STRATFORD UNIVERSITY LOCATIONS

ALEXANDRIA CAMPUS
2900 Eisenhower Avenue
Alexandria, VA 22314
(703) 821-8570
(800) 444-0804 toll free

BALTIMORE CAMPUS
210 S. Central Avenue
Baltimore, MD 21202
(410) 752-4710
(800) 624-9926 toll free

FALLS CHURCH CAMPUS
7777 Leesburg Pike
Falls Church, VA 22043
(703) 821-8570
(800) 444-0804 toll free

GLEN ALLEN CAMPUS
1104 West Broad Street
Glen Allen, VA 23060
(804) 290-4231
(877) 373-3173 toll free

NEWPORT NEWS CAMPUS
836 J. Clyde Morris Boulevard
Newport News, VA 23601
(757) 873-4235
(855) 873-4235 toll free

NEW DELHI CAMPUS
Plot No. 01B Sector 126
Noida, Utter Pradesh, India
+91-120-4064000

WOODBRIDGE CAMPUS
14349 Gideon Drive
Woodbridge, VA 22192
(703) 897-1982
(888) 546-1250 toll free

GLEN ALLEN CAMPUS
1104 West Broad Street
Glen Allen, VA 23060
(804) 290-4231
(877) 373-3173 toll free

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+91-120-4064000

2018-2019 CATALOG
MARYLAND
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 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.

Richard R. Shurtz, II. PhD
President
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General Information

Mission

Stratford University is a private institution of higher learning with a diverse student body that includes 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 that:

- 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 maximize the personal and academic growth of students while providing relevant skills and knowledge leading to satisfying careers. 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 individualized assistance.

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 faculty 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.

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. This institution is approved to offer GI Bill® educational benefits by the Virginia State Approving Agency. The Virginia and the District of Columbia Rehabilitation Services approve many 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.

The American Culinary Federation Education Foundation Accrediting Commission (ACFEFAC) accredits the Associate of Applied Science in Advanced Culinary Arts and the Associate of Applied Science in Baking
and Pastry Arts programs at some of campuses. ACFEFAC is located at 180 Center Place Way, St. Augustine, FL 32095, (904) 824-4468, www.acfchefs.org.

State Authorization

On October 17, 2014, the Southern Regional Education Board (SREB) approved Virginia as a member state to participate in National Council for State Authorization Reciprocity Agreements (NC-SARA), and on February 25, 2015, Stratford University became an institutional participant in the NC-SARA initiative. With this membership, Stratford University programs were automatically available to students who reside in the 49 participating states and Washington, D.C. Only California has not yet joined the NC-SARA initiative. Therefore, students located in SARA states are authorized to enroll in any online or face-to-face Stratford University programs and courses.

California: In July 2017, the Bureau began requiring for-profit institutions, regardless of physical presence, to register with the BPPE and collect Student Tuition Recovery Fund (STRF) assessments from students. Stratford University completed registration with the CA BPPE on April 23, 2018 and is approved to offer distance education programs to CA residents.

The following disclosure is required per the California Bureau of Private Postsecondary Education:

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

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

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


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

For a current listing of Stratford University’s memberships and professional affiliations, please visit: www.stratford.edu/about/accreditation.

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

University Administration

Dr. Richard R. Shurtz, II  
President,

Jim Killan  
Chief Executive Officer

Mary Ann Shurtz  
Executive Vice President

Natasha Walker University Controller

Feroze Khan  
Vice President, International Development

Dr. Dutchie Reid  
Interim Vice President, Academic Affairs

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:

Daniel Woodley, Chairman of the Board,  
Craig Quigley, Vice Chairman of the Board  
Richard R. Shurtz, II, PhD - Secretary to the Board  
Richard Anderson  
Veer V. Bhartiya  
Gerald L. Gordon, PhD  
Michael Hillyard, DPA  
Tariq Khan  
Ed Meehan  
Frank Turnage, EdD (Emeritus)  
Mary Ann Shurtz

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.

Campus Descriptions

Baltimore Campus

Campus President
Dr. Norman Flowers
210 S. Central Avenue
Baltimore, MD 21202
(410) 752-4710

Campus Description

The Baltimore campus is 69,013 square feet 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.

Academic Calendars

2018

Term 1

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Holidays
01/15/2018, MLK Day University closed
02/19/2018, President’s Day No classes; offices open
### Term 2

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**Holidays**
- 05/28/2018, Memorial Day University closed
- 07/04/2018, Independence Day University closed

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**Holidays**
- 09/03/2018, Labor Day University closed

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**Holidays**
- 12/24/2018 01/06/2019, Winter Break No classes; offices open

### Term 5

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**Holidays**
- 12/24/2018 01/06/2019, Winter Break No classes; offices open

### 2019

### Term 1

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**Holidays**
- 01/21/2019, MLK Day University closed
- 02/18/2019, President’s Day No classes; offices open
Term 2

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<td>4/21/2019</td>
<td>03/18/2019 03/20/2019</td>
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<td>03/18/2019 03/24/2019</td>
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Term 3

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Holidays
05/27/2019, Memorial Day University closed
07/04/2019, Independence Day University closed
7/5/2019, University closed

Term 4

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Holidays
09/02/2019, Labor Day University closed

Term 5

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<td>10/14/2019</td>
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<td>10/14/2019 10/20/2019</td>
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Holidays
11/11.2019, Veterans’ Day – No classes, offices open
11/28/2019 11/29/2019, Thanksgiving University closed
12/24/2019 01/05/2020, Winter Break No classes; offices open

**Academic Policies**

**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. Maximum class sizes for lecture classes is 25 students per instructor and 20 students per instructor for lab classes.
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. Courses are either offered in a full ten-week session (C session) or two five-week sessions (A and B sessions) with each course typically equaling 4.5 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 and online courses. Courses are offered during the day, evening, and weekends. Many of Stratford’s degree programs require additional time such as laboratory, clinical, 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, on-campus and online. 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. 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 Certificates, Diplomas, and Degrees

Stratford University offers several certificates, diplomas, and degrees. Certificates are six courses which equal 27 credit hours. Certificate programs do not require any arts and sciences requirements; however, prerequisites may be required based on the subject and student academic history. Diplomas are between twelve and fourteen courses equaling 54 to 63 credit hours. Prerequisites for diploma programs may be required based on the subject and a student’s academic history. Diplomas are generally finished within 12 months or under two academic years. Associate’s degrees consist of twenty courses equaling 90 credit hours. Seven arts and sciences courses equaling 31.5 credit hours are required. An associate’s degree takes 15 months or two academic years to complete. Bachelor’s degrees require forty courses or 180 credit hours and fourteen arts and sciences courses equaling 63 credit hours. It normally takes 30 months or four academic years to complete a bachelor’s degree. Master’s degrees require twelve courses equaling 54 credit hours. Depending on program content, concentration, or specialization, students may be required to complete a lab or capstone course, externship experience, or clinical 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. 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 as well as 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.

Health Sciences Labs

Health sciences laboratory courses provide first-hand experience with course concepts and the opportunity to explore methods used by practitioners in their discipline. Laboratory sessions have particular challenges and opportunities differing from those in a standard classroom environment. Led by the faculty member, hands-on exercises in the laboratory provide students the opportunity to review, plan, and provide explanations within the context of a controlled experiential learning environment. Rather than discussing the tools, experience in the lab provides students the opportunity to handle and operate instruments critical to their success in their chosen career.

Externships, Clinicals, and Capstone Courses

Many of Stratford’s degree programs require students to complete a clinical, externship, or capstone course as a requirement for completion of 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.

Re-Admitted Students
Students returning to the University after five or more terms of non-enrollment are considered re-admitted students. (A student on standard term of non-attendance (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. 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; however, an official transcript must be submitted to Stratford University within 30 days to be eligible for transfer credit.

Mode of Delivery

Stratford University courses are delivered in three formats: hybrid education, distance education, and externships/clinicals. 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. In all courses, students 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, have discussions with their peers, and interact in their learning environment.

Online Students

The University does not differentiate admission, program requirements, or graduation between online programs and on campus programs. The admission process for an online program is the same as for an on-campus program.

On July 29, 2019, Stratford University signed a Memorandum of Understanding between the main campus and its branch campuses to enable enrolled students in eligible courses or programs at Stratford University
to enroll in online and hybrid courses delivered through any of Stratford University’s main or branch campuses which can apply toward the academic degree requirements at the student’s assigned campus location. Accordingly, students are welcome to enroll in any online course that is available at their campus, although courses may be administered by a campus other than the student’s identified campus location.

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. Students interested in taking online courses should speak with their academic advisor for details and registration procedures.

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 user name 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 user name and password are e-mailed to students when they enroll for their first term. The e-mail is sent to the e-mail 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.

Acceptance

Notification of Acceptance

Stratford University issues decision letters to students after they have completed their application process and provided the appropriate documentation granting them acceptance 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 required documentation is not allowed to register for subsequent terms. Reasons for conditional acceptance may include, but are not limited to: waiting for official college or high school transcripts, or completing placement tests. The Director of Admissions awards conditional acceptances at their discretion. 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 successfully complete an English and mathematics course 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 the 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.

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. Refer to Academic Calendar for specific Add/Drop dates. Prior to and during the Add/Drop Period, students may drop from a course without incurring any financial penalty. If a course is dropped during the Add/Drop Period, all records related to that course are removed from the student’s academic and financial records and all tuition and/ or fees are refunded for the course. Courses dropped during the designated Add/Drop Period are not evaluated in SAP. 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.

Changing Programs

A program change occurs when a student moves from program to program within the same academic level without graduating; for instance from one associate program to another. 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 (i.e. enroll into three programs which include returning to a previous program without graduating). 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
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. Students should speak with their academic advisor, obtain a program upgrade form, have any previous transcripts reevaluated prior to registering for courses. In cases where a student downgrades from a higher-level to lower-level program, the same process is followed.

## Changing Campuses

For the first term of study, students are assigned a campus at enrollment. Students may choose which campus they prefer based on personal preference. Students receive student services from all departments at their assigned campus including student accounts, registration, and academic advising. The assigned campus houses student documents. A student who wishes 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 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.

Independent Study Courses

Students in good standing who are unable to take a course specifically required to complete their degree and graduate on time may earn academic credit by taking an independent study course. Independent study courses may not be taken in a term when the course is offered on the schedule. When the above necessity exists, a student should request an independent study from his/her academic advisor, who contacts the program lead for instructor availability and authorization. If verified that the course needed is unavailable and no other option exists, the student completes the Independent Study Contract and submits the contract to the program lead. An official form for such contracts is required and available on each campus. The faculty member facilitating the independent study adjusts the corresponding course syllabus for the independent study and provides it to the student at the beginning of the term. The content of an independent study course must significantly duplicate material offered in a regularly scheduled course.

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 [www.stratford.edu/about/articulation-agreements](http://www.stratford.edu/about/articulation-agreements). Each agreement outlines detailed requirements including the participating campus(es), programs and courses included, and the time frame of the agreement. The specifics of the agreements can be discussed with the designated program representative at the campus.

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.

Students who have a circumstance for which they must be absent, arrive late, or leave class early are responsible for obtaining 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 by Student Support Services and the registrar 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 president, student accounts, registrar, and student support who notifies the student. 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 president 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 published in the refunds section of this catalog, except when a student does not return after a term of STNA.

Student-Initiated-Withdrawal

Pre-Start Cancel: A new student who intends to withdraw prior to the first day of the term will be considered a “Pre-Start Cancel” and not reflect in any institutionally registered measurement.

Cancel: A student attending for the first time who intends to withdraw from the University during the first term he/she is registered should submit a cancellation form to the Director of Admissions. Students who withdraw from the University during their first term on or after the day of the term start, and up to the start of the fourth week for A and B session courses or the ninth week for C session courses will be considered a “cancel”. A student may only “cancel” once regardless of how long between terms of enrollment, degrees, or levels. Readmit students are not eligible for a cancellation. Cancellations and withdraws of international students is decided by the International Student Office. For “cancel” students, 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 any classes is cancelled; non-attendance constitutes student-initiation. 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 in the second week of the A session, and end of second week of the 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. The last date of attendance is the last recorded date of attendance. Refunds are based on the refund policy published in this catalog.

A student may petition withdraw from a course at any time based on medical need, family emergency, a death in the immediate family, or other significant circumstance resulting in unforeseen hardship for the student. Petitions will be reviewed by academic advisors, who, with the student’s permission, will consult with medical personnel where appropriate. Consultation with faculty members, the student’s advisor, and/or others will be part of the decision process. Petitions will be considered for approval by the Campus President.

**Administrative Withdrawal/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 for the term.

**University-Initiated**

**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 of a C session course, or two consecutive meetings of an A or B session course, which are not the first course meetings is automatically withdrawn. Lab and lecture are considered course meetings. This may be for one or all courses for which the student is registered.

For C session courses, if the three consecutive absences occur at or before the end of seventh week the student receives a W grade. If any or all of the absences occur after these dates, the student will not be withdrawn from the class and a grade is awarded based on student achievement.

