 135 credits; student must graduate from the program with not more than 135 attempted credits. Students may not exceed the maximum time frame, even if the student did not receive financial assistance.

If a student enrolls in a subsequent program, the MTF is reset to the second program. Transfer courses, credits by exam, previous experience credits, and failed courses applicable to the subsequent program are deducted from the MTF of the subsequent program. The MTF reset is granted for subsequent programs regardless of whether the student graduated from the previous program. For instance, a student in a bachelor's degree program is allowed 270 credits (180 credits x 150%) to complete the program. If the student does a program change to a second bachelor's program and transfers 27 credits, the MTF for the second program is an additional 270 credits, but the 27 transfer credits are used toward the 270 credit allotment leaving 243 credits for the student to complete the second program.



SAP Conditions

Transfer Credits, Credits by Exam, Previous Experience

Credit: Approved transfer credits from another institution, credits by exam, and previous experience credit affect ROP only. They are not calculated in CGPA. These are counted as both attempted and earned credits for purposes of evaluation intervals.

Pass/Fail Credits: Courses graded on a pass/fail basis are not included in CGPA calculation, but affect the ROP calculation.

Course Withdrawals: If a student withdraws from a course and receives a W, the grade is excluded from the CGPA calculation, but is part of the ROP calculation and affects the MTF.

Incompletes: An incomplete grade is a transition grade to allow the registrar to close the term and issue grade reports. During the period the incomplete is on the transcript, it is not calculated in either CGPA or ROP calculations until a letter grade is assigned.

Remedial Courses: Remedial courses do not affect CGPA or ROP calculations.

ESL Courses: ESL courses do not affect CGPA or ROP calculations.

Audited Courses: Audited courses do not affect CGPA or ROP calculations.

Standard Term of Non-Attendance: Standard Terms of Non-Attendance do not affect CGPA or ROP calculations.

Repeated Courses: Courses which earn a grade, including failed grades, and are subsequently repeated are included in CGPA and ROP calculations. Courses are counted as attempted each time the course is taken. All grades remain on the transcript, but only the last grade is included in the CGPA.

Program Change: A program change occurs when a student moves programs at the same academic level without graduating; for instance, from one associate's program to a second. Only courses applicable to the second program are applied and subject to CGPA and ROP calculations. This includes transfer credits, credits by exam, previous experience credit, and failed courses. Qualitative and quantitative measurements are based on the second program benchmarks. Students may change programs twice, i.e. enroll into three programs without graduating. A student who changes a program for a second time, into a third program, must have completed 67% of the program prior to changing.

Program Upgrade: A program upgrade occurs when a student moves from a lower-level to higher-level program without completing the lower-level program. For instance, a student moves from an associate's program to a bachelor's program. Only courses applicable to the second program are applied and subject to CGPA and ROP calculations. This includes transfer credits, credits by exam, previous experience credit, and failed courses. Qualitative and quantitative measurements are based on the second program benchmarks. In cases where a student downgrades from a higher-level to lower-level program, the same process is followed.

Second Degree: A student who graduates may enroll in a second program. Only courses applicable to the second program are applied and subject to CGPA and ROP calculations. This includes transfer credits, credits by exam, previous experience credit, and failed courses. Qualitative and quantitative measurements are based on the higher-level program benchmarks.

Academic SAP Policy

Academic SAP reports are generated at the end of each term for each student. The CGPA and ROP must be at or exceed the benchmark associated with the evaluation interval. If a student does not meet the CGPA and/or ROP benchmarks at the end of the term, the student is placed on a SAP status in the subsequent term. Evaluation intervals are based on the total attempted credits. Attempted credits include transfer credits, credits by exam, previous experience credit, and failed courses. The CGPA includes failed courses and the ROP calculation includes transfer credits, credits by exam, previous experience credit, and failed courses.

Graduate students in the evaluation interval of zero to 27 attempted credits must have a minimum CGPA of 2.5 and a ROP of 50%. Graduate students in the evaluation interval of 28 or more attempted credits must have a minimum CGPA of 3.0 and a ROP of 67%. When a graduate student transfers 27 or more credits, the student is always evaluated at the 28 or more attempted credit evaluation interval.

A student may be placed on the following academic SAP status and must take the required action associated with the status. A student who is placed on an academic SAP status and meets the requirements in the subsequent term returns to good standing status. A student who does not meet the requirements in the subsequent term is placed on the next status. If a student has a break in enrollment of more than one term and is re-admitted or re-enters into the same program, the previous status(es) apply. If the student changes or upgrades to a different program, no previous status is applied and the process for program changes applies.



Good Standing: Students are in good standing when the minimum CGPA and ROP is met or exceeded. Students in good standing are eligible to register for courses and receive financial assistance.

Alert: Students are placed on alert status in the first term the CGPA and/or ROP falls below the minimum.

Warning: Students are placed on warning status the second term the CGPA and/or ROP falls below the minimum. This status requires students to have their course schedule approved by the academic advisor and meet with an academic advisor monthly.

Probation: Students are placed on probation status the third term the CGPA and/or ROP falls below the minimum. This status requires students to have their course schedule approved by the academic advisor and meet with an academic advisor bi-weekly.

Dismissal: Students are placed on dismissal status the fourth term the CGPA and/or ROP falls below the minimum. Students who are academically dismissed are no longer active students of the University and are ineligible for financial assistance. Students who reach the maximum time frame are dismissed and no longer eligible to enroll or receive financial assistance. F-1 students dismissed for failing to meet SAP requirements have their student status terminated.

Financial Assistance SAP Policy

The Department of Education defines an academic year as a minimum of 30 weeks and a predetermined number of earned credits. Graduate students are measured every 27 credits earned at Stratford. Evaluation checkpoints do not include transfer credits, credits by exam, previous experience credit, and failed courses. At the first checkpoint of 27 earned credits, graduate students must have a minimum CGPA of 2.5 and a ROP of 50%. At the second checkpoint of 54 earned credits, graduate students must have a minimum CGPA of 3.0 and a ROP of 67%. The CGPA and ROP calculations include transfer credits, credits by exam, previous experience credit, and failed courses. A student who is unable to meet either the quantitative (ROP) or qualitative (CGPA) standard by graduation becomes ineligible for federal student aid or military benefits.

