



Baltimore Campus

**Catalog Addendum
March 1, 2012**

This addendum contains supplements and additions to the Stratford University 2012 – 2013 Catalog. The information contained herein is current as of March 1, 2012. Please make sure that you have the most recent version of this addendum.



Tuition and Fees Schedule – Undergraduate Studies

Students are charged for all classes in which they are registered; if a student does not attend a class but does not withdraw within the ADD/DROP period, the student will be charged for the class. Continuing students who register classes for session B must follow the posted add/drop period deadline. ONLY B-start students can add/drop a class in session B of the quarter they start.

Tuition - Undergraduate	Fee Schedule
• Application Fee	\$50 (non-refundable one-time fee)
• Student Activity Fee *	\$100 (non-refundable one-time fee)
• Undergraduate tuition	\$370 per credit hour
• Military undergraduate tuition rate	\$840.00 per course (\$186.66/credit)
• Late Registration Fee	\$100
• Computer Lab Fee	\$80 (computer use courses)
• ID Replacement Fee	\$15
• Prior Learning Experience Assessment**	\$200 (non-refundable)
• Transcript Fee	\$10
• Tuition Payment Plan Fee	\$50
• No Show Fee	10% of registered tuition and fees
• Baking/Pastry and Culinary Arts Students***	
Supply Fee	\$750 – one-time fee
Supplemental Instructional Fee	\$88 per credit hour (Kitchen Courses)
Food Usage Fee	\$88 per credit hour (Usage Courses)
• Graduation Fee (includes Cap/Gown/Tassel)	\$195

Note: The University reserves the right to adjust tuition and fees at any time

*The fee supports free on-campus entertainment; campus sponsored mixer cook-outs, cookie, and pizza nights; access to recreational, cultural, and social events; student organizations and clubs; tutorial programs; and discounted tickets to sports, arts, and other events/benefits available in the community such as discounts at Office Depot and Staples. The fee also pays for the plastic student ID card with picture and lanyard.

** The PLA non-refundable fee must be paid before the materials submitted to the committee will be reviewed. This fee covers the expenses of professional evaluation of submitted materials.

*** These fees cover the expense of supplies, food consumed in the cooking process as well as laboratory expenses.

Tuition and Fees Schedule – Graduate Studies

Students are charged for all classes in which they are registered; if a student does not attend a class but does not withdraw within the ADD/DROP period, the student will be charged for the class.

Tuition - Graduate	Fee Schedule
• Application Fee	\$50 (one-time non-refundable fee)
• Graduate Course Tuition	\$410 per credit hour
• Military Graduate Course Tuition rate	\$840.00 per course (\$186.66/credit)
• Late Registration Fee (for those students who have not paid tuition before the end of the late registration period)	\$100
• Add/Drop Fee	\$50 per add/drop form
• Student Activity Fee*	\$100 (one-time non-refundable fee)
• Replacement ID Fee	\$15
• Prior Learning Experience Assessment**	\$200 (non-refundable)
• Graduation Fee (includes Cap, Gown, Tassel, and Hood)	\$235
• Tuition Payment Plan Fee	\$50
• Late Payment Fee	\$100
• No Show Fee	10% of registered tuition and fees

Note: The University reserves the right to adjust tuition and fees at any time.

*The fee supports free on-campus entertainment; campus sponsored mixer cook-outs, cookie, and pizza nights; access to recreational, cultural, and social events; student organizations and clubs; tutorial programs; and discounted tickets to sports, arts, and other events/benefits available in the community such as discounts at Office Depot and Staples. The fee also pays for the plastic student ID card with picture and lanyard.

** The PLA non-refundable fee must be paid before the materials submitted to the committee will be reviewed. This fee covers the expenses of professional evaluation of submitted materials.

Administrative Changes:

Page 18: Change the 2012-2 B session start date from 4/18/2010 to 4/16/2012

Page 19: Replace the 2013 Calendar with the following:

-2013-

Year/Quarter	Session	Start Date	End Date	Holidays
2013-1	A	1/7/2013	2/10/2013	January 21, MLK Day
	B	2/11/2013	3/17/2013	February 18, President's Day
	C	1/7/2013	3/17/2013	
2013-2	A	3/18/2013	4/21/2013	
	B	4/22/2013	5/26/2013	
	C	3/18/2013	5/26/2013	

2013-3	A	5/27/2013	6/30/2013	May 27, Memorial Day
	B	7/1/2013	8/4/2013	July 4, Independence Day
	C	5/27/2013	8/4/2013	
2013-4	A	8/5/2013	9/8/2013	September 2, Labor Day
	B	9/9/2013	10/13/2013	
	C	8/5/2013	10/13/2013	
2013-5	A	10/14/2013	11/17/2013	November 28, Thanksgiving
	B	11/18/2013	12/22/2013	
	C	10/14/2013	12/22/2013	
Break: December 23 - January 5				

Page 31: Add the following sentence at the end of the Tuition and Fees paragraph:
Payment Plans may be available for those who qualify.