For A and B sessions, if the two consecutive absences occur at or before the fourth week, the student receives a W grade. If any or all of the absences occur after these dates, the student will not be withdrawn from the class and a grade is 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 the 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 readmittance 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 one year based on the Last Date of Attendance (LDA); this includes students who are reentering after a successful appeal to a withdrawal. A student on STNA is considered to be enrolled. Students who enroll into the same program enter into their original catalog year unless a program change or program upgrade is requested by the student. This form is available from the student’s program department or the Office of the Registrar.

Grading Policies

Incomplete Grades

A grade of incomplete (I) is issued as a place holder when a student has enrolled in a course but is unable to finish the course assigned. Students may request a grade of incomplete (I) from their instructor as long as they have been active in the course, unless extenuating circumstances can be demonstrated. Requests to instructors must be made on or before the last day of the course. 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 will inform the student of the required work and deadline; the designated department representative, and the Office of the Registrar will also be notified of the request for an incomplete grade. A student is required to make up any incomplete course work within five weeks of the conclusion of the course. If the instructor denies the request, the student may appeal to the campus president. 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 or a new grade is not assigned, the grade of incomplete 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. Withdrawal courses may affect federal student aid or registration eligibility for the next term.

Grade Appeal

In the event a student wishes to challenge or dispute a grade, 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 satisfactory resolution is not reached, 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 president 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 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 environment, 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 is not 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 approved by the campus president. 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 president. 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**

Presenting 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. The faculty works alongside the student to make this a learning opportunity. The student learns why their work is considered plagiarized and how to tie to other work or paraphrase. The assignment is returned, retaken, or a zero is given on the assignment. The faculty denotes the incident in the student’s record. The minimum penalty for a first violation may be failure of the assignment and required completion of antiplagiarism training.

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 president is conducted regarding all alleged second violations in addition to or in replace 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 president, who is the only individual that may recommend alternative actions. A second issue with plagiarism results in a more in depth learning session held with the faculty, student, and campus librarian. Students may be required to repeat the online modules on avoiding plagiarism and APA.

Third Violation

The campus president and designated program representative are notified and the offense is noted in the student’s record. 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.

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 President

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 president. If the alleged violation is a second violation, an Academic Integrity Review must be held. The campus president 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 president 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 last date of attendance 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 when enrolled for the entire 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 the Student and Exchange Visitor Program (SEVP) 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 president.
Unbound Program

The Unbound Program, a bring your own device (BYOD) program, requires all students taking specific courses to bring an approved device to class. The purpose for bringing the device to class is to enrich education by broadening and enhancing the quality of the academic experience and to increase the integration of technology into the classroom. If a student does not own an approved device, they can purchase an approved device from Stratford University using Title IV or a payment plan. The approved devices and fee amounts can be found in the catalog addendum.

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. The e-book 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.

Tuition, Fees, and Financial Aid

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 which are designed to assist accepted or currently enrolled students, but whose financial resources are inadequate to meet the full cost of their education.

The majority of financial assistance is provided by the federal government in the form of 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 student 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.

Payment Options

Federal student aid includes Title IV funding, loans and grants, and other programs. In order to qualify for any form of federal student aid, a 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 Direct Loan:** 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 Direct Loan:** 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.

Tuition and Fees

Tuition and fees are based on the educational level and type of the student’s program. Tuition is charged on a term-by-term basis. Students have no financial obligation beyond the term for which they are currently enrolled. A student may not register for an 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 including a student identification 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. 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. Students may supplement their kit with personal equipment or tools.

Transfer Culinary Kit

A Stratford University student who either graduated from or transfers programs in the School of Hospitality and Culinary Arts 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.

Health Sciences Kit

The health sciences diagnostic skills kit includes equipment and materials students need to complete exercises and skills in their core courses. Students are charged for this kit with their tuition. The cost for the kit can be found in the catalog addendum. The kit includes a student uniform, a carrying tote, blood pressure cuff, stethoscope, scissors, thermometer, penlights, medical marking pen, goggles, and mask. Students use additional materials in lab courses including iodine scrub packs, latex gloves, Demo Dose simulated blood, and program specific materials.

Health Sciences Lab Fee

Health sciences courses which require lab time are charged a health sciences lab fee. This covers the cost of providing intensive, small group instruction, services, and resources in the health sciences labs. The course descriptions located in this catalog outline fees associated with courses. The fee amount can be found in the catalog addendum.

Computer Lab Fee for Health Sciences Courses

The computer lab fee for health sciences students provides hands-on training on Medisoft usage in the medical office, which is a popular patient billing and accounting software program. It enables healthcare practices to maintain their billing data as well as generate report information. The software handles all the basic tasks a medical biller needs to effectively perform the job. The fee amount 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 SEVP record is transferred to terminated status. Transfer requests submitted during or after 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 eight of any academic term. Failure to do so may result in a late charge of one term’s tuition. Failure to do so may result in late fee charge of one term’s tuition.

**Federal Student Aid**

Federal Student Aid

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](http://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 completing 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 repack 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:
Percent of Earned Aid = Day of the term the student withdrew divided by total days in term (all terms are 70 days)

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:

Aid to be Returned = Amount of federal aid dispersed minus the amount of earned federal aid

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 (principal 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.

Veterans Services Benefits

Stratford University programs are 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 221990 or VA-Form 22-1995.

Effective August 1, 2019 any eligible student that has provided appropriate documentation to the institution will have full access to classes, libraries, and all other institutional facilities and benefits in the event that VA funding disbursement is delayed under chapter 31 or 33. No financial penalties will be imposed on the student by Stratford University while awaiting VA funding. Once VA funding is received, any balance not covered by the VA benefit disbursement is the responsibility of the student.

Stratford University has agreed to participate in the Yellow Ribbon Program under the Post 9/11 GI Bill and provides an unlimited matching contribution as a Direct Grant toward the unmet established charges. (*The Bachelor of Science in Nursing program is not unlimited; it is $2,000.00 of matching funds.) 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 ¾ 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 programs are approved for VA Vocational Rehabilitation and Employment Benefits, Chapter 31. Eligible students should contact their local VA Vocational Rehabilitation Office to determine their eligibility, complete 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. (*The Bachelor of Science in Nursing program is not eligible for the tuition assistance discount*) 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 life-cycle, 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. Students planning to use employer reimbursement must notify the Office of Student Accounts for proper processing.

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.

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.

**Private Financing**

Private financing is available for credit-worthy individuals from Sallie Mae. 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.

**Virginia State Refund Policy**

The University obligates students to tuition and fees by the academic quarter. If a new student decides not to enroll or withdraws, within the first term of instruction, the University refunds 100% of all tuition and fees charged. If a continuing student withdraws during the Add/Drop Period, the University refunds 100% of the tuition and fee charges, except the non-refundable application fee. If a continuing student withdraws after the Add/Drop Period, the University follows the Code of Virginia Regulations as stated the University follows the state refund policy in accordance with §23-276.3 B of the Code of Virginia as follows:

- A student who enters, but withdraws during the first 1/4 (25%) of the course is entitled to receive a refund of 50% of the tuition and laboratory fees.
- A student who enters, but withdraws after completing 1/4 (25%), but less than 1/2 (50%) of the course is entitled to receive a refund of 25% of the tuition and laboratory fees.
- A student who withdraws after completing 1/2 (50%) or more of the course is not entitled to a refund.

**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:

<table>
<thead>
<tr>
<th>Proportion Taught by Withdrawal Date</th>
<th>Tuition Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 10%</td>
<td>90% refund</td>
</tr>
<tr>
<td>10% up to, but not including 20%</td>
<td>80% refund</td>
</tr>
<tr>
<td>20% up to, but not including 30%</td>
<td>60% refund</td>
</tr>
<tr>
<td>30% up to, but not including 40%</td>
<td>40% refund</td>
</tr>
<tr>
<td>40% up to 50%</td>
<td>20% refund</td>
</tr>
<tr>
<td>More than 50%</td>
<td>No refund</td>
</tr>
</tbody>
</table>

**Scholarship Programs**

**Disclosure:**
Recipients of any one Stratford University Institutional tuition reduction in the form of an institution grant, discount, scholarship or other award cannot participate in any other Stratford University Institutional tuition reduction. Students can only participate in one Stratford University Institutional tuition reduction. The granting of an institutional tuition reduction has no impact on an applicant admissions decision to Stratford University as all applicants for these awards must meet the University’s degree specific eligibility requirements and be admitted to a degree-seeking program at Stratford University. Employees of Stratford University and their immediate families are ineligible to participate in these award programs. Full details of terms and condition are available at [https://www.stratford.edu/services/first-scholarships](https://www.stratford.edu/services/first-scholarships)

**Alumni Advantage Award:**
The Stratford University Alumni Advantage Award is a 15% reduction in tuition ONLY offered to students who graduated from a degree seeking program at of Stratford University and are returning to begin another degree seeking program. Student must submit the Alumni Advantage Award application before the published first day of classes in the quarter for which they would like the Alumni Advantage Award to be applicable and prior to commencing the new degree program. This award has no cash value and can only be used for payment of tuition and will be applied to each classes completed at Stratford University as part of the degree program. This discount is not applicable to any fees applicable to the program or any other fees posted to the account. Once approved for participation, student must remain continuously enrolled through the duration of their degree program. If student withdraw from their degree program before graduating, student becomes ineligible for using 15% tuition reduction if student resumes active enrollment subsequent to withdrawal. To remain eligible, award recipient must participate in a University approved community service activity and financial counselling activity within the first term of enrollment and within the first term
after every academic year. Full detailed terms and conditions are available at https://www.stratford.edu/services/first-scholarships. Applications can be submitted at: https://stratfordedu.formstack.com/forms/2018_alumni_advantage_award_application

Professional Affiliate Grant:
The Stratford University Professional Affiliate Grant is offered to any new or readmitting student who is employed in a position directly related to their program of study at Stratford University. Stratford University Professional Affiliate Grant is a 15% tuition reduction offered to any new or readmitting student starting in any term after term 4 2018. Readmit student is defined as a student who has been withdrawn from active enrollment for at least 5 consecutive terms and a new student is a student who has never previously enrolled at Stratford University. Applicant must submit documentation with the application that shows employment in the form of a job letter or paystub. The grant is for tuition ONLY and applicant is responsible for payment of all fees related to program and any other fee charged by Stratford University while enrolled. The grant shall be applied at the time the student enrolls in the class. Classes taken that are not related to the program of study shall not be eligible for the award. This grant cannot be used for repeat classes. Applicant is eligible for the grant so long as they remain enrolled at Stratford University. Grant applicant that withdraws from Stratford University after being approved for said grant and prior to graduating from degree program shall forfeit eligibility for any future participation in this program. Award application must be submitted prior to the first day of the term in which the applicant is admitted as a new student or a readmit to Stratford University in order to qualify for award. To remain eligible, applicant must participate in a University approved community service activity and financial counselling activity within the first term of enrollment and within the first term after every renewal. Applications can be submitted at: https://stratfordedu.formstack.com/forms/su_affiliate_grant

Stratford Extra Rewards:
The Stratford extra Rewards is only offered to students enrolled in an undergraduate program leading to an AAS degree or a Bachelor’s degree. The earning rate of the Stratford University Extra Rewards credit program is $166.50 per class completed at Stratford University after enrollment in the program subject to all applicable program terms and conditions. The maximum amount of the award a recipient can receive is $3,330.00 for an AAS degree and $6,660.00 for a Bachelor’s degree. For a course to count toward earning Stratford University Extra Rewards credit, you must achieve a 2.50 Term GPA, successfully complete the term with a minimum of two (2) enrolled courses, and be in satisfactory academic standing for that term as it relates to Satisfactory Academic Progress (SAP) and rate of Progress (ROP). (See catalog for details).

Student will not be eligible for participation in the Stratford University Extra Rewards program if they transfer in more than fifty percent (50%) of the academic credits needed to complete their program of study. Earned Stratford University Extra Reward credits will automatically be applied to the final term of your qualifying degree program, at the time of graduation. Stratford University Extra Rewards is, in part, a needs-based program, and therefore Stratford University Extra Rewards will be capped at out of pocket tuition payments only, up to the maximum award for the respective degree program. Out of pocket tuition payments include payment plan payments or loans needed to cover tuition and fees. Out of pocket payments do not include grants, scholarships, or other third party payments and reimbursements. Participation in direct cost is a requirement for students to qualify for Stratford University Extra Reward credits. For all participating students, any refunds issued after 2016-Q3 that is attributable to Title IV disbursement would be deemed to be non-participation in direct cost and will make student ineligible for
Stratford University Extra Reward credits earned or ineligible for future participation in the program. Unsubsidized, Subsidized and Plus loan disbursements are considered Title IV loan disbursements for the purpose of this program. Student must remain continuously enrolled and progressing toward their program completion; Effective 1/1/2019 a student who takes no more than 3 consecutive terms off will not forfeit Stratford University Extra Rewards earned including all previously earned reward credits. If a student is withdrawn longer than 3 academic term, the student will forfeit all previously earned awards and will not be eligible for future participation in the program. Award application must be submitted prior to the first day of the term in which the applicant is seeking to use the award. Applications can be submitted at: https://stratfordedu.formstack.com/forms/su_extra_rewards

Stratford First Scholarship
The Stratford First Scholarship is designed for eligible high school seniors who enroll at Stratford University during the summer and fall terms following their high school graduation. Up to five recipients are selected at each campus each year to receive $10,000 to be applied toward tuition and fees. The Stratford First Scholarship provides financial assistance to graduating High School Seniors pursuing a post-secondary education for the first time. In order to qualify, applicants must meet the following:

**Scholarship application must be completed and submitted by 11:59 p.m., May 1st of the calendar year.** Application must be accompanied with at least a 500-word essay explaining the student’s choice of study and how it will benefit their community. Please include current extra-curricular activities and community services. Applicant must have graduated from high school with a minimum cumulative GPA of 2.5 as evidenced on their official high school transcript. Applicant must have a letter of recommendation from counselor or teacher. Applicant must be a U.S. Citizen or Legal Permanent resident. Applicant must enroll in a Bachelor’s degree program at Stratford University. Student will have up to one (1) year after approval to use the scholarship. Enrollment status must be full-time (3 classes per quarter). Applications can be submitted at: https://stratfordedu.formstack.com/forms/stratford_first_scholarship_application

Stratford Culinary Competition Scholarship
The Stratford University Culinary Competition Scholarship is offered to team members of a winning team who placed 1st, 2nd, or 3rd in the Pro Start, CCAP, or Skills USA competitions in Virginia or Maryland. Students who place must apply for the scholarship within 60 days of placing in competition. To remain eligible, students must be enrolled in an eligible hospitality or culinary program in the School of Hospitality & Culinary Arts at Stratford University. Except with the approval of the campus director or designee, students receiving this award are required to enroll in a minimum of two (2) classes each quarter.