Probation

Students who fail to meet financial assistance SAP requirements and who have successfully appealed are placed on probation for one term. After probation, the student must meet SAP requirements to remain eligible for financial assistance. Under no circumstances can a student be granted two consecutive probationary periods. However, a student may be placed in a probationary status two or

Academic		
Students are evaluated at the end of each term		
	Benchmark	
Evaluation Interval	Minimum CGPA	Minimum ROP
0-27 Stratford graduate attempted credits	2.5 CGPA	50% ROP
28+ Stratford graduate attempted credits	3.0 CGPA	67% ROP
Evaluation intervals are based on attempted credits which include transfer credits, credits by exam, previous experience credit, and failed courses.	CGPA and ROP calculations include transfer credits, credits by exam, previous experience credit, and failed courses.	

Financial Assistance		
Graduate students are evaluated at each 27 Stratford-earned credit hour increment		
Graduate students who transfer in courses and have 27 credits or fewer to complete a degree at the University must maintain a 3.0 CGPA and a 67% ROP at all times and are evaluated each term.		
	Benchmark	
Evaluation Checkpoint	Minimum CGPA	Minimum ROP
27 Stratford-earned graduate credits	2.5 CGPA	50% ROP
28+ Stratford-earned graduate credits	3.0 CGPA	67% ROP
Evaluation checkpoints are based on Stratford-earned credits only and do not include transfer credits, credits by exam, and previous experience credit.	CGPA and ROP calculations include transfer credits, credits by exam, previous experience credit, and failed courses.	



more times during their program, if the probationary periods are not consecutive. If a student is withdrawn for any reason during the probationary term, the student is not granted a second probationary term.

Satisfactory Academic Progress Appeal

Students have the right to appeal academic or financial assistance statuses where exceptional circumstances can be demonstrated. Appeals must be submitted in writing to the campus dean, describe any mitigating circumstances the student feels deserve further consideration, and within fourteen days after grades for the term in question have been issued. The appeal is forwarded to the SAP Appeals Committee, to review the written records, collect other information as necessary, and issue the final determination. The SAP Appeals Committee consists of members of the campus community chosen by the campus dean. Exceptional or mitigating circumstances may include extended illness of an immediate family member (parent, spouse, sibling, or child), extended illness or personal injury of the student, or death of an immediate family member (parent, spouse, sibling, or child). If a student should warrant subsequent statuses, each successive appeal should cite a different reason for re-entry. Students may not appeal ineligible statuses for two consecutive terms. Students are required to indicate why their enrollment and/or financial assistance should not be terminated and provide reasons for failing to meet the SAP requirements. Students are also required to supply documented evidence in support of their appeal. The decision of the campus dean and/or SAP Appeals Committee is made within ten business days of receiving the letter of appeal. This decision is final.

Re-Entry after SAP Dismissal

If an appeal is granted, the SAP Appeals Committee determines the provisions for re-entry on a case-by-case basis. Any student who returns based on an appeal of dismissal has SAP evaluated on a term-by-term basis until the student is meeting SAP standards; a student may be ineligible for financial assistance until such time SAP standards are met. The Office of Student Financial Services can assist students with determining eligibility for financial assistance.

Students who have lost eligibility for financial assistance may elect to continue their education on extended enrollment status if they have not been dismissed under the Academic SAP policy. Students on extended enrollment are not eligible for financial assistance and are responsible for all financial arrangements with the University. While in an extended enrollment status, students must seek to correct academic deficiencies by taking remedial courses, retaking failed courses, or practicing previously learned skills. Credits taken during an extended enrollment status count towards maximum time

frame calculations. Students on extended enrollment status may reestablish SAP by improving their CGPA and/or ROP to meet the required minimums. Neither a period of absence from the University, nor paying for courses out-of-pocket is considered sufficient to reinstate financial assistance eligibility.

Graduate Graduation Requirements

- Students must complete required courses in the program of study
- Complete all required classroom modules, externship hours (if applicable), and all program requirements
- Achieve a minimum GPA of 3.0
- Complete at least 50% of the program credits at the University
- Fulfill all degree requirements within five years from beginning the first course
- Satisfy all financial obligations
- Complete an academic checkout form signed by the designated department representative

Students who do not meet these requirements may petition for re-admission and must develop a degree plan to provide for completion within a two year period. Stratford University reserves the right to update or change the curricula at any time. Any candidate for a degree is held to compliance with changes for the uncompleted portion of the program of study. If it is determined a student will not be able to fulfill the graduation requirements, the University reserves the right to discontinue a student's enrollment.

Processes and Requirements

Students must complete the academic checkout forms prior to enrolling for their last term. This must be signed by various departments and it is the student's responsibility to complete it. After grades are posted for their final term, the designated department representative reviews the transcript and approves it. The diplomas are ordered after the designated department representative's approval. Diplomas are typically ready within one academic term. Students may have their diploma mailed to them or it can be picked up on-campus. International students should contact the Office of the Registrar the February before graduation for forms requesting invitation letters.



Ceremonies

Stratford University holds graduation ceremonies annually for graduates of all programs. It is a special event for the University, students, and their families to celebrate the personal and academic accomplishments of the student. Students should contact the Office of the Registrar for information about signing up for the ceremony. Caps and gowns are available in Student Support Services and are assessed a graduation fee which can be found in the catalog addendum. Student may apply to walk at the ceremony ahead of their official graduation, if they will complete the same term as the ceremony is being held. This must be approved by the campus dean. Diplomas are not distributed at the ceremony. Students must complete the academic checkout process through the Office of the Registrar in order to obtain their diploma.