Page 32: Add “Attendance Policy” directly above Course Exemption Policy.

Page 33, 35 and 38: Remove all references to the WF grade. Stratford University no longer uses the WF grade.

Page 34: Add the following Attendance Policy heading and narrative above the Course Exemption Policy section:

Attendance Policy

Students dropping courses or withdrawing from Stratford University must officially inform their Campus’s Registrar Office. Students who stopped attending any of their classes but failed to complete an official withdrawal process will be considered administratively withdrawn.

Students are expected to attend and be on time for all regularly scheduled campus classes. Should absences or tardiness be necessary, students are responsible for the material presented during their absences. In order to satisfy weekly attendance requirements, online students must demonstrate weekly attendance actively by completing one of the following actions as directed by the instructor:

1. Submit an academic assignment.
2. Submit a quiz or exam.
3. Participate in a posted online academic discussion.

Logging into the online class without active participation (as described above) does not constitute official weekly attendance. Stratford University requires all faculty to take attendance during each class period and to record it accurately in the self service portal. This data is available for verification of attendance by the appropriate governmental agencies and educational accrediting organizations.

A student who is late to class may be marked absent. Excessive absences or tardiness make it almost impossible for a student to meet academic objectives of a course; they frequently cause a student to receive a lower grade, even though the absences or tardiness were unavoidable. There are no excused absences.

A student who is absent from three consecutive class meetings, excluding holidays and emergency cancellation of classes, will be administratively withdrawn from that course. Absences can only occur after you register for class. Students will have a 5 day period after the third missed class to appeal their

withdrawn status to the Campus Director. A student who has been absent due to mitigating circumstances should contact the respective dean for additional time to complete coursework. The following are examples of what may be considered mitigating circumstances:

1. Serious illness of the student, serious illness of a member of the student's immediate family for whom the student is the primary caregiver, or death of member of student's immediate family
2. Military deployment
3. Unforeseen travel requirements or relocation related to the student's employment

To request an appeal based on mitigating circumstances, the student must provide documentation supporting the claim of mitigating circumstances. If the request is granted, the Dean will so notify the faculty member(s) to work with the student to satisfactorily complete the coursework within a reasonable amount of time.

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 class withdrawal, the student may petition the Campus Director for a tuition adjustment base on the institutional refund policy. Students who fail to attend a course and who do not officially withdraw during the add/drop period will be subject to a No Show fee.

Page 36: Add the following note under grade changes:

Note: Remedial Courses do not count towards credits attempted/earned.

Page 55: Directly under the Course Prefix Designations add the following notation:

Stratford University uses the following course numbering system

- 100 level - Generally first year courses
- 200 level - Generally second year courses
- 300 level - Generally third year courses
- 400 level - Generally fourth year courses

Curriculum Changes:

Page 51: Add the following sentence to the second paragraph of the description of the Associate of Applied Science Degree in Advanced CulinaryArts:

The total requirement is 90 quarter credits and normally takes 70 weeks (7 quarters) to complete.

Page 54: Change the HOS435 Course Title:

From "Yield Management" to "Revenue Management"

Page 56: Add the following prerequisite to BUS352: BUS210

Page 57: Add the following prerequisite to BUS415: HOS270

Page 57: Change the course description for CUL140 to read: This course focuses on the basics of cooking grain, vegetables and meat/seafood through the preparation of sandwiches, appetizers, soups, salads and breakfast cookery.

Page 57: Change the prerequisite for CUL152 from CUL150 to CUL140 or BAK144

Additions to Corporate Staff:

Name:	Title:
Sarah Giannakopoulos	Corporate Compliance Officer

Additions to Administrative Staff:

Name:	Title:
Katie Aha	Admissions Officer
Laura Bristow	Campus Director
Dhvani Ganatra	Director of Career and Student Services
Kelly Ku	Registrar