**Amounts:**
Culinary: 1st place $15,000; 2nd place $10,000; 3rd place $5,000.
Hospitality: 1st place $10,000; 2nd place $5,000; 3rd place $2,500.

If a recipient of this scholarship is admitted in the Bachelor’s program and changes to the AAS program prior to completing the BS degree, while remaining eligible for the award, previously awarded credits will be adjusted to the AAS level as if the student was originally in the AAS program. If a recipient of this scholarship is admitted in the AAS program and changes to the BS program prior to completing the AAS degree while remaining eligible for the award, previously awarded credits will be adjusted to the BS level as if the student was originally in the BS program.
Stratford Guarantee:
The Stratford Guarantee program allows eligible students to receive a complimentary course one time at the recommendation of an instructor if the student does not attain a passing grade in the course but completes all the requisite course work for the class and attended all class sessions up through the end of the term and wishes to repeat the course at no additional tuition charge. Lab and supplemental instructional fees must be paid for each course repetition as the Stratford Guarantee program only covers the cost of tuition. There is no limit to the number of different complimentary courses received in a program duration, as long as the student maintains in compliance to Rate of Progress (ROP) and Satisfactory Academic Progress (SAP) requirements. Refer to the Catalog for ROP and SAP requirements. However, each course is eligible for a Stratford Guarantee only once.

The complimentary classes must be taken in addition to Title IV and VA eligibility minimums; or taken alone as the only enrolled course during the following term. Prior to the first day of the term in which the complimentary course will be repeated, the student must receive the written recommendation of the instructor to repeat the course at no charge and all ensuing approvals must be received from the campus president.

Corporate Alliance:
The Stratford University Corporate Alliance program allows an employee of a company that signed a Corporate Alliance program agreement to receive either a 10% or 15% reduction in tuition. The tuition reduction received is based upon the agreed to discount rate contained in the agreement signed between Stratford University and the Corporate Alliance Partner subject to benefits provided to each company as contained in the agreement. The tuition reduction is valid so long as the employee remains employed by the Corporate Alliance Partner as certified by the employment verification document signed by a representative of the Corporate Alliance Partner. The employee is required to submit the employment verification document each term to Stratford University to confirm continued said employment. The tuition reduction ceases when the student is no longer an employee of the Corporate Alliance Partner or on termination of the Corporate Alliance agreement.

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.

International Student Scholarships
The University’s International Student Office awards scholarships for students who enter the University through the International Student office. All scholarship applicants must meet admissions requirements, be in good standing with Stratford University, must maintain valid F-1 status, and have a zero balance.

The Diplomat Scholarship:
Offered to International students on an A1 visa attending Stratford University at a location in the United States in an eligible degree seeking program. The scholarship is in the form of a 30% tuition reduction applicable to tuition only. All fees associated with classes and other institutional fees are student’s responsibility. The discount will be applied to tuition only for the duration of enrollment at Stratford University. If student withdraws from class and are eligible for an institutional refund, the applicable institutional refund rate will be applied to the previously issues Diplomat Scholarship. Student must attain and maintain the minimum GPA requirement for the degree program as follows. 2.5 GPA for an undergraduate degree and 3.0 GPA for a graduate degree. If the students GPA falls below the aforementioned minimum requirement in any term after enrolling, student will no longer be eligible for the scholarship. The student remains eligible for the Diplomat scholarship so long as the student remains continuously enrolled in the eligible degree seeking program at Stratford University. A student loses all eligibility for said scholarship if the student withdraws after signing the acknowledgement agreement for the diplomat scholarship. If the student withdraws from Stratford University prior to completing the degree program, the student loses all eligibility for continued participation in this scholarship. For the purpose of this policy, nonattendance for any term except in the case of STNA will be considered withdrawn. Award application must be submitted prior to the first day of the term in which the applicant is admitted as a new student to Stratford University in order to qualify for award.

Global Diversity Scholarship:

Offered to target under-represented populations among international students. Award can be offered for new initial or transfer students who have gained admission to Stratford University.

Criteria/regulations: Eligible for newly enrolling students from a designated set of countries (Countries listed in the table). Applicants for undergraduate programs must demonstrate high school GPA minimum of 3.0 on a 4-point scale. Applicants for graduate program must demonstrate minimum undergraduate GPA of 3.5. Applicants must meet all admission criteria to their desired program.

Deadlines: Scholarship application must be submitted upon application to the university. A maximum of 15 awards can be granted per term. Award will be credited to the student’s tuition for the third quarter of enrollment. Initial status students must enroll within 6 months of the award of the scholarship to avail the award. Award value: $1,500.00

Students eligible for this scholarship must be new or transfer students from one of the following countries Haiti, Cuba, Jamaica, Bahamas, South America, Afghanistan, Europe, Sri Lanka, Yemen, Jordan, Oman, Palestine, Mongolia, Canada, Sudan, Korea, Taiwan, Libya, Tunisia, Ghana, Kenya, Zimbabwe, Japan, Thailand, Equatorial Guinea, Kazakhstan, Tajikistan, Ukraine, Malaysia, Indonesia, Pakistan. Applicants must start their program during term 2, 3, or 5.

Stratford Merit Scholarship:

Offered to new initial status and new transfer international students who demonstrate academic excellence.

Criteria/regulations: Eligible for newly enrolling students who have gained admission to Stratford University. Applicants for undergraduate program must demonstrate minimum high school GPA of 3.85 and English language proficiency score of 7.5 IELTS and 90 TOEFL or higher. Applicants for
graduate program must demonstrate minimum undergraduate GPA of 3.85, English language proficiency score of 7.5 IELTS and 90 TOEFL or higher, and GRE score of 310 or higher. Transfer students may not qualify if they are transferring in 3 or more courses to Stratford University. Transfer students must be in valid F-1 status.

**Deadlines:** Scholarship application must be submitted upon application to the university. A maximum of fifteen awards can be granted per term. Award will be credited to the student’s tuition after completion of third term of enrollment. Initial status students must enroll within 6 months of the award of the scholarship to avail the award.

### Academic Progress Policy for All Students

All students must maintain satisfactory progress toward completion of their academic program. Academic progress is reviewed at the end of each term in which a student matriculates in an academic program at the University, regardless of whether financial aid was received for that term. Each student’s status is determined during that review, and a status is assigned for the next term in which a student enrolls. Students whose academic performance is consistent with all academic standards are deemed to be in “good academic standing”.

This policy is based upon, and is consistent with, all the other academic and grading policies of the University. The details and examples of grading, GPA calculations, etc. provided below are for illustrative and explanatory purposes only and should not be construed as superseding any of the University’s policies regarding grading, transfer of credit, proficiency, or other issues.

### Basis of Measurement

The Academic Progress Standards are measured through mathematical calculations based upon the data in each individual student’s record. There are three different standards which are explained below:

**Qualitative Requirement:** (Grade Point Average or “GPA” in program): Students must maintain a specified minimum cumulative grade point average within their program as listed in the Satisfactory Progress Table. Courses carrying grades standard grades (A, A-, B+, B, B-, C+ etc. including F) are considered in the GPA calculation. Grades of I, W, or P, transfer credits, credits by proficiency, or other courses specifically excluded due to change of program or other administrative action, do not affect the GPA. Grade point averages will be recalculated when an “incomplete” (I) grade is resolved. If a class is repeated, only the highest grade will be calculated in the GPA.

**Quantitative Requirement:** (Completion Rate or “Pace” in program): In addition to maintaining a satisfactory GPA, students must also maintain “pace” toward the completion of their program by earning a minimum percentage of credit hours attempted, as shown in the Satisfactory Academic Progress Table. All University-level (non-remedial) credits for courses taken at the University or accepted as transfer credit by the University, and applicable to the student’s current program, are considered “attempted credits” regardless of the grade received. “Earned credits” include all of the student’s “attempted credits” for which credit has been earned (passing grades). This includes courses for which standard grades (A, A-, B+, B, B-, C+ etc.) have been earned, as well as P grades and TC (transfer credits). Completion rates may be
recalculated when an “incomplete” (I) grade is resolved. If a class is repeated, it will be counted as “attempted” for each incidence but may only be counted as “earned” once.

**Maximum Timeframe Standard:** In addition to the qualitative and quantitative requirements, all students complete their academic program within one and one-half times the standard program length as measured in credit hours. All “attempted credits” applicable to the student’s program are included in the maximum timeframe calculation. The maximum timeframe for students with dual majors shall be adjusted proportionately to the total credits required for the completion of both programs.

**Standards of Academic Progress**

*Evaluation Interval: All students are evaluated at end of each academic term.*

**Undergraduate Diploma/Certificate Programs**

<table>
<thead>
<tr>
<th>Attempted Credits in Program:</th>
<th>Minimum GPA</th>
<th>Minimum Pace</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 or more attempted credits</td>
<td>2.0 GPA</td>
<td>50%</td>
</tr>
</tbody>
</table>

*All Other Undergraduate Programs*

<table>
<thead>
<tr>
<th>Attempted Credits in Program:</th>
<th>Minimum GPA</th>
<th>Minimum Pace</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-36 attempted credits</td>
<td>1.0 GPA</td>
<td>33%</td>
</tr>
<tr>
<td>36.5 - 72 attempted credits</td>
<td>1.5 GPA</td>
<td>60%</td>
</tr>
<tr>
<td>Greater than or equal to 72.5 attempted credits</td>
<td>2.0 GPA</td>
<td>66%</td>
</tr>
</tbody>
</table>

**Graduate Programs**

<table>
<thead>
<tr>
<th>Attempted Credits in Program:</th>
<th>Minimum GPA</th>
<th>Minimum Pace</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-29.5 attempted credits</td>
<td>2.3 GPA</td>
<td>40%</td>
</tr>
<tr>
<td>Greater than or equal to 30 attempted credits</td>
<td>3.0 GPA</td>
<td>66%</td>
</tr>
</tbody>
</table>

**Transfer Credits, Credit by Examination, AP Credit, etc.:** Each transfer student shall have his/her academic status evaluated at the beginning of his/her first term of enrollment at the University (once all transfer credits have been posted). Credits accepted for transfer and applicable to the student’s enrolled program are considered both “attempted” and “earned” for the quantitative requirement, but do not affect the GPA calculation (qualitative requirement). Credits earned by examination, AP, CLEP, or other similar credits are not considered “attempted” or “earned”, and do not affect the GPA calculation.

**Change of Program:** Students who change academic programs will have their academic progress re-evaluated based solely on those classes/credits which are applicable to the student’s current enrolled program(s). Such evaluation will include all applicable coursework, regardless of grade received. Such re-
evaluation shall not occur during a term in which the student is actively enrolled, but before the beginning of the following term.

**Students Re-Enrolling After an Absence:** Former students who are re-enrolling after an absence of two terms or more are treated in a manner similar to transfer students in that only those credits applicable to the student's current program(s) are considered. However, the actual grades earned at the University in those classes (including failures/withdrawals) are used in both the qualitative and quantitative calculations as appropriate. Each returning student may request to have his/her academic status re-evaluated at the beginning the term in which he/she returns to enrollment at the University (once all transfer credits have been posted).

### Student Status and the Evaluation Process

**Good Academic Standing Status:** A student whose academic record is in compliance with the Mathematical Standards of this Policy is considered to be in “Good Academic Standing” status. For student financial aid recipients/applicants, Good Academic Standing status means the student is academically eligible to receive financial aid for the term.

**Evaluation at End of Each Enrolled Term:** At the end of each term a student is enrolled at the University, an evaluation will be performed to determine the student’s status for the following term. The status will carry forward through a standard term of non-attendance.

Students who are in compliance with all three of the published standards (qualitative, quantitative, and maximum timeframe) as of the end of any term attended are placed in “Good Academic Standing” status for the following term. Students are notified through the Student Portal system when they are placed on or removed from Academic Warning, Academic Probation, or Academic Suspension status.