GRADUATE PROGRAMS

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An academic staff and state-of-the-art facilities support the Stratford graduate programs. Research-driven academic projects are central to the educational structure. Projects may include business plans and venture capital proposals. Students and faculty pursue scholarly work related to the disciplines addressed in these programs. Facilities are in place to utilize the latest technology for teaching, research, and other scholarly activities. Graduates are qualified for a number of high-level technical and management positions in industry and government.

SCHOOL OF HOSPITALITY AND CULINARY ARTS

Master of Science International Hospitality Management

The mission of the Master of Science in International Hospitality Management program is to prepare tomorrow's leaders in the international hospitality field. As the hospitality industry increasingly seeks employees with college degrees, especially those with degrees in hospitality or hospitality-related fields, the expectation for a master's degree to acquire management-level positions continues to increase. This program offers a natural progression from the undergraduate to graduate program and provides entry-level and seasoned hospitality professionals with the skills and knowledge they need to stand out and advance in the competitive hospitality industry.

The learning goals of the program include evaluating, synthesizing, and applying knowledge gained from core professional program courses to solve problems. Students learn to communicate effectively in their professions using ethical practices and cross-cultural sensitivity and understanding. Lastly, students apply information technology and professional techniques in the service of culinary and hospitality enterprises.

12 Core courses x 4.5 credit hours = 54 credit hours
12 Total courses x 4.5 credit hours = 54 credit hours

This program typically takes 6 terms to complete for students enrolled full-time.

Core Requirements

EBM502.....Research Methods.....	4.5
EBM520.....Human Resource Management.....	4.5
EBM554.....Global Economies and Markets.....	4.5
EBM587.....Strategic Business Marketing.....	4.5
HSM510.....Strategic Planning in the Hospitality Industry.....	4.5
HSM520.....Financial Management in Hospitality.....	4.5
HSM530.....Managerial Economics in Hospitality.....	4.5
HSM540.....Facilities and Assets Development and Management.....	4.5
HSM550.....Information Technology in the Hospitality Industry.....	4.5
HSM570.....Operations Management in Hospitality.....	4.5
HSM590.....Current Issues in Hospitality Management.....	4.5
HSM595.....Graduate Research Production and Design.....	4.5
Total Core Requirements: 12 courses	54 credits

GRADUATE COURSE DESCRIPTIONS

Graduate Course Prefix Designations

EBM	Business
HSM	Hospitality

Graduate courses have numbers 500 to 799. Consult with an academic advisor prior to enrollment to ensure course selections meet program requirements and satisfy all prerequisites.

EBM502 Research Methods **4.5 credits**
 The course focuses on methods for the conduct of research and development projects. Specifically, students learn about the scientific method, as well as research and design requirements and objectives. Course work involves qualitative, quantitative, and case studies; performance metrics; design procedures and control; and sources of error and bias. In addition, evaluation tools and formal validation methods are discussed. **Prerequisite: None.**

EBM520 Human Resource Management **4.5 credits**
 This course provides the fundamentals of human resource management (HRM). Topics covered are organizational psychology, human interaction, individual effectiveness, and social issues. Other areas include human resource planning, strategic management, organizational structure, legal environment, and organizational staffing. **Prerequisite: None.**

EBM554 Global Economies and Markets **4.5 credits**
 This course examines key dimensions of the global economy and global economics, including international business opportunities and risks, economics simulations, trade theory and policy, the balance of payments, foreign exchange markets, exchange rate systems and risks, and international payment systems. Additional topics such as foreign direct investments are discussed in addition to the changing role of multinational corporations and elements of international corporate strategies. **Prerequisite: None.**

EBM587 Strategic Business Marketing **4.5 credits**
 This course examines marketing variables and marketing strategy in developed and developing countries. The importance of differences among nations in language, culture and social forces, politics and laws, values, channels or distribution, and buyer behavior is examined. The course also emphasizes the importance of the marketing orientation in the present global competitive environment and the relationships between marketing and business development and strategy in an international setting. **Prerequisite: None.**

HSM510 Strategic Planning in the Hospitality Industry **4.5 credits**
 The purpose of this course is to develop conceptual and analytical strategic evaluation skills and provide comprehensive knowledge of the strategic management process. Topics examined include environmental analysis, firm resource analysis, competitive analysis, strategy formulation and implementation, international strategy, and strategic control. The goal is to provide students with the ability to develop vision, mission statements, and objectives for an organization; identify key strategic issues facing the hospitality industry; apply tools for effectively influencing an organization's structure; systems culture and relationships; analyze the internal and external environments in which the organization operates; and to formulate organizational strategies. **Prerequisite: None.**

**HSM520 Financial Management in Hospitality 4.5 credits**

This course builds a knowledge foundation in finance and accounting in order to prepare students to make sound decisions. Topics in this course include hospitality accounting systems, financial analysis, operational analysis, cost behavior, budgeting, forecasting, pricing feasibility analysis, and equity management. Students learn how to use accounting techniques to measure profit and net worth, establish differences between internal and external accounting reports, and analyze financial and accounting reports to assist in decision choices. **Prerequisite: None.**

HSM530 Managerial Economics in Hospitality 4.5 credits

This course provides a thorough understanding of financial economic analysis as it pertains to individual and organizational behavior. The course reviews theories of demand, short-term asset management, strategic valuation, capital budgeting analysis, capital structure decisions, leasing, and international financial management. Students learn to apply basic financial economic concepts, measure the impact of economic decisions on individuals and organizations, and the use of financial economic analysis in the decision-making process.

Prerequisite: None.

HSM540 Facilities and Assets Development and Management 4.5 credits

This course creates a foundation for success by teaching students to evaluate and manage a hospitality organization's facilities and assets. Topics include feasibility, risk, facility location, functional planning and design, architectural drawings, engineering criteria, construction management, contracts, and scheduling. Upon completion of the course, students are able to determine risks associated with facilities and other assets in the hospitality industry.

Prerequisite: None.

HSM550 Information Technology in the Hospitality Industry 4.5 credits

This course provides an understanding of how the hospitality industry applies information technology for management, decision making, and competitive advantage. Topics examined in this course include the information system concept and its components, networks, e-commerce, restaurant management systems (RMS), property management systems (PMS), global distribution systems (GDS), central reservations systems (CRS), and database management systems (DBMS). Upon completion of the course, students are able to identify specific information systems used in the hospitality industry, to evaluate the advantages and disadvantages of their application in different areas, and to use them to measure performance and service. **Prerequisite: None.**

HSM570 Operations Management in Hospitality 4.5 credits

This course builds upon existing knowledge of several other areas of management. It concentrates on the effective management of the hospitality products/service delivery and focus on the hospitality product, customer service, and information processing operations. Therefore, it involves designing, planning, and controlling activities and technologies employed in hospitality organizations in order to make daily strategic operational decisions. Topics include current operation tools and techniques currently used in the industry, operations strategy, process analysis and design, total quality management, and project management. Students use quantitative modeling, case studies, and computer software to analyze and solve operations management challenges and make operational decisions. Upon conclusion of this course, students are able to recognize and analyze operational areas in hospitality organizations and identify the position of operations management within a wider management spectrum.

Prerequisite: None.

HSM590 Current Issues in Hospitality Management 4.5 credits

This course exposes students to timely topics of critical importance to the hospitality industry. This course uses current articles, case studies, and guest speakers to advance knowledge of the most current issues facing hospitality managers. Course topics and objectives are adapted each term to meet the changing needs of the industry, such as distribution in the hospitality industry, electronic distribution, service excellence, international employment relations, tourism, or entrepreneurship. **Prerequisite: None.**

HSM595 Graduate Research Production and Design 4.5 credits

This course provides supervised research where students utilize appropriate marketing design and quantitative and qualitative research tools to construct workable business plans or professional papers as the terminal requirement of their course of study. This course should be taken in a student's final term.

Prerequisite: Approval of the advisor.



STUDENT SERVICES

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Academic Advising

Students receive academic advising at a minimum, once a term during the registration process. Academic advisors assist students in selecting courses appropriate for their program and schedules. At any time during the term, students may schedule an appointment with their academic advisor, designated department representative, or instructor for assistance.

Career Services Center

Career assistance is provided to students in pursuit of professional employment and career advancement. The Career Services Center assists students with obtaining the skills necessary for successful interviewing and provides a network of employers in each discipline. The Career Services Center offers a full range of programs to enrolled students and alumni to further their professional development and transition into career fields. To assist upcoming graduates with their job search preparation, the University offers the following resources:

- Resume review
- Job leads
- Job search methods
- Interview preparation and role playing
- Career strategy development
- Career fairs
- Exit interviews

The University does not guarantee employment. Poor attendance, poor grades, and inability to provide the Career Services Center with the necessary requirements can impact a student's ability to obtain employment. Students must sign an authorization form available in the Career Services Center and have a current resume on file in order to receive job assistance. In addition, graduates should notify the Career Services Center as soon as they become employed in their career field. Job search assistance is always available to alumni who remain in their field of study.

Student Support Services

Student Support Services provides a wide variety of services to maximize student satisfaction, personal, and academic success. It links students to a wide range of community services, including, but not limited to, housing, transportation, and child care resources.

Student Support Services houses resources for students with disabilities. Student with disabilities of any kind should contact the Student Support Services office to obtain the assistance needed. Stratford University is committed to making reasonable accommodations to help students succeed.

The University believes that student organizations are vital to the development of the student. Student Support Services works with students to form clubs and organizations in keeping with the mission of the University. To find out more about current organizations or how to initiate one, please check with Student Support Services.

- American Culinary Foundation, Greater Baltimore Chapter is a group of students along with professionals who host competitions, lectures, demos, and networking opportunities within the industry.
- Entrepreneurial Action Us (ENACTUS) is an international organization comprised of students in colleges and universities from over 40 countries world-wide. The goal is to provide the low income population with the education and skills training needed to succeed in a competitive global economy. SIFE students apply business concepts to develop community outreach projects that improve the quality of life and standard of living for people in need. SIFE provides university students with the opportunity to make a meaningful contribution to their communities while also discovering their potential to achieve an even greater impact as the business leaders of tomorrow.

Learning Resource Center

The learning resource center serves the study and research needs of the students, faculty, and staff of Stratford University. The collection and resources consist of various media types including books, DVDs, periodicals, databases, and electronic resources. These resources give students the opportunity to familiarize themselves with the tools used in their future professions. The learning resource center is an essential resource to the campus community, with appropriate print and digital media resources, Internet and database access, and professional staff.

The learning resource center maintains an expanding collection of culinary, hospitality management, general education, and recreational books; audiovisual materials; and periodicals (both print and electronic). The InMagic/Genie electronic card catalog system enables the University to have access to the holdings of libraries throughout Maryland and the United States. Access to the Internet through the computer lab is available and students have access to in-house online databases for their research.



New Student Orientation

Stratford University holds New Student Orientation each term to familiarize new students with the processes and procedures of the University. It is critical that new students make every attempt to attend. Orientation gives students an opportunity to meet with their designated department representative, the Office of the Registrar, the Office of Student Accounts, and to receive Moodle instruction. This is an opportunity to discuss payment, course selection, and address any last minute issues. Orientation is typically held the week before the start of the term. The University attempts to provide an orientation time for all student schedules. Upon completion of each session, students are sufficiently and satisfactorily oriented to the University, its equipment, services, staff, and faculty.

Description of Facilities

Stratford University campuses have been designed for students' educational convenience. All classrooms are equipped with whiteboards, comfortable seating, ceiling mounted projectors, projection screens, computer cabling and wireless Internet access. The University has general purpose and state-of-the-art specialized classrooms. General purpose classrooms are traditional rooms with specific scheduling requirements determined by best matching the subject being presented with consideration of the room and class size. Specialized classrooms have been equipped with information technology equipment, laboratory equipment and supplies, or specialized resources as needed in the culinary programs. Classrooms, media services, and computer laboratories are available for use when classes are not in session.