**Academic Warning Status:** Students who are in good academic standing during a term and subsequently fail to meet the minimum GPA (qualitative) and/or the minimum percentage of hours earned (quantitative) standards at the end of the term will be placed in Academic Warning status for the next term. Students placed in this status have one term to correct or improve the deficiency. Students in Academic Warning status are expected to seek assistance through their Campus Program Lead, Advisor or other Faculty/Staff Member) at their home campus.

For student financial aid recipients/applicants, Academic Warning status includes Financial Aid Warning status. Aid applicants/recipient remain academically eligible to receive financial aid while in Financial Aid Warning status but are warned that such eligibility is in jeopardy if academic performance is not improved.

**Return to Good Academic Standing After Academic Warning:** Students who are in Academic Warning status and correct the deficiency by meeting or exceeding the mathematical standards as of the end of the next enrolled term will be removed from Academic Warning status and returned to Good Academic Standing status at the end of the Academic Warning term.

**Academic Suspension Status:** Students who are in Academic Warning status and do not remove the deficiency by meeting or exceeding the mathematical standards as of the end of the warning status term will be placed in Academic Suspension status. A student who has exceeded the maximum time frame standard is
placed directly into Academic Suspension status from either Good Academic Standing or Academic Warning Standing.

For financial aid recipients/applicants, Academic Suspension includes Financial Aid Suspension status and a corresponding loss of academic eligibility for federal student financial aid. A student in Academic Suspension status may continue to be enrolled, but is subject to a number of restrictions/penalties until returning to Good Academic Standing, including the following:

- Loss of eligibility for federal financial aid, including Pell Grants and student loans,
- Loss of eligibility for certain educational benefits from the Veterans Administration (VA),
- Loss of eligibility for certain educational benefits from the Department of Defense (DOD),
- Loss of scholarships and other outside financial assistance programs,
- Loss of eligibility to hold a leadership position in any student organization.

Regaining Academic Eligibility after Academic Suspension

**Satisfactory Academic Progress (SAP) Appeal:** An Academic Suspension (and therefore a Financial Aid Suspension) may be appealed based on mitigating circumstance(s). A mitigating circumstance is defined as an exceptional or unusual event(s) beyond the student’s direct control, which contributed to or caused the academic difficulty. Some examples include: the death of a relative, issues relating to the care of a dependent child, an injury or illness of the student, emotional or psychological issues, or numerous other special circumstances.

Appeal letters should be addressed to the Campus President at your campus and must include a complete description of the circumstances that led to the academic difficulty, how those circumstances have changed, and a plan for future academic success. Copies of supporting documentation should be included. It is strongly advised that each student filing an appeal meet with their Faculty Lead or Advisor before submitting their appeal letter. The Faculty Lead or Advisor will assist the student, provide guidance, and suggest appropriate documentation to include with the letter submission.

A form is available for this purpose (**Satisfactory Academic Progress – Student Appeal Form**) which guides the student through the proper format and documentation for an appeal. It can be downloaded from the University’s website or obtained from the Registrar’s Office. If the appeal cannot be approved at the campus, it is automatically forwarded to a committee of administrative staff (known as the SAP Appeals Committee). At this time, the student may be asked to submit additional documentation or explanation to the committee which could benefit the student’s appeal review. Decisions of the SAP Appeals Committee are final and not subject to additional appeal.

**Appeal Granted Status:** Students whose appeals have been approved will be placed in Appeal Granted status. A student in this status is required to meet with his/her Faculty Lead or Advisor at least once each term until returning to Good Academic Standing status. The meeting with the Faculty Lead or Advisor will include discussion of:

- The resolution of the mitigating circumstances (reason for the appeal) and any necessary accommodations that the University might be able to provide,
The student’s need (if any) for tutoring, counseling, reduced course load, or other appropriate accommodations,

• The appropriateness of the student’s current program to the student’s goals, personality, and skill set; and options for changing programs/career paths, and
• Any other issues potentially affecting the student’s success.

At the conclusion of the meeting, the Faculty Lead or Advisor and the student will work together to create an Academic Plan for the student designed to promote the student’s successful completion of a program at the University. The Academic Plan is a set of requirements that are designed to return the student to good academic standing before graduation (generally within the maximum timeframe standard, but not necessarily). The Faculty Lead or Advisor will then ensure and certify to the Registrar each term that the student is meeting the terms of his/her Academic Plan.

For student financial aid recipients/applicants, Appeal Granted status means the student is on Financial Aid Probation and remains academically eligible to receive financial aid as long as he/she continues to meet the objectives of his/her academic plan, as certified each term by the student’s Faculty Lead or Advisor. Students who fail to meet the terms of their academic plan will lose eligibility for future financial aid (return to Financial Aid Suspension status).

Regaining Eligibility Other Than Through Appeal: Students who have lost federal financial aid eligibility may potentially also regain academic eligibility by making up the academic deficiencies and returning to Good Academic Standing without benefit of federal financial aid.

Return to Good Standing: Once a student has returned to good academic standing, any previous academic difficulty, shall have no future bearing on the student’s status. Hence, such students will have benefit of all provisions of this policy, including a warning term and an opportunity to submit an SAP Appeal.

## Undergraduate Policies

### Undergraduate Admission

The application process requires the following steps for domestic undergraduate students. Interested students may submit documents in person, via fax, e-mail, 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 English 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 president) for an individual student; additional documentation provided by the student may be required. See below for additional information.

- Students submitting international educational credentials must provide an original or certified copy of the documentation, along with an official evaluation from an evaluation agency that is a member of the National Association of Credential Evaluation Services - NACES (www.naces.org) or the Association of International Credential Evaluators – AICE (www.aice-eval.org), or completed by the American Association of College Registrars and Admissions Officers (AACRAO) own International Educational Services. Education credentials recorded in a language other than English must be accompanied by an official translation completed by one of the aforementioned agencies. The evaluation alone will not serve as a translation.

- Submit official transcripts or equivalent from all colleges or universities attended, if applicable.

**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 or equivalent. High school credentials issued from an international school are acceptable if the credential is equivalent to a U.S. high school diploma as determined by a credential evaluation. General educational development or GED certificate has the recognized equivalent of a high school diploma. Home-schooling at the secondary level as defined by state law; or completed secondary school education in a home-school 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 is equivalent to a high school diploma.

- 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 home-schooling 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.

- Students submitting international educational credentials must provide an original or certified copy of the documentation, along with an official evaluation from an evaluation agency that is a member of the National Association of Credential Evaluation Services - NACES (www.naces.org) or the Association of International Credential Evaluators – AICE (www.aice-eval.org), or completed by the American Association of College Registrars and Admissions Officers (AACRAO) own International Educational Services. Education credentials recorded in a language other than English must be
accompanied by an official translation completed by one of the aforementioned agencies. The evaluation alone will not serve as a translation.

It is the student’s responsibility to provide this documentation within 30 days 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; however, they are not required to submit proof of high school graduation or equivalent. Non-degree seeking students are not eligible for federal student aid.

**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 an 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 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 concurrently registers in an ESL program.
All international students must provide an original or notarized bank statement/balance certificate issued within the last six months. If the document is not in the student's name, they must also provide an Affidavit of Support (AOS) or letter from their sponsor. 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 required to submit copies of their I-94.

Graduate students submitting international educational credentials must provide an original or certified copy of the documentation, along with an official evaluation from an evaluation agency that is a member of the National Association of Credential Evaluation Services - NACES (www.naces.org) or the Association of International Credential Evaluators – AICE (www.aice-eval.org), or completed by the American Association of College Registrars and Admissions Officers (AACRAO) own International Educational Services. Education credentials recorded in a language other than English must be accompanied by an official translation completed by one of the aforementioned agencies. The evaluation alone will not serve as a translation.

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 an 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 (isouadmissions@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 SEVP status. The final decision is made by the PDSO (primary designated 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 (SEVP) 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 SEVP, 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, e-mail 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 advising, 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. Students who are required to take arts and sciences courses in their programs must take the placement assessment test. Students may take the required assessment test up to three times. See arts and sciences course descriptions for score requirements. Students who have no previous college education must take the placement test prior to their first term of enrollment. All other students must take the placement test within 30 calendar days of the start of the term unless they have transferred mathematics and/or English credit.

Because Stratford University understands that it is not uncommon for students to need extra assistance adjusting to their coursework, the University provides 1 hour weekly non-credit workshops to provide additional instruction, tutoring, and support for college-level coursework. Based on ACCUplacercer test score, Stratford University may recommend attendance at these workshops to gain the additional skills and confidence to be successful in their academic studies. Any student, regardless of ACCUplacercer score, is eligible to register for and attend the workshops.

The ACCUplacercer tests are available during Learning Resource Center (LRC) hours; however, testing must begin at least two hours before the LRC closes. Students may direct questions about the test to the Office of Admissions or their academic advisor. Online students who are not able to come to campus to take the placement tests need to contact the Office of Admissions. Students may take the placement test via an online proctored exam or at a remote testing site. The student completes the appropriate test and the scores are generally available to the University immediately; however, a delay can sometimes occur.
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.

Students submitting international educational credentials for evaluation of transfer credit must provide an original or certified copy of the documentation, along with an official evaluation from an evaluation agency that is a member of the National Association of Credential Evaluation Services - NACES (www.naces.org) or the Association of International Credential Evaluators – AICE (www.aice-eval.org), or completed by the American Association of College Registrars and Admissions Officers (AACRAO) own International Educational Services. A course by course evaluation may be required. Education credentials recorded in a language other than English must be accompanied by an official translation completed by one of the aforementioned agencies. The evaluation alone will not serve as a translation.

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 calendar days of the start of the term. It is the responsibility of the student to provide the University with all postsecondary transcripts and applicable evaluations 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. PLAR may not be used for capstone or externship courses. 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), Straighterline, 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.

<table>
<thead>
<tr>
<th>Degree</th>
<th>Transfer Credits Allowed</th>
<th>Credits at Stratford</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate</td>
<td>67.5 credits</td>
<td>22.5 credits</td>
</tr>
<tr>
<td>Bachelor</td>
<td>135 credits</td>
<td>45 credits</td>
</tr>
</tbody>
</table>

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. Grades 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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
<th>Description</th>
</tr>
</thead>
</table>
Undergraduate Graduation Requirements

- Complete all required classroom modules, externship hours (if applicable), and all program requirements
- Enrollment at the University in the last term
- 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 same term as the ceremony is being held. This must be approved by the campus president. 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 Programs

## 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.

## Associate’s Degree Programs

**Required Arts and Sciences Courses (7 courses or 31.5 credits)**

### Choose 1:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG111</td>
<td>College Composition</td>
<td>4.5</td>
</tr>
<tr>
<td>ENG211</td>
<td>Oral Communications</td>
<td>4.5</td>
</tr>
<tr>
<td>ENG220</td>
<td>Advanced Composition and Research</td>
<td>4.5</td>
</tr>
</tbody>
</table>

### Choose 1:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM110</td>
<td>Principles of Ethics</td>
<td>4.5</td>
</tr>
<tr>
<td>HUM111</td>
<td>History of Cultures Across Antiquity</td>
<td>4.5</td>
</tr>
<tr>
<td>HUM200</td>
<td>Creative Expression</td>
<td>4.5</td>
</tr>
<tr>
<td>HUM201</td>
<td>Philosophy and Religion</td>
<td>4.5</td>
</tr>
<tr>
<td>HUM250</td>
<td>Cross-Cultural Competency</td>
<td>4.5</td>
</tr>
<tr>
<td>HUM220</td>
<td>The Cultural Mirror: Fiction</td>
<td>4.5</td>
</tr>
<tr>
<td>HUM221</td>
<td>The Contemporary World</td>
<td>4.5</td>
</tr>
<tr>
<td>HUM230</td>
<td>The American Experience</td>
<td>4.5</td>
</tr>
</tbody>
</table>

### Choose 1:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT111</td>
<td>Modern Math with Algebra</td>
<td>4.5</td>
</tr>
<tr>
<td>MAT210</td>
<td>College Algebra</td>
<td>4.5</td>
</tr>
<tr>
<td>MAT220</td>
<td>Discrete Mathematics</td>
<td>4.5</td>
</tr>
<tr>
<td>MAT211</td>
<td>Statistics</td>
<td>4.5</td>
</tr>
<tr>
<td>MAT212</td>
<td>Probability and Statistics</td>
<td>4.5</td>
</tr>
<tr>
<td>MAT275</td>
<td>Introduction to Calculus</td>
<td>4.5</td>
</tr>
</tbody>
</table>

### Choose 1:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY110</td>
<td>Social Psychology</td>
<td>4.5</td>
</tr>
<tr>
<td>PSY220</td>
<td>Human Growth and Development</td>
<td>4.5</td>
</tr>
<tr>
<td>PSY225</td>
<td>Positive Psychology</td>
<td>4.5</td>
</tr>
</tbody>
</table>
### Bachelor’s Degree Programs

**Required Arts and Sciences Courses (14 courses or 63 credits)**

**Choose 2:**
- SCI110  **Principles of Biology**  4.5
- SCI120  **Environmental Science**  4.5
- SCI260  **Introduction to Biochemistry**  4.5
- SCI211  **Impact of Science and Technology**  4.5