Student Lounges

All campuses have student lounges where students can socialize and study. Student lounges have access to wireless Internet connections, food and drink vending machines, and microwaves. Students have access to lounges during University business hours. For information about wireless Internet access passwords, students may contact the IT Service Desk at servicedesk@stratford.edu.

Military Student Office

Stratford University welcomes applications from active duty military, veterans, reservists, eligible spouses, and dependents. Eligible students can apply benefits to their education at the university from the following programs:

- Chapter 33 Post-9/11 G.I. Bill
- Chapter 30 Montgomery G.I. Bill
- Chapter 35 Dependent and Survivor
- Chapters 1606 and 1607 Reserve G.I. Bill
- Chapter 31 Vocational Rehabilitation
- Active Duty Tuition Assistance (TA) through Navy, Marines, Army, Air Force, and National Guard
- MyCAA Military Spouse Scholarship

The VA Certifying Official on campus provides assistance in applying for benefits through the VA or service component, and also serves as a one-stop shop for guidance on all questions about the University. The School Certifying Official (SCO) also provides initial information about University resources available to the military community when students enter the University and is also available to assist students throughout their program.

Stratford University has aligned with Presidential Executive Order 13607 "Principles of Excellence", and also works to implement President Obama's "8 Keys to Success". These programs were created to ensure the military community students receive the support needed to succeed in their education and professional lives. For more information on these programs and how Stratford is working to make the University experience of the military community even better, go to <http://www.stratford.edu/mso>.

Student Resources

Tutoring Program: Stratford University offers tutoring services and academic support to all students. There is no charge to students for tutoring services. Professional and peer tutors provide tutoring on a one-on-one or group study basis. Each campus provides assistance in a diverse range of subjects, which include English, mathematics, specific areas of study, and academic skills development.

Students requesting tutoring must attend all classes, clarify their needs with the tutor, bring all materials to tutoring sessions, share academic progress and concerns with tutor, and complete an evaluation after completing tutoring session(s).

Tutors address the need of time management and homework priority planning for students struggling to progress in completing out-of-class English assignments. Assistance includes daily and weekly planning with study skill materials and the standard College Success textbook.

Student Activities: Student activities are scheduled throughout the year. This includes on-campus entertainment; campus sponsored mixer cookouts, cookie, and pizza nights; and access to recreation-



al, cultural, and social events. The University posts all activities by calendar and by social media. In addition, students are notified by e-mail and flyers around each campus. Student Support Services at Falls Church publishes the *Stratford Times* student newsletter on a periodic basis.

Housing Assistance: Information about low-cost or student-friendly housing is available through the Student Support Services office.

Student Discounts

- Software discounts – Ask the IT Service Desk for more information
- Amazon Student – Get 50% off an Amazon Prime membership
- Ask about student discounts – Show a Stratford Student ID anywhere offering student discounts

Parking

Parking is available on a first-come, first-served basis at the University-owned lot at the Baltimore campus. There is a \$50 vehicle registration fee per year. Parking stickers and hangtags are issued for an academic year, and charges post automatically to ledger card each term. All vehicles must display University-issued identification at all times. Vehicles not properly displaying the identification sticker and hangtag are subject to towing and fines. The parking lot is open from 6:30AM to 11:00PM, Monday through Thursday, 6:30AM to 6:00PM on Friday, and 8:30AM to 3:30PM on Saturday. The lot is closed on Sunday.

Privately owned and city structured, street and open space parking is also available. There is a charge for parking which can be found in the catalog addendum.

Baltimore Life

One of the advantages of attending an urban college is the endless choice of recreational activities. Baltimore is home to such attractions as Harborplace, the National Aquarium, and the Maryland Science Center. The city offers year-round cultural and entertainment events at the Baltimore Convention Center and Pier Six Concert Pavilion, to name a few. Baltimore's Inner Harbor is also home to many restaurants, such as Hard Rock Café and the Cheesecake Factory. Baltimore has hundreds of parks, greenways, and miles of waterfront for those who enjoy outdoor recreation. For sports enthusiasts, The Baltimore Orioles and the Ravens football stadiums are a few blocks from campus.

Baltimore has played an important role throughout U.S. history, as evidenced by the numerous monuments and historic sites in and around the city. Fells Point, the old seaport area of Baltimore, has been revitalized as a collection of shops and restaurants. Fort McHenry, birthplace of the Star Spangled Banner, is located across the harbor.

Nearby Attractions

Because of Baltimore's centralized location, it is convenient to many sight-seeing and recreational areas. Annapolis, the state capital, lies 45 minutes south of Baltimore. The city, maintained in 17th and 18th century style, features antique shops, inns, taverns, and waterfront restaurants. The U.S. Naval Academy is located in downtown Annapolis. Washington, D.C., the nation's capital, is just 40 miles from Baltimore, an easy drive or train ride for day and weekend trips.

Sports enthusiasts can take advantage of Baltimore's proximity to ski slopes in Western Maryland and Pennsylvania, water sports in Baltimore and Annapolis, and various sporting events in and around the Baltimore area.



UNIVERSITY POLICIES

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Changes to Catalog, Procedures, or Policy

This University catalog is current at the time of printing. At any time, it may be necessary or desirable for Stratford University to make changes to this catalog due to the requirements and standards of the University's accrediting body, state, licensing agency, U.S. Department of Education, market conditions, employer needs, or other reasons. The University reserves the right to make changes to any portion of this catalog, including the amount of tuition and fees, academic programs and courses, program completion and graduation requirements, policies and procedures, faculty and administrative staff, the academic calendar and other dates, attendance policies, grievance and complaint procedures, and other provisions.

Stratford University also reserves the right to make changes in equipment and instructional materials; modify curriculum; and when size and curriculum permit, to combine courses. The campus director and/or campus dean should be contacted for information concerning any such changes. These changes are published in the catalog addendum available on the University website at www.stratford.edu/catalog.

Consumer Information

Stratford University provides disclosure and reporting information to its current and prospective students. It is available online at <http://www.stratford.edu/disclosure> or in print by request. Each program has unique information on retention rates, completion or graduation rates, and placement and types of employment obtained.

Formal Grievance Procedures

Student success is a priority at Stratford University. The faculty and staff attempt to create an atmosphere conducive to learning. The University strives to be open to concerns of all interested parties.

If the matter concerns a final grade for a course, a student should attempt to resolve concerns about final grades informally in discussions with the instructor of record. A final grade is reviewed only when there is a question whether the grade was calculated in accordance with the requirements and grading procedures stated in the course syllabus. A complaint that is not resolved informally between a student and an instructor should be referred in writing (email or letter sent by U.S. post) first to the appropriate designated department representative and if still unresolved, to the campus dean. The decision of the campus dean is final. Problems involving course grades must be brought forward within three weeks of the end of the term in which the grade was earned. Final decisions are issued within five business days of receipt of the complaint.

A student who has an academic grievance other than a grade should attempt to resolve it informally in discussions with the appropriate faculty member. A complaint that is not resolved informally between a student and instructor or the student's advisor is to be referred in writing (email or letter sent by post) to the appropriate designated department representative. If not resolved, the complaint may be taken to the campus dean. The decision of the campus dean regarding the issue or issues of concern is final. Non grade related academic complaints must be brought forward within 30 days of the end of the term in which the concern occurred. Final decisions are issued within five business days of receipt of the complaint.

Non-academic complaints should be addressed to the department or office in which the problem originated. Complaints not resolved at the department or office level may be referred in writing (email or letter sent by post) to the office or department supervisor. If students are not satisfied with the resolution of a problem by a supervisor, they may refer the concern to the office of the campus director. The decision of the campus director regarding the issue or issues of concern is final. Final decisions are issued within five business days of receipt of the complaint.

If, after following the above stated procedure, the concerned party feels the issue has not been resolved, concerns may be sent in writing to the following:

Accrediting Council for Independent Colleges and Schools
750 First Street, NE, Suite 980
Washington, DC 20002-4241
(202) 336-6780
www.acics.org

Students may contact the Office of the Inspector General (OIG) Fraud Prevention Hotline if there is suspected fraud, waste, or abuse involving U.S. Department of Education funds or programs. Complaints or concerns are evaluated and may receive further investigation by the OIG or other offices within the U.S. Department of Education. The hotline does not provide updates concerning OIG activities.

Inspector General's Hotline
Office of the Inspector General
U.S. Department of Education
100 Maryland Avenue, SW
Washington, DC 20202
(800) 647-8733

Maryland residents who wish to file a complaint about their educational experience in Stratford University programs may contact the following oversight bodies:



Maryland Higher Education Commission

6 North Liberty Street, 10th Floor

Baltimore, MD 21202

(410) 767-3388

<http://www.mhec.state.md.us/higherEd/acadAff/MHECStudent-ComplaintProcess.pdf>

Office of the Attorney General

Consumer Protection Division

200 St. Paul Street

Baltimore, MD 21202

Consumer Protection Hotline: (410) 528-8662

Toll Free: (888) 743-0823

consumer@oag.state.md.us

<http://www.oag.state.md.us/Consumer/Complaint.htm>

Under the aegis of the State Authorization Reciprocity Agreements (SARA) Stratford University accepts oversight by the State Council of Higher Education in Virginia (SCHEV) for students enrolled in distance education courses or programs. Students who have unresolved complaints or concerns should contact SCHEV for assistance.

State Council of Higher Education for Virginia

101 N. 14th St., 10th Floor

James Monroe Building

Richmond, VA 23219

Tel: (804)225-2600

Fax: (804)225-2604

<http://www.schev.edu/students/studentcomplaint.asp>

Non-Academic Dishonesty or Misconduct

- Physical and/or psychological abuse, threat, or harassment
- Initiation of; causing to be initiated; any false report; or warning or threat of fire, explosion, or other emergency
- Unauthorized use; possession; or storage of any weapon, dangerous chemical, or explosive element
- Disrupting, obstructing, or interfering with University-sponsored events
- Theft of University equipment, products, and supply materials; this includes software protected by copyright. Students may not copy the University's software without

permission of the copyright holder. Additionally, students may not place personal software on the University's computers or damage or destroy either software or computers.

- Unauthorized possession, use, sale, or distribution of alcoholic beverages or any illegal or controlled substances
- Gambling or holding a raffle or lottery at the University without approval
- Disorderly, lewd, or obscene conduct
- A breach of established or reasonable classroom safety procedures

Warning, Probation, or Dismissal

Depending on the seriousness of the conduct violation, a student may be issued a written warning. This letter may be from a faculty member, designated department representative, the campus dean, or campus director. The student may be put on probation for a second or more serious violation. The length and academic consequences of this probation is determined by the University staff or faculty issuing it. This is documented in the student's file. Students are dismissed from the University after a third or very serious violation. The student may be dismissed after only one violation if the severity of the instance warrants dismissal. This type of disciplinary action is determined by a joint decision of the campus dean and director. The student may appeal these decisions following the procedures listed in this catalog. This is documented in the student's file.

The following may be considered as cause for warning, probation, or dismissal:

- Academic or non-academic dishonesty of any kind
- Failure to maintain Satisfactory Academic Progress
- Violation of University policies and procedures
- Failure to maintain financial obligations

Conduct Appeals Process

After reviewing all pertinent information, informing the student of charges, and meeting with the student, the campus director or a designated representative may impose disciplinary actions or dismiss the charges. A student that is dissatisfied with this decision may appeal the case to the Review Committee. The Review Committee is composed of at least three University members and selected for each appeal based on their availability and to avoid the perception of any conflict of interest that might jeopardize a fair hearing for the student. The student has the right to call witnesses. The Review Committee hears the appeal in a timely manner. The



campus director presents the case against the student. The Review Board's decision is submitted in writing and its decision is final. If the student is not under probation or dismissed from the University, enrollment may continue.