**Choose 1:**
- SCI212  **Nutritional Science**  4.5
- SCI250  **Microbiology**  4.5

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**Choose 2 (one 100 or 200 level, and one 200 level):**
- HUM110  **Principles of Ethics**  4.5
- HUM111  **History of Cultures Across Antiquity**  4.5
- HUM200  **Creative Expression**  4.5
- HUM201  **Philosophy and Religion**  4.5
- HUM250  **Cross-Cultural Competency**  4.5
- HUM220  **The Cultural Mirror: Fiction**  4.5
- HUM221  **The Contemporary World**  4.5
- HUM230  **The American Experience**  4.5

**Choose 2 (one 100 or 200 level, and one 200 level):**
- MAT111  **Modern Math with Algebra**  4.5
- MAT210  **College Algebra**  4.5
- MAT220  **Discrete Mathematics**  4.5
- MAT211  **Statistics**  4.5
- MAT212  **Probability and Statistics**  4.5
- MAT275  **Introduction to Calculus**  4.5

**Choose 2 (one 100 or 200 level, and one 200 level):**
- PSY110  **Social Psychology**  4.5
- PSY220  **Human Growth and Development**  4.5
- PSY225  **Positive Psychology**  4.5
- PSY240  **Critical Thinking and Reasoning**  4.5
- PSY250  **Mindful Leadership**  4.5
Choose 2 (one 100 or 200 level, and one 200 level):

- SCI110 Principles of Biology 4.5
- SCI250 Microbiology 4.5
- SCI260 Introduction to Biochemistry 4.5
- SCI211 Impact of Science and Technology 4.5

Mandatory Science Courses (2):

- SCI210 Environmental Science 4.5
- SCI212 Nutritional Science 4.5

Choose 2 additional Arts and Sciences courses (any from ENG, HUM, MAT, PSY, SCI)

School of Hospitality and Culinary Arts

Advanced Culinary Arts, Associate of Applied Science

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 at the Alexandria, Glen Allen, Newport News, Virginia Beach, and Woodbridge campuses. 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.

At the end of the program, students will be able to:

- Use a broad range of principles and practices in culinary and dining room services to operate or function in a commercial kitchen.
- Use safety and sanitation measures necessary to maintain a safe food service facility.
- Demonstrate various communication strategies to relate to customers, coworkers, managers, and diverse populations within the culinary industry.
- Summarize how information from various sources is used to make decisions within the culinary industry.

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

This program typically takes 32 months to complete for part-time enrollment and 16 months to complete for students enrolled full-time.

Required courses for AAS Advanced Culinary Arts (13 core, 7 arts and sciences) = 20 courses or 90 credit hours

Core Requirements (13 courses or 58.5 credits)

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

Arts and Sciences Requirements (7 courses or 31.5 credits)
SCI210……..Environmental Science 4.5 credits
SCI212……..Nutritional Science 4.5 credits
Additional Arts and Sciences Requirements: 5 courses

Baking and Pastry Arts, Associate of Applied Science

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. The American Culinary Federation (ACF) accredits this program at the Alexandria, Glen Allen, Newport News, and Virginia Beach campuses. 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.

At the end of program, students are able to:

• Use a broad range of principles and practices in baking and pastry arts to operate or function in a commercial bakery.
• Use safety and sanitation measures necessary to maintain a safe food service facility.
• Demonstrate various communication strategies to relate to customers, coworkers, managers, and diverse populations within the baking industry.
• Summarize how information from various sources is used to make decisions within the baking industry.

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

This program typically takes 32 months to complete for part-time enrollment and 16 months to complete for students enrolled full-time.

Required courses for AAS Baking and Pastry Arts (13 core, 7 arts and sciences) = 20 courses or 90 credit hours
Core Requirements (13 courses or 58.5 credits)

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

Arts and Sciences Requirements (7 courses or 31.5 credits)

SCI210…….Environmental Science 4.5 credits
SCI212…….Nutritional Science 4.5 credits

Additional Arts and Sciences Requirements: 5 courses

Hotel and Restaurant Management, Associate of Applied Science

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 in the hospitality industry. This program focuses on applying the principles of business communication; supervision; accounting; and planning to front office, housekeeping, customer service, and special events planning.

At the end of program, students are able to:

- Apply principles of business management in the hotel and restaurant management industry.
- Demonstrate various communication strategies to relate to customers, coworkers, managers, and diverse populations within the hotel and restaurant management industry.
- Summarize how information from various sources is used to make decisions within the hotel and restaurant management industry.

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

This program typically takes 32 months to complete for part-time enrollment and 16 months to complete for students enrolled full-time.

Required courses for AAS Hotel and Restaurant Management (13 core, 7 arts and sciences) = 20 courses or 90 credit hours

Core Requirements (13 courses or 58.5 credits)

BUS112.......Principles of Accounting I 4.5
<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS120</td>
<td>Sales and Marketing</td>
<td>4.5</td>
</tr>
<tr>
<td>BUS220</td>
<td>Business Communications</td>
<td>4.5</td>
</tr>
<tr>
<td>HOS105</td>
<td>Analysis of the Hospitality Industry</td>
<td>4.5</td>
</tr>
<tr>
<td>HOS110</td>
<td>Food and Beverage Management</td>
<td>4.5</td>
</tr>
<tr>
<td>HOS120</td>
<td>Front Office Procedures</td>
<td>4.5</td>
</tr>
<tr>
<td>HOS125</td>
<td>Housekeeping Management</td>
<td>4.5</td>
</tr>
<tr>
<td>HOS230</td>
<td>Special Events Planning</td>
<td>4.5</td>
</tr>
<tr>
<td>HOS245</td>
<td>Event Management</td>
<td>4.5</td>
</tr>
<tr>
<td>HOS250</td>
<td>Hospitality Resort Tourism</td>
<td>4.5</td>
</tr>
<tr>
<td>HOS255</td>
<td>Customer Service</td>
<td>4.5</td>
</tr>
<tr>
<td>HOS270</td>
<td>Hospitality Supervision</td>
<td>4.5</td>
</tr>
<tr>
<td>HOS271</td>
<td>Hotel and Restaurant Externship I</td>
<td>4.5</td>
</tr>
</tbody>
</table>

**Arts and Sciences Requirements (7 courses or 31.5 credits)**

- SCI210 – Environmental Science    4.5 credits
- SCI212 – Nutritional Science      4.5 credits

Additional Arts and Sciences Requirements: 5 courses

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**Hospitality Management, Bachelor of Arts – Concentration in Advanced Culinary Arts**

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.

Two + Two Option Available: 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.

At the end of the program, students are able to:

- Demonstrate management theories and applications pertaining to the hospitality industry.
- Discuss the importance of teamwork and respecting opinions, feelings, and values of others.
- Understand a variety of computer applications in providing hospitality services.
- Analyze the theories and principles of guest service management and etiquette practices used in the hospitality industry.
- Apply the principles of supervision and management.

This program typically takes 65 months to complete for part-time enrollment and 32 months to complete for students enrolled full-time.
Required courses for BA Hospitality Management (10 core, 13 concentration, 3 elective, 14 arts and sciences) = 40 courses or 180 credit hours

Core Requirements (10 courses or 45 credits)
- BUS310......Introduction to Financial Management 4.5
- BUS325......Entrepreneurial Leadership 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

Advanced Culinary Arts Requirements (13 courses or 58.5 credits)
- 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

Elective Courses (choose 3 courses or 13.5 credits)
- BAK courses approved by the advisor
- BUS100...... Introduction to Business 4.5
- BUS112...... Principles of Accounting I 4.5
- BUS122...... Principles of Accounting II 4.5
- BUS135...... Principles of Management 4.5
- BUS425...... Diversity in the Workplace 4.5 credits
- CUL courses approved by the advisor
- HOS courses approved by the advisor

Arts and Sciences Requirements (14 courses or 63 credits)
See Arts and Sciences section

Hospitality Management, Bachelor of Arts – Concentration in Baking and Pastry Arts
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.

Two + Two Option Available: 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.

At the end of the program, students are able to:

- Demonstrate management theories and applications pertaining to the hospitality industry.
- Discuss the importance of teamwork and respecting opinions, feelings, and values of others.
- Understand a variety of computer applications in providing hospitality services.
- Analyze the theories and principles of guest service management and etiquette practices used in the hospitality industry.
- Apply the principles of supervision and management.

This program typically takes 65 months to complete for part-time enrollment and 32 months to complete for students enrolled full-time.

Required courses for BA Hospitality Management (10 core, 13 concentration, 3 elective, 14 arts and sciences) = 40 courses or 180 credit hours

Core Requirements (10 courses or 45 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS310</td>
<td>Introduction to Financial Management</td>
<td>4.5</td>
</tr>
<tr>
<td>BUS325</td>
<td>Entrepreneurial Leadership</td>
<td>4.5</td>
</tr>
<tr>
<td>BUS405</td>
<td>Business Law: Legal Environment for Business</td>
<td>4.5</td>
</tr>
<tr>
<td>BUS415</td>
<td>Organizational Theory and Development</td>
<td>4.5</td>
</tr>
<tr>
<td>HOS310</td>
<td>Beverage Operations Management</td>
<td>4.5</td>
</tr>
<tr>
<td>HOS320</td>
<td>Hospitality Marketing</td>
<td>4.5</td>
</tr>
<tr>
<td>HOS330</td>
<td>Food and Beverage Controls</td>
<td>4.5</td>
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<td>HOS355</td>
<td>Catering Management</td>
<td>4.5</td>
</tr>
<tr>
<td>HOS440</td>
<td>Hospitality Facilities Management and Design</td>
<td>4.5</td>
</tr>
<tr>
<td>HOS490</td>
<td>Hospitality Capstone</td>
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</table>

Baking and Pastry Arts Concentration Requirements (13 courses or 58.5 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAK124</td>
<td>Artisan Breads</td>
</tr>
<tr>
<td>BAK134</td>
<td>Cakes, Custards, and Creams</td>
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<tr>
<td>BAK154</td>
<td>Specialty and Wedding Cakes</td>
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<tr>
<td>BAK164</td>
<td>Plated Desserts</td>
</tr>
<tr>
<td>BAK174</td>
<td>Confectionery Production</td>
</tr>
<tr>
<td>CUL111</td>
<td>Culinary Theory and Sanitation</td>
</tr>
</tbody>
</table>
Elective Courses (choose 3 courses or 13.5 credits)

BAK courses approved by the advisor

BUS100........ Introduction to Business 4.5
BUS112........ Principles of Accounting I 4.5
BUS122........ Principles of Accounting II 4.5
BUS135........ Principles of Management 4.5
BUS425........ Diversity in the Workplace 4.5 credits

CUL courses approved by the advisor

HOS courses approved by the advisor

Arts and Sciences Requirements (14 courses or 63 credits)

See Arts and Sciences section

Hospitality Management, Bachelor of Arts – Concentration in Hotel and Restaurant Management

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.

Two + Two Option Available: 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.

At the end of the program, students are able to:

- Demonstrate management theories and applications pertaining to the hospitality industry.
- Discuss the importance of teamwork and respecting opinions, feelings, and values of others.
- Understand a variety of computer applications in providing hospitality services.
- Analyze the theories and principles of guest service management and etiquette practices used in the hospitality industry.
- Apply the principles of supervision and management.

This program typically takes 65 months to complete for part-time enrollment and 32 months to complete
for students enrolled full-time.

Required courses for BA Hospitality Management (10 core, 13 concentration, 3 elective, 14 arts and sciences) = 40 courses or 180 credit hours

**Core Requirements (10 courses or 45 credits)**
BUS310........Introduction to Financial Management  4.5  
BUS325........Entrepreneurial Leadership  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  

**Hotel and Restaurant Management Concentration Requirements (13 courses or 58.5 credits)**
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  

**Elective Courses (choose 3 courses or 13.5 credits)**
BAK courses approved by the advisor  
BUS100....... Introduction to Business 4.5  
BUS112....... Principles of Accounting I 4.5  
BUS122....... Principles of Accounting II 4.5  
BUS135....... Principles of Management 4.5  
BUS425....... Diversity in the Workplace 4.5 credits  
CUL courses approved by the advisor  
HOS courses approved by the advisor  

**Arts and Sciences Requirements (14 courses or 63 credits)**
See Arts and Sciences section
School of Health Sciences

These programs are designed to give the students the opportunity to acquire the skills necessary for success in the fields of health sciences and healthcare administration. Students study the structure and function of the major body systems in conjunction with medical terminology, professional procedures, medical law and ethics, computer skills, and administrative processes.

Program Information

Externship
Before enrolling in externships, students may be required, at the discretion of the externship site, to:

- Complete a physical examination including current tuberculosis screen results
- Provide evidence of previous hepatitis immunization or lab results indicating an acceptable titer unless a statement is provided indicating immunization is contraindicated for the student
- HIPAA awareness
- CPR certifications
- Provide transportation to and from the externship site
- Consent to a criminal background check

Failure to provide these requirements prior to the externship may result in a delay of completion of the program. Students must plan to be available for externship hours during their final term. Students who are employed may be required to adjust their work schedule to accommodate their externship schedule. Academic credit is awarded for the structured, supervised learning experiences in the externship, but no pay is provided. Placement in the externship, selection of the site, and scheduling are at the discretion of the School of Health Science’s faculty, whose decisions are final.