Inclement Weather Policy

Due to adverse weather conditions, Stratford University may be required to close, have delayed opening, or early closing. The University recognizes the importance of students attending class, thus, every effort is made to hold on-campus classes during inclement weather as long as staff, faculty, and student safety is not compromised. If a campus is closed or delayed, the decision is made by 6:00AM and announced on the University website, local TV stations, through the RAVE alert system, and radio. Students, faculty, and staff should check multiple sources for delay and/or closing information. Online courses are not cancelled due to inclement weather.

The campus director and campus dean determine the need to close, delay opening, or close early due to inclement weather. Each campus makes its own decisions based on weather reports and surrounding conditions, the campus parking lots, commercial transportation schedules, sidewalks, and other commonly used walkways. If adverse weather begins during University hours, classes are dismissed based on the campus director and campus dean's coordinated announcement. During inclement weather, the University maintains full operations unless specifically announced by University officials.

Missed class meetings are made up before the grades for the term are submitted. Faculty members are required to make accommodations for fulfilling contact hour requirements for missed classes. Students are responsible to complete all make up hours.

Off-site capstone or externship courses may follow different inclement weather policies depending on location and/or the policies of the host facility or institution. Students are required to check with the faculty member or advisor about inclement weather policies for courses conducted off campus.

Non-Discrimination Policy

Stratford University does not discriminate on the basis of race, color, religion, national origin, sex, age, or handicap. The University complies with the Civil Rights Act of 1964, related executive orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Section 503 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974, and all civil rights laws of Virginia.

Stratford University complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. No qualified individual with a disability are excluded from participation in; be denied the benefits of; or be subjected to discrimination in any activity, service, or program of the University solely by reason of disability. Each qualified individual with a disability who meets the academic and technical standards required to enroll in and participate in University programs are provided with equal access to educational programs in the most integrated setting appropriate to that person's needs through reasonable accommodation.

It is the student's responsibility to initiate the process for disability services. The process for obtaining a reasonable accommodation is interactive and begins with the student's disclosure of disability and a request for reasonable accommodations. The student is responsible for providing Student Support Services with documentation not more than three years old of disability from a licensed professional which sets forth the recommended accommodations. Documentation is required at the beginning of each academic year and instructors should be notified before the start of each course. Student requests for accommodations are considered on an individual basis.

Student Records and Release of Information

Stratford University maintains student records during and after a student's enrollment and abides by all components of the Family Educational Rights and Privacy Act (FERPA) (Public Law 93-380 which is Section 438 of the General Education Provision Act). A transcript is kept indicating student accomplishments in terms of credits. Transcripts are kept in digital format indefinitely. Students interested in receiving transcripts should refer to the Requesting Transcripts section of this catalog. Student records are kept for a minimum of five years.

All records are maintained in accordance with the Family Educational Rights and Privacy Act of 1974. The University withholds all student information from third parties unless the student requests, in writing, for the information to be released. The University has adopted policies and procedures which permits students the opportunity to view their educational records upon request. Educational records mean those records, files, documents, and other material containing information directly related to a student. Educational records do not include working papers concerning students, such as informal notes and other temporary notes of a similar nature in the sole possession of the faculty or staff and are not accessible or revealed to any other person.



The University does not permit access to or release of confidential information to any individual or agency without the written consent of the student, except for the following reasons:

- Records required by Stratford University officials in the proper performance of their duties
- Organizations conducting studies for educational and governmental agencies
- U.S. government agencies as listed in Public Law 93-380
- Accrediting agencies
- Parents of dependent children as defined in the Internal Revenue Code of 1954
- Appropriate persons in connection with an emergency listed as emergency contacts
- Other educational institutions upon request of transcripts for students seeking enrollment in that institution
- In connection with the award of federal student aid
- In response to legal court orders

Name; address; telephone number; date and place of birth; program undertaken; dates of attendance; and certificates, diplomas, and degrees awarded may be provided to third parties unless the request to omit such information is presented in writing.

By agreeing to enroll at Stratford University students agree to give the University permission to use the student's name, photographic likeness, or written/spoken words in any format, for any lawful purpose.

Campus Safety

Stratford University publishes an Annual Security Report which includes policies for staff and student safety. This can be found on the University website at www.stratford.edu/disclosures or is available in print on-campus. These security regulations are designed to ensure the safety of all individuals at the University. Compliance with policies, as well as federal, state, and local laws, is required in order to fulfill the mission of the University. Although the University strives to ensure a safe environment, each person must take ultimate responsibility for personal safety and personal belongings. Stratford University campus security policies cover issues concerning crime prevention, the reporting of crimes, sexual assault, alcohol and drug use, and other related matters.

Weapons, Drugs, and Alcohol Zero Tolerance and Prevention Policy

The University maintains the use of illegal drugs and the abuse of alcohol and/or controlled substances inhibit students from obtaining their maximum potential and employees from performing their duties to the best of their abilities. As a condition of enrollment, each student of Stratford University agrees to abide by the terms of the following statements.

Weapons

A weapon is defined as any object, instrument, device, or substance designed to inflict a wound, cause injury or incapacitate and any other normally innocuous device modified and employed to facilitate such wounding, injury, or incapacitation. Possession or brandishing of any weapon or any other object in a menacing or threatening manner on institutionally owned or controlled property is prohibited.

Drugs

For the protection and welfare of students and employees, Stratford University has established a zero tolerance policy for the possession, use, sale, or distribution of illegal drugs on-campus or during off-campus University activities. The use, sale, or distribution of controlled substances is also prohibited on-campus or during off campus University activities.