CPR Requirements for Health Sciences Students
Current CPR certification is required by most participating hospitals and healthcare providers. The University ensures all students comply with this direction before being placed in an externship position. CPR certification can be obtained through the American Red Cross, American Heart Association (AHA), or other recognized organization. These organizations provide CPR training for a fee, with the AHA course being the more comprehensive of the two. However, both courses are designed for healthcare providers who require successful completion of a CPR course and proof of completion.

Criminal Background Check
Criminal background check requirements for admission vary by program; see the program description for more information. Externship sites may require a health sciences student to undergo a criminal background check and sex-offender status verification prior to admission to any externship course. Students are responsible for all fees related to these items. Please speak to the designated department representative for more information. Health sciences employers may require criminal background checks, sex-offender status verification, and/or drug testing prior to employment.

Clothing
Students are expected to come to laboratory courses dressed in their Stratford uniforms. The Stratford uniform consists of blue scrub top and pants and a white lab coat. Students receive the uniform as part of
their health sciences kit in the first few weeks of class. The patches must be attached to the left upper arm of each lab coat and scrub top. All students are expected to be in full uniform by the sixth week of class.

**National Healthcareer Credentialing Certification Exams**

While not a requirement for University students, the University participates with the National Healthcareer Association (NHA) in a program that helps students complete the National Certification Exam and be recognized through the National Allied Health Test Registry for the following career areas:

- Certified Billing and Coding Specialist (CBCS)

Being a member of NHA, Stratford University is authorized to proctor the exams for the above certificate areas. Although NHA exams are not part of the current Stratford University programs, successful completion of these exams can help enhance a student’s professional development.

Interested students must complete the application form and submit exam fees to NHA. Students may review a copy of the study guide from Stratford University or purchase the guide on their own. The exam is in a proctored setting at the University, is computerized, and the results are posted immediately after the exam. All certification exam fees and additional study materials are the responsibility of the student. The University does not offer its own version of these exams, nor collect any funds from the organization offering the certification exam.

**Medical Insurance, Billing, and Coding, Associate of Applied Science**

The mission of the Associate of Applied Science in Medical Insurance, Billing, and Coding program is to prepare students to be knowledgeable about proper identification of medical codes used by insurance companies and to teach students how to use medical office software to process medical insurance bills. It provides comprehensive exposure to the administration of insurance billing and coding. The program explores the many specialty areas of the medical insurance industry and helps students gain the competency and experience necessary to succeed in these highly specialized fields.

At the end of the program, students are able to:

- Locate and identify appropriate codes for diagnostic statements and medical procedures in the office or facility setting
- Demonstrate correct use of practice management programs to perform medical office financial activities
- Make evidence based decisions linked to medical necessity, billing procedures, and code assignment
- Summarize the life cycle of an insurance claim and explain the processing steps.
- Use ICD-10, CPT, and HCPCS as resources in identifying, administrating, and processing insurance billing and coding.

Graduates of the Medical Insurance, Billing, and Coding program are eligible for certification by the American Academy of Procedural Coders (AAPC) as well as the American Health Information Management Association (AHIMA).

This program typically takes 32 months to complete for part-time enrollment and 16 months to complete
for students enrolled full-time.

Required courses for AAS Medical Insurance, Billing, and Coding (13 core, 7 arts and sciences) = 20 courses or 90 credit hours

**Core Requirements (13 courses or 58.5 credits)**
- HIM220 ......Legal Regulatory Issues in Health Information 4.5
- MED120 ......Medical Terminology 4.5
- MED130 ......Medical Insurance, Billing, and Coding 4.5
- MED160 ......Medical Computer Applications 4.5
- MED270 ......Medical Finance and Insurance 4.5
- MIB210 .......Introduction to Diagnostic and Procedures Coding 4.5
- MIB220 .......Coding of Clinical and Diagnostic Procedures I 4.5
- MIB230 .......Coding of Clinical and Diagnostic Procedures II 4.5
- MIB240 .......Case Studies in Coding of Patients 4.5
- MIB250 .......Medical Reimbursement Systems 4.5
- MIB260 ......Electronic Medical Billing 4.5
- MIB290 ......Medical Insurance, Billing, and Coding Externship 4.5
- SCI115……..Introduction to Computer Literacy 4.5

**Arts and Sciences Requirements (7 courses or 31.5 credits)**
- SCI230……..Human Biology 4.5 credits
- SCI231……..Diseases of the Human Body 4.5 credits
- SCI250……..Microbiology 4.5 credits
- Additional Arts and Sciences Requirements: 4 courses

**Health Information Management, Bachelor of Science**

The mission of the Bachelor of Science in Health Information Management program is to produce ethical healthcare professionals who are equipped with the knowledge, skills, and dispositions to be successful managers of healthcare data and information. The program focuses on three core areas that provide a solid foundation by offering courses in health sciences, healthcare administration, and information technology. The program enhances life-long learning and prepares students with the advocacy skills to protect patient and consumer rights.

At the end of the program, students are able to:
- Manage patient health information and medical records.
- Evaluate patient data using electronic health records.
- Interpret healthcare policy, accreditation, and ethical and legal regulations as it pertains to the healthcare delivery system.
- Implement health information management technology to analyze privacy, security, and confidentiality policies and procedures for internal and external use and exchange of health information.

This program typically takes 65 months to complete for part-time enrollment and 32 months to complete.
for students enrolled full-time.

Required courses for BS Health Information Management (26 core, 14 arts and sciences) = 40 courses or 180 credit hours

**Core Requirements (26 courses or 117 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>BUS210</td>
<td>Human Resource Management</td>
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<tr>
<td>BUS380</td>
<td>Project Management</td>
<td>4.5</td>
</tr>
<tr>
<td>CIS103</td>
<td>Fundamentals of Information Systems</td>
<td>4.5</td>
</tr>
<tr>
<td>CIS130</td>
<td>Introduction to Databases</td>
<td>4.5</td>
</tr>
<tr>
<td>CIS141</td>
<td>Hardware and OS Architecture</td>
<td>4.5</td>
</tr>
<tr>
<td>CIS144</td>
<td>OS Architecture</td>
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</tr>
<tr>
<td>CIS146</td>
<td>Fundamentals of Networking</td>
<td>4.5</td>
</tr>
<tr>
<td>CIS201</td>
<td>Fundamentals of IT Security</td>
<td>4.5</td>
</tr>
<tr>
<td>CIS220</td>
<td>Systems Analysis and Design</td>
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<tr>
<td>HCA400</td>
<td>Healthcare Delivery Systems</td>
<td>4.5</td>
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<tr>
<td>HCA402</td>
<td>Epidemiology and Health Services Research</td>
<td>4.5</td>
</tr>
<tr>
<td>HCA404</td>
<td>Strategic Planning</td>
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<td>HCA420</td>
<td>Quality Performance Improvement</td>
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<td>HIM210</td>
<td>Health Information Management Systems</td>
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<td>HIM215</td>
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<td>HIM220</td>
<td>Legal Regulatory Issues in Health Information</td>
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<td>HIM270</td>
<td>Patient Care Information System</td>
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<td>HIM410</td>
<td>Health Statistics and Research</td>
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<td>HIM450</td>
<td>Professional Practice</td>
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<td>MED120</td>
<td>Medical Terminology</td>
<td>4.5</td>
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<td>MED130</td>
<td>Medical Insurance, Billing, and Coding</td>
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<tr>
<td>MED240</td>
<td>Pharmacology I</td>
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<tr>
<td>MIB210</td>
<td>Introduction to Diagnostic and Procedures</td>
<td>4.5</td>
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<tr>
<td>MIB220</td>
<td>Coding of Clinical Diagnostic and Procedures I</td>
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<tr>
<td>MIB230</td>
<td>Coding of Clinical Diagnostic and Procedures II</td>
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<tr>
<td>MIB240</td>
<td>Case Studies in Coding of Patients</td>
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**Arts and Sciences Requirements (14 courses or 63 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>ENG111</td>
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<td>ENG211</td>
<td>Oral Communications</td>
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<tr>
<td>HUM110</td>
<td>Principles of Ethics</td>
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<td>HUM250</td>
<td>Cross-Cultural Competency</td>
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<td>MAT211</td>
<td>Statistics</td>
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<td>PSY110</td>
<td>Social Psychology</td>
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<td>PSY220</td>
<td>Human Growth and Development</td>
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<tr>
<td>SCI110</td>
<td>Principles of Biology</td>
<td>4.5</td>
</tr>
<tr>
<td>SCI210</td>
<td>Environmental Science</td>
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</tr>
<tr>
<td>SCI230</td>
<td>Human Biology</td>
<td>4.5</td>
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<tr>
<td>SCI231</td>
<td>Diseases of the Human Body</td>
<td>4.5</td>
</tr>
<tr>
<td>SCI250</td>
<td>Microbiology</td>
<td>4.5</td>
</tr>
</tbody>
</table>
Choose 1:
MAT111........Modern Math with Algebra 4.5
MAT210........College Algebra 4.5
MAT220........Discrete Mathematics 4.5
MAT212........Probability and Statistics 4.5
MAT275........Introduction to Calculus 4.5
Choose 1:
Arts and Sciences course (any from ENG, HUM, MAT, PSY, SCI)

Healthcare Administration, Bachelor of Science

The mission of the Bachelor of Science in Healthcare Administration program is to prepare students to develop, plan, and manage healthcare programs within healthcare systems. Students build foundations in fiscal management, program administration, information technology, and healthcare policy. The program focuses on reforms, trends, and issues affecting the health and welfare of the community. Graduates are prepared to oversee business operations at hospitals, nursing homes, community service organizations, and other medical facilities.

At the end of the program, students are able to:

- Differentiate the roles of professionals within healthcare organizations.
- Analyze the infrastructure of healthcare delivery system.
- Apply principles and procedures of business management, finance, and marketing to the healthcare industry.
- Evaluate data, printed materials, personal communication, observation, and electronic resources related to healthcare delivery.

This program typically takes 65 months to complete for part-time enrollment and 32 months to complete for students enrolled full-time.

Required courses for BS Healthcare Administration (26 core, 14 arts and sciences) = 40 courses or 180 credit hours

Core Requirements (26 courses or 117 credits)
BUS100........Introduction to Business 4.5
BUS210........Human Resource Management 4.5
BUS220........Business Communication 4.5
BUS235........Operations Management 4.5
BUS250........Principles of Economics 4.5
BUS310........Introduction to Financial Management 4.5
BUS325........Entrepreneurial Leadership 4.5
BUS350........Staffing and Employment 4.5
BUS364........Marketing Research 4.5
BUS380........Project Management 4.5
BUS415........Organizational Theory and Development 4.5
HCA400........Healthcare Delivery Systems 4.5
## Undergraduate Course Descriptions

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HCA401</td>
<td>Introduction to Healthcare Administration</td>
<td>4.5</td>
</tr>
<tr>
<td>HCA402</td>
<td>Epidemiology and Health Services Research</td>
<td>4.5</td>
</tr>
<tr>
<td>HCA403</td>
<td>Healthcare Financial Management</td>
<td>4.5</td>
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<tr>
<td>HCA404</td>
<td>Strategic Health Planning</td>
<td>4.5</td>
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<tr>
<td>HCA405</td>
<td>Long-Term Healthcare Management</td>
<td>4.5</td>
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<tr>
<td>HCA407</td>
<td>Health Policy and Reform</td>
<td>4.5</td>
</tr>
<tr>
<td>HCA411</td>
<td>Professional Practice of Healthcare Administration</td>
<td>4.5</td>
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<tr>
<td>HCA412</td>
<td>Medical Group Practice Management</td>
<td>4.5</td>
</tr>
<tr>
<td>HCA420</td>
<td>Quality Performance Improvement</td>
<td>4.5</td>
</tr>
<tr>
<td>HIM210</td>
<td>Health Information Systems</td>
<td>4.5</td>
</tr>
<tr>
<td>MED120</td>
<td>Medical Terminology</td>
<td>4.5</td>
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<tr>
<td>MED130</td>
<td>Medical Insurance, Billing, and Coding</td>
<td>4.5</td>
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<tr>
<td>MED160</td>
<td>Medical Computer Applications</td>
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</tr>
<tr>
<td>MED230</td>
<td>Medical Law and Ethics</td>
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**Arts and Sciences Requirements (14 courses or 63 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>ENG111</td>
<td>College Composition</td>
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</tr>
<tr>
<td>ENG211</td>
<td>Oral Communication</td>
<td>4.5</td>
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<tr>
<td>HUM110</td>
<td>Principles of Ethics</td>
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<td>HUM250</td>
<td>Cross-Cultural Competency</td>
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</tr>
<tr>
<td>MAT211</td>
<td>Statistics</td>
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<tr>
<td>PSY110</td>
<td>Social Psychology</td>
<td>4.5</td>
</tr>
<tr>
<td>SCI210</td>
<td>Environmental Science</td>
<td>4.5</td>
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<tr>
<td>SCI230</td>
<td>Human Biology</td>
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</tr>
<tr>
<td>SCI231</td>
<td>Diseases of the Human Body</td>
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Choose 1:

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<thead>
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<tbody>
<tr>
<td>MAT111</td>
<td>Modern Math with Algebra</td>
<td>4.5</td>
</tr>
<tr>
<td>MAT210</td>
<td>College Algebra</td>
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</tr>
<tr>
<td>MAT220</td>
<td>Discrete Mathematics</td>
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</tr>
<tr>
<td>MAT212</td>
<td>Probability and Statistics</td>
<td>4.5</td>
</tr>
<tr>
<td>MAT275</td>
<td>Introduction to Calculus</td>
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<tbody>
<tr>
<td>PSY220</td>
<td>Human Growth and Development</td>
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<tr>
<td>PSY225</td>
<td>Positive Psychology</td>
<td>4.5</td>
</tr>
<tr>
<td>PSY240</td>
<td>Critical Thinking and Reasoning</td>
<td>4.5</td>
</tr>
<tr>
<td>PSY250</td>
<td>Mindful Leadership</td>
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Choose 2:

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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>SCI110</td>
<td>Principles of Biology</td>
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</tr>
<tr>
<td>SCI121</td>
<td>Nutritional Science</td>
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</tr>
<tr>
<td>SCI250</td>
<td>Microbiology</td>
<td>4.5</td>
</tr>
<tr>
<td>SCI260</td>
<td>Introduction to Biochemistry</td>
<td>4.5</td>
</tr>
<tr>
<td>SCI211</td>
<td>Impact of Science and Technology</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Choose 1:

Arts and Sciences course (any from ENG, HUM, MAT, PSY, SCI)
Undergraduate Course Prefix Designations

BAK  Baking
BUS  Business
CUL  Culinary
ENG  English
HCA  Healthcare Administration
HIM  Health Information Management
HOS  Hospitality
HUM  Humanities
MAT  Mathematics
MED  Medical
MIB  Medical Insurance, Billing, and Coding
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, passing score on the ServSafe certification or equivalent. 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, passing score on the ServSafe certification or equivalent. 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, passing score on the ServSafe certification or equivalent. 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, passing score on the ServSafe certification or equivalent. Lecture Hours: 25; Lab
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, passing score on the ServSafe certification or equivalent. 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.

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: None.

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.

BUS250  Principles of Economics  4.5 credits
This course examines supply and demand, market demand and elasticity, cost theory, market structures, pricing theory, and consumer behavior. Regulation, antitrust policy, and income distribution are also 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.

BUS350  Staffing and Employment  4.5 credits
This course examines current issues affecting staffing and employment practices and the impact on the organization’s ability to compete in the marketplace, to develop and maintain a successful workforce, and comply with the various regulations governing staffing and employment practices. Major topics include technical issues involved in developing and implementing selection programs within organizations; how to achieve successful person to job practices and govern staffing and employment; and staffing procedures, policies, techniques, and problems; and the role of public policy on staffing/employment practices. Prerequisite: BUS210 or HOS270.

BUS364  Marketing Research  4.5 credits
This course covers basic research methodology applied to marketing issues. Students study methods and techniques for collection, analysis, and interpretation of primary and secondary data for customer and business marketing. 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.

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: 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.

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 administered 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 credits
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, passing score on the ServSafe certification or equivalent. 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, passing score on the ServSafe certification or equivalent. 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, passing score on the ServSafe certification or equivalent. 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, passing score on the ServSafe certification or equivalent. 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, passing score on the ServSafe certification or equivalent. 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, passing score on the ServSafe certification or equivalent. 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: Passing score on the ServSafe certification or equivalent. Lecture Hours: 25; Lab Hours: 40.

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: Completed coursework and approval of advisor, passing score on the ServSafe certification or equivalent. Lecture Hours: 0; Externship Hours: 135.

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: College Composition: Prerequisite: ACCUplacer assessment; workshop recommended for those scoring below a 5 on the WritePlacer test.

ENG211  Oral Communications  4.5 credits
This course presents the principles and functions of spoken communications. The student learns how to prepare and 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.

ENG220  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.

HCA400  Healthcare Delivery Systems  4.5 credits
This course examines the organization and delivery of healthcare systems. Students evaluate the components and operation of healthcare organizations including e-health delivery. Topics include accreditation standards as well as regulatory and licensure requirements. Federal health information initiatives in the healthcare delivery system are discussed. Prerequisite: None.

HCA401  Introduction to Healthcare Administration  4.5 credits
This course is designed to provide students with an understanding of the U.S. healthcare structure. It also teaches students practical and conceptual skills with the aim of helping students understand corporate compliance, as well as consumerism effects on the healthcare organization. Prerequisite: None.

HCA402  Epidemiology and Health Services Research  4.5 credits
This course is designed to provide professional growth and understanding of public health and management dynamics using the principles of epidemiology, research theories, and methods. Special focus is on the health and social determinants affecting health status, access to essential healthcare, capacity building, and health service disparities. Prerequisite: MED120.

HCA403  Healthcare Financial Management  4.5 credits
The focus of the course is on financial planning; budgeting; and managing Medicaid, Medicare, and health maintenance organizations including capitalization, fee-for-service, indemnity, and premium and membership assessment for managed care organizations. This course also develops knowledge and skills about small business planning, staffing, organizing, and financing. Prerequisite: BUS122 or BUS310.

HCA404  Strategic Health Planning  4.5 credits
This course provides students with the philosophy and activities of strategic management and its specific activities such as strategic thinking, strategic planning, and managing strategic momentum in the healthcare industry. It emphasizes the need for accountability in today’s healthcare environment and briefly traces its historical foundations. Prerequisite: None.

HCA405  Long-Term Healthcare Management  4.5 credits
This course is designed to examine the concepts and expanding role of long-term care in the U.S. healthcare services. It also examines the continuum of long-term care service including nursing care facilities, sub-acute specialty units, long-term acute care, adult day care, home healthcare, hospices, and community based alternatives. Prerequisite: None.
HCA407  Health Policy and Reform  4.5 credits
This course focuses on healthcare policy and reform in healthcare administration, nursing, allied health sciences professions, and other health related areas. It covers concepts, tools, and techniques of health policy formulation, process, and implementation. It examines historical perspectives and strategies in planning, financing, and managing healthcare delivery organizations in the U.S. Prerequisite: HCA401 or MED270.

HCA411 Professional Practice of Healthcare Administration 4.5 credits
The professional practice of healthcare administration provides students with an opportunity to explore the theory and principles of healthcare administration through job shadowing or supervised learning situations. This exposure helps students to observe how professionals handle their responsibilities. Students review concepts to help them prepare for certification examination. Prerequisite: HCA400.

HCA412  Medical Group Practice Management  4.5 credits
This course examines the planning and management of physician-based group practices. Students have an in depth approach to the challenges and opportunities within the medical practices with technical expertise in management, contracts, planning, and design. Acquisition of competencies helps to provide specialized, comprehensive management resources for physicians in private practice and for other related healthcare organizations. Prerequisites: None.

HCA420  Quality Performance Improvement  4.5 credits
This course provides an overview of quality assessment and improvement. Application of management tools such as benchmarking techniques, statistical quality control and risk management are used to analyze healthcare systems. Topics include analyzing disease management process as well as utilization and resource management. The application of patient and organization safety initiatives is discussed. Prerequisite: None.

HIM210  Health Information Management Systems  4.5 credits
This course focuses on the organization of healthcare delivery and the health information management profession. It emphasizes health record content, accrediting and regulatory standards, legal aspects of releasing health information, retention, and storage and retrieval systems. Students explore the fundamental concepts of information technology applied to healthcare from the perspectives of providers, payers, and consumers. Major topics include the electronic health record, health information systems, repositories and data bases, enterprise-wide systems, laboratory, radiology (PACs) systems, voice recognition, physician order entry, telemedicine, and decision support systems. Prerequisite: None.

HIM215  Health Information Systems  4.5 credits
This course is a study of the development of health information resources and systems, including database architecture and design. Students study the life cycle of systems development and evaluate human factors and user interface design. Various clinical, business, and specialty systems applications are also evaluated within the context of the healthcare delivery systems. Prerequisite: None.

HIM220  Legal Regulatory Issues in Health Information  4.5 credits
This course introduces the student to the legal regulations and systems in health information management. Students are exposed to the roles and responsibilities of health information managers in maintaining medical records as a legal document and adhering to the right to privacy and confidentiality. Prerequisite: None.
HIM270 Patient Care Information Systems 4.5 credits
This course provides a thorough coverage of concepts, methodologies, and techniques available to support patient care processes using information technology. It includes a review of factual and patient information systems, signal and pattern processing applications, decision support, simulation, education, and training applications. Prerequisite: None.

HIM410 Health Statistics and Research 4.5 credits
This course examines various types of health statistics, as well as techniques and computerized software for data collection, presentation, and retrieval. The course is designed to assist students in developing an understanding of the research process. Students learn to selectively apply the steps of the research process and to critically analyze research studies. The course includes a discussion on epidemiological research and ethical issues in healthcare research. Prerequisite: HIM210 or HIM215.

HIM430 Performance Measurements in Healthcare 4.5 credits
The course provides an overview of different models for performance measurement, indicator development strategies, and a discussion of issues specific to several stakeholder groups. Students working in other healthcare or public sectors, such as education and social work, may also find the course useful. Prerequisite: HIM210.

HIM450 Professional Practice 4.5 credits
This course allows students to explore the health information management professions by giving opportunities to interview professionals and visit different types of healthcare facilities in the area. These opportunities vary from year-to-year based upon availability. The students participate in learning forums where they experience hands-on application activities in health information functions performed in departments from patient entry to discharge. These simulated activities prepare students to sit for the CAHIM certification exam. Prerequisite: None.

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 multifaceted 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: Completed program course work and 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: Completed program course work and 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: Completed program course work and 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: None.

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: None.

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: None.

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: None.

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: Completed program coursework and 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: None.

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: None.

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: None.

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: None.

HSC100  Introduction to Health Sciences as a Profession  4.5 credits
This course introduces students to what it means to be a member of the professions that make up health sciences. Relevant skills, knowledge, and attitudes that underpin practice will be investigated. The values, principles, and standards developed by the discipline are discussed as a framework for personal and professional development. Students are introduced to a variety of career paths and professional organizations. Students examine their individual learning style and ability to think critically and apply this knowledge to develop a personal strategy for success in the program.

Prerequisite: None.

HSC200 Health Promotion/Disease Prevention 4.5 credits
This course introduces students to challenges and proposed solutions to issues that impact health and cause disease. Topics covered include communicable disease, chronic, non-communicable diseases, accidents, and injuries. Additionally, students investigate environmental threats to health, and innovative solutions to public health problems. Prerequisite: None.

HSC220 Community Nutrition 4.5 credits
This course introduces the different methods used to analyze diet nutrient composition, analysis of nutritional labeling and media information, and recommendations for the design of diets for healthy lifestyles. The course will investigate proper food handling for prevention of food borne illnesses. Prerequisites: None.

HSC300 Public/Community Health 4.5 credits
This course introduces the student to issues of healthcare of the community. Assessments of the community, risk identification, and population based healthcare are studied. Public health concepts to promote, maintain, and restore health to families, groups, populations, and communities are explored, as well as the structure of the public health system. Prerequisite: None.

HSC310 Vulnerable Populations 4.5 credits
This course focuses on vulnerable populations, who they are, and their special needs. Factors that influence vulnerability and services specific for the vulnerable populations are investigated. Prerequisite: None.

HSC320 Health Education 4.5 credits
This course focuses on educating the community on health issues including chronic disease, infectious and communicable diseases, healthy living, and immunization. Theories and strategies for effective community health education are addressed. Prerequisites: None.

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.

HUM111 History of Cultures Across Antiquity 4.5 credits
This course is designed to provide students with tools to build cultural competence using historical facts and events as primary guidance. Students are exposed to an array of fundamental experiences that define western culture through its evolution across time. The overall goal is to identify the historical roots of western culture and how it has evolved and adapted into our multicultural society. Prerequisite: None.

HUM200 Creative Expression 4.5 credits
This course is designed to uncover and investigate the creative aspects of human expression. Through the analysis of literature, drama, visual arts and music, students will learn to make connections between the various elements of emotional and artistic expression for the purpose of growing and enhancing their own creativity skills. Prerequisite: None.

HUM201 Philosophy and Religion 4.5 credits
This course examines fundamental human values and how they are applied across major philosophical systems and religions. This investigation takes place both along temporal as well as geographical coordinates. Students are provided the tools to develop critical reflection on their own lives and the impact these have on the surrounding world. Prerequisite: None.

HUM250 Cross-Cultural Competency 4.5 credits
This course is designed to provide students with tools to build cultural competence in today’s world. Students develop awareness and understanding of cultural diversity by examining the most important characteristics found across a variety of contemporary cultural systems. The overall goal is to analyze the challenges and benefits of diversity and develop greater cultural intelligence that promotes and capitalizes on living and working together in a multicultural society. Prerequisite: None.

HUM220 The Cultural Mirror: Fiction 4.5 credits
This course investigates the uses of fiction in a range of narrative styles, from traditional and innovative to western and non-western. Emphasis is placed on the appreciation and meaning of verbal texts across different cultures, times, and forms. The goal is to assess how the various manifestations of literary production shape both our emotions and, as a reflection, the very world that surrounds us. Prerequisite: None.