Alcohol

Stratford University prohibits the possession, consumption, or sale of alcohol on-campus or during off campus University activities, unless explicit consent is given by the University and permitted by local and state law. The use of alcoholic beverages must be approved by campus leaders and/or University Administration. The legal age to consume alcohol in the U.S. is 21 years old. The University does not serve alcohol to individuals younger than 21 years old.

Students or employees who report to campus under the influence of alcohol, illegal drugs, or controlled substances are subject to University disciplinary actions up to and including dismissal from the University for students and termination for employees. Individuals who violate state or federal drug laws are referred by the University to the appropriate authorities for criminal prosecution. As a condition of enrollment, each student of Stratford University agrees to abide by the terms of the above statements and notify the campus director of any criminal drug status conviction for a violation occurring at the University no later than five days after conviction.



Student Information

Students should update the self-service portal or alert the Office of the Registrar if any contact information changes including mailing address, phone number, email, and employer, if applicable. If the student has not informed the University of changes in contact information, the University is not liable for items sent to an incorrect address.

In order for students to receive a 1098 tax form, students must submit a signed copy of their social security card and valid photo ID by the end January for the following fiscal year. These documents must be submitted to the Office of the Registrar in person, email, or U.S. post.

Student ID Numbers and Cards

Each Stratford student is assigned a unique student ID number used throughout their career at the University. The Office of Admissions assists students in obtaining their student ID during the enrollment process.

Email

All students are given a Stratford specific email address. The University prefers students use this email for all University correspondence. Student may have this email forwarded to a private email if they so choose and should contact the IT Service Desk with any questions or concerns.

Technical Support

The University provides technical support to all students, faculty, and staff through the Stratford University Service Desk system. The Service Desk can be reached at servicedesk@stratford.edu. Students, faculty, or staff having problems with any technical problem should email the Service Desk, which is referred to as putting in a ticket. The Service Desk replies with notification of receipt and follows up with assistance.

Computer Specifications

** All active Stratford University students in good academic and financial standing are given free access to Office 365.

† All active Stratford University students in good academic and financial standing are given free access to Office 365. The free Office 365 apps integrate with the Office 365 account to provide a more convenient experience. Please note that while Pages, Numbers, and

Keynote may be somewhat compatible with Microsoft Office, they do not offer a comparable experience and may not facilitate seamless document interchange with peers and instructors.

†† Stratford University does not recommend the use of Android-based tablets as a classroom academic aid due to the potential adverse impact of “ill-behaved” applications on in-class experience (such as reduced battery life, system instability, etc.). Furthermore, upgrades to newer versions of the Android operating system may or may not be supported based on the manufacturer of the device. As such, any support provided by Stratford staff will be limited to “best effort.”

††† Anyone taking an online course from Stratford University is required to have a working webcam for virtual sessions. Number of virtual sessions are determined by the instructor for each course. Webcams can be built into the computer or can be purchased as an add-on. Webcams are also built into iPad models supported by Stratford University.



PC	Apple	Apple iPad	Microsoft Surface Pro	Android Tablet ††
Processor				
Intel or AMD 1.5GHz or greater *	Intel-Based CPU @ 1.5GHz or greater	Apple A7 or greater	Intel Core i3 or greater	1.5GHz or greater
Model				
		Apple iPad Air 1st Generation or Newer	Microsoft Surface Pro 2 or greater	Varies by manufacturer
Operating System				
Windows 7 w/ Service Pack 1 or greater 32-bit minimum / 64-bit recommended	OS X 10.9 (Mavericks) or greater	iOS 8.x or greater	Microsoft Windows 8.1 Pro or greater	Android 4.4.x (KitKat) or greater
Software Requirements				
Microsoft Office 2010 (or greater) or Office365**	Microsoft Office 2011 for Mac (or greater) or Office 365 †	Microsoft Office 365 Apps (Free in AppStore) †	Microsoft Office 2010 (or greater) or Office 365**	Microsoft Office 365**
Current version of Adobe Acro- bat Reader	Current version of Adobe Acro- bat Reader	Word, Excel, PowerPoint, OneNote, OneDrive, Outlook	Current version of Adobe Acro- bat Reader	Current version of Adobe Acro- bat Reader
Current version of Java	Current version of Java		Current version of Java	Current version of Java
Current version of Flash	Current version of Flash		Current version of Flash	Current version of Flash
Current version of Silverlight	Current version of Silverlight		Current version of Silverlight	Current version of Silverlight
Current version of Internet Explorer, Firefox, Safari, or Chrome	Current version of Internet Explorer, Firefox, Safari, or Chrome		Current version of Internet Explorer, Firefox, Safari, or Chrome	Current version of Internet Explorer, Firefox, Safari, or Chrome
RAM				
4GB Minimum (8GB recommended)			4GB Minimum (8GB or greater recommended)	2GB Minimum (3GB or greater recommended)
Disk Space				
20GB or more of available disk space (recommended)		16GB Minimum (32 GB or greater recommended)	20GB or greater of available hard drive space	16GB Minimum (32GB or greater recommended)
Display				
1280x800 or greater	1366x768 or greater	2048x1536	1920x1280 or greater	1280x800 or greater
Additional Requirements				
DVD Optical Drive (internal or external)		Protective Cover with Integrated Keyboard (highly recommended)	Webcam/microphone (built-in or external) †††	
Webcam/microphone (built-in or external) †††				
RJ-45 Ethernet Port and/or Wi-Fi Adapter		Webcam/microphone (built-in or external) †††		
USB 2.0 and/or USB 3.0 port(s)				
USB Thumb Drive suggested for transferring files				
Audio				
Speakers (built-in or external) or headset				
Microphone (optional)				
Internet Connection and Web Browser Requirements				
Broadband (high-speed) Internet connection for access to online resources such as Moodle, webinars, learning aids, etc. Check with service provider for what speeds are available (higher speeds will generally result in a higher quality online experience). Examples of broadband include, but are not limited to, cable, fiber optic (FiOS), and DSL.				



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