HUM221 The Contemporary World 4.5 credits
This course is designed to explore topics related to contemporary global themes and explores their effects in an increasingly interconnected world. Students learn about various factors that shaped recent events using a balanced perspective. The topical nature of this course helps students develop an understanding of the twentieth century, as well as prepares them to construct informed arguments about events that are unfolding today. Prerequisite: None.

HUM230 The American Experience 4.5 credits
This course highlights the development of American values and institutions through the historical analysis of a broad range of social, political, environmental and economic factors. Students examine the impact of ideals such as individualism, success, and national character on the creation and evolution of the American society, from the establishment of the first Colonies to the Industrial Revolution. Prerequisite: None.

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: ACCUplacer assessment; workshop recommended for those scoring below 250 on the Next Generation 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

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 mathematical techniques to solve problems. Topics include logic and proof, basic set theory, algorithms, induction, graph theory, recurrence relations, and probability. Prerequisite: MAT210.

MAT211 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.

MAT212 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.

MAT275 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.

MDL000 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.

MED120 Medical Terminology 4.5 credits
This course presents a study of basic medical terminology. Prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols are included in the content. A programmed learning, word building systems approach is used to learn word parts for constructing or analyzing new terms. This provides the opportunity to decipher unfamiliar terms and check their spelling. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations introduced as related terms are presented with each unit. Prerequisite: None.

MED130 Medical Insurance, Billing, and Coding 4.5 credits
This course trains students in the major medical insurance and claim forms processing. It includes information on national and other common insurance plans, as well as claim form completion and ICD and
CPT coding. Problem solving and managed care systems are also discussed. Daily financial practices including patient fee determining, credit arrangements bookkeeping, and bank-keeping procedures are discussed. Additionally, the process of purchasing equipment and supplies are covered. Computer use in the ambulatory environment is also taught. This course has a computer lab fee. Prerequisite: MED120. Lecture Hours: 30; Lab Hours: 30.

MED160 Medical Computer Applications  4.5 credits
This course gives students the exposure to computer software applications as used in the medical office environment. This includes the use of medical office management software for organizing front office procedures and word processing software for typing medical reports and transcription. Other medical software may be introduced. This course has a computer lab fee. Prerequisite: None. Lecture Hours: 30; Lab Hours: 30.

MED230 Medical Law and Ethics  4.5 credits
This course is designed to cover medical jurisprudence and medical ethics. Legal aspects of office procedures are covered, including a discussion of various medical and ethical issues in today's medical environment. Prerequisite: None.

MED240 Pharmacology I  4.5 credits
Various aspects of clinical pharmacology are discussed in this course including a study of the various medications currently prescribed for the treatment of illnesses and diseases based on a systems method. Included in the course are common abbreviations used in prescription writing, interpretation of prescriptions, and legal aspects of prescriptions. In addition, dosage calculations and administration are taught and practiced. Prerequisite: MED210 or MIB129.

MED270 Medical Finance and Insurance  4.5 credits
This course provides students with training in areas such as managing records, billing and collections, financial management, medical insurance, and medical office management. Computer use in the ambulatory environment is also taught. Prerequisite: MED120.

MIB210 Introduction to Diagnostic and Procedures Coding  4.5 credits
This course covers the basic guidelines and coding conventions in ICD-10CM. The focus of the course is on the professional guidelines for outpatients. The proper diagnostic assignments based on the documentation are discussed as well as the proper use of multiple codes, 1 digit, 4 digits, and 5 digits specificity. This course has a computer lab fee. Prerequisite: MED130. Lecture Hours: 30; Lab Hours: 30.

MIB220 Coding of Clinical and Diagnostic Procedures I  4.5 credits
This course covers the basic guidelines and coding conventions in CPT; the focus continues on the professional guidelines for outpatients introduced in Introduction to Diagnostic and Procedures Coding. The evaluation and management of documentation guidelines are discussed as well as the proper of procedural codes and associated modifiers. This course has a computer lab fee. Prerequisite: MIB210. Lecture Hours: 30; Lab Hours: 30.

MIB230 Coding of Clinical Diagnostic Procedures II  4.5 credits
This course covers advanced guidelines and coding conventions in CPT and, as a continuation of Coding of Clinical and Diagnostic Procedures I, the focus is on the professional guidelines for outpatients. The
evaluation and management of documentation guidelines are discussed as well as the proper use of modifiers. This course has a computer lab fee. Prerequisite: MIB220. Lecture Hours: 30; Lab Hours: 30.

MIB240 Case Studies in Coding of Patients 4.5 credits
This course covers the abstracting guidelines and coding conventions in ICD and HCPCS coding. This course focuses on the professional guidelines discussed in Coding of Clinical and Diagnostic Procedures II. The evolution and management of documentation guidelines are discussed as well as the proper use of coding diagnosis with procedures. Prerequisite: MIB230.

MIB250 Medical Reimbursement Systems 4.5 credits
This course covers the third party payers (Managed Care, Medicaid, tri-care, and worker’s compensation) and related terminology. This course gives students an in-depth look at how third party payers are billed. It covers rules and regulations, submission of the correct claim form, the criteria needed for each payer, the federal laws for each payer, identification of benefits or non-benefits for each third party payer, and how to calculate payments. Prerequisite: MED130.

MIB260 Electronic Medical Billing 4.5 credits
Students are introduced to medical office reimbursement through electronic processes and procedures. This course covers billing and insurance procedures, contracts and requirements, principles and compliances to sustain medical practice, coding and claims processing for health plans using medical office management software, submission of paper and electronic claims, and inspecting and monitoring the billing process. Prerequisite: None.

MIB290 Medical Insurance, Billing, and Coding Externship 4.5 credits
This course provides experience as a medical insurance biller and coder in an in-service or virtual setting. Students practice direct application of administrative and coding functions of a professional medical biller and coder. Prerequisite: Prerequisite: MIB240, MIB250, and MIB260. Lecture Hours: 0; Externship Hours: 135.

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.

PSY220 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.

PSY225 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.

PSY240 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.

PSY250 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.

SCI110 Principles of Biology 4.5 credits
This course serves as an in-depth exploration of selected biological concepts connected to current, relevant topics and emphasizing an understanding of science as a way of obtaining knowledge. Prerequisite: None.

SCI115 Introduction to Computer Literacy 4.5 credits
This course covers basic computer concepts including hardware components and the application of software programs. Topics include components of a computer system (CPU, memory, ports, busses, etc.), operating systems and utilities programs, communication and network, ethical issues, and usage of the Internet. This course also covers the use of word processing software to generate business documents, including the use of spreadsheets. Students learn how to create, modify, insert formulas, use what-if-analysis/goal seek concepts, and format worksheets professionally. In addition, the course covers the use of database software and concepts such as creating tables, queries, forms, and reports, and the use of presentation software and personal information management software such as Outlook. Prerequisites: None.

SCI210 Environmental Science 4.5 credits
This course investigates the impact of a variety of factors both human and natural that affect the environment. Through the study of authentic environmental situations, students engage in investigations and labs to determine causal relationships and suggest remedies. Prerequisite: None.

SCI211 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.

SCI212 Nutritional Science 4.5 credits
This course centers on an explanation of the basic principles of nutrition and their relationship to health. The structure, functions, and sources of nutrients, including carbohydrates, fats, vitamins, minerals, and water are discussed. Current issues in nutrition are reviewed, including dietary guidelines, energy balance, food proportions/preparation, and dietary fats. Prerequisite: None. Lecture Hours: 35; Lab hours: 20

SCI230 Human Biology 4.5 credits
This course focuses on the foundations of the structure and function of the human body. Information presented in this course serves as framework for understanding health and disease. Study begins with basic terminology and cell structure and extends to a survey of the organ systems. Prerequisite: None.

SCI231 Diseases of the Human Body 4.5 credits
This course is an introduction to diseases and disorders of the human body. The course will include an introduction to basic signs and symptoms along with etiology, diagnosis and treatment options. 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 (on-ground students only) and supplemental instructional fees. Prerequisite: None. Lecture Hours: 30; Lab Hours: 30.
Note: Online students are responsible for obtaining lab materials to complete lab activities. These are easily obtained, everyday materials.

SCI260 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.
Graduate Policies

Graduate Admission

The application process requires the following steps for domestic graduate students. Interested students may submit documents in person, via fax, e-mail, 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 English language requirement, if English is not the primary language.
- Submit official bachelor’s degree transcript, official master’s degree transcript, or equivalent.
- Submit official transcripts or equivalent from all colleges or universities attended, if applicable.
- Students submitting international educational credentials must provide an original or certified copy of the documentation, along with an official evaluation from an evaluation agency that is a member of the National Association of Credential Evaluation Services - NACES (www.naces.org) or the Association of International Credential Evaluators – AICE (www.aice-eval.org), or completed by the American Association of College Registrars and Admissions Officers (AACRAO) own International Educational Services. Education credentials recorded in a language other than English must be accompanied by an official translation completed by one of the aforementioned agencies. The evaluation alone will not serve as a translation.
- 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:
  o A 2.5 grade point average on a 4.0 scale for undergraduate work supportive of their field of study
  o 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 employment documentation or resume is required. The student may be required to complete undergraduate foundation courses.

Students admitted without a 2.5 bachelor’s GPA must also submit a letter of intent to complete the program explaining the low GPA and strategy for success in the master’s program and a resume. In the case he/she does not have three years of working experience, a letter of recommendation from a supervisor.
Students who wish to upgrade from an undergraduate to graduate degree may do so through the Office of Admissions.

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 SEVP 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 (SEVP) 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 SEVP, 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, e-mail 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 advising, 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.

**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.

Students submitting international educational credentials for evaluation of transfer credit must provide an original or certified copy of the documentation, along with an official evaluation from an evaluation agency that is a member of the National Association of Credential Evaluation Services - NACES (www.naces.org) or the Association of International Credential Evaluators – AICE (www.aice-eval.org), or completed by the American Association of College Registrars and Admissions Officers (AACRAO) own International Educational Services. A course by course evaluation may be required. Education credentials recorded in a language other than English must be accompanied by an official translation completed by one of the aforementioned agencies. The evaluation alone will not serve as a translation.

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 calendar days of the start of the term. 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.

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.

<table>
<thead>
<tr>
<th>Degree</th>
<th>Transfer Credits Allowed</th>
<th>Credits at Stratford</th>
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</thead>
<tbody>
<tr>
<td>Master</td>
<td>27 credits</td>
<td>27 credits</td>
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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 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. PLAR may not be used for capstone or externship courses. 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.
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.

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.

Grades

The formal grading system utilized by Stratford University conforms to recognized educational standards. Grades 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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
<th>Description A</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>Excellent</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>Average</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>Poor</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>Very Poor</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>Failing</td>
</tr>
<tr>
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<td>0.00</td>
<td>Audited Course</td>
</tr>
<tr>
<td>CE</td>
<td>0.00</td>
<td>Credit by Exam</td>
</tr>
<tr>
<td>CR</td>
<td>0.00</td>
<td>Previous Experience Credit</td>
</tr>
<tr>
<td>I</td>
<td>0.00</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>
Academic Progress Policy

The Satisfactory Academic Progress (SAP) policy for both Graduate and Undergraduate students is described on p. 46.

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
- Enrollment at the University in the last term
- Achieve a minimum GPA of 3.0
- Complete at least 50% of the program credits at the University
- 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 president. 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

An academic staff and facilities support the Stratford graduate programs. Research-driven academic projects are central to the educational structure. Projects may include computer networking, satellite system design, signal processing, microelectronics, website design, database design, 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

International Hospitality Management, Master of Science

The mission of the Master of Science in International Hospitality Management program is to prepare tomorrow’s leaders in the highly competitive international hospitality field. This program offers a natural progression from the undergraduate to graduate program and seeks to provide entry-level and seasoned hospitality professionals with the skills and knowledge they need to stand out and advance in the hospitality industry.

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

At the end of the program, students are able to:

- Develop a plan for executing an industry event.
- Evaluate accounting and fiscal planning strategies used in the global market.
- Construct sales, marketing, and operational plans appropriate for the international hospitality industry.
- Evaluate information from various sources to make decisions and provide leadership within the resort, hospitality, recreation, and tourism profession.
- Differentiate the management practices and critical thinking strategies to solve problems within hospitality organizations.

This program typically takes 28 months to complete for part-time enrollment and 14 months to complete for students enrolled full-time.

Required courses for MS International Hospitality Management (12 core) = 12 courses or 54 credit hours
Core Requirements (12 courses or 54 credits)
EBM502 ......Research Methods 4.5
EBM520 ......Human Resource Management 4.5
EBM554 ......Global Economics 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

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 Economics 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: None.

Student Services

Academic Advising

Students receive academic advising at a minimum, once a term, as well as 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.

Online students may contact their academic advisors via e-mail or phone. The University provides academic counseling and support to students who are not meeting Satisfactory Academic Progress (SAP). Students are strongly encouraged to schedule an appointment with their Academic Advisor at least once a month and bi-weekly when they are on a SAP level.

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: academic tutoring, housing, transportation, and child care resources.

Student Support Services also houses resources for students with disabilities. Students 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.

Learning Resource Center

The learning resource center at each location serves the study and research needs of the students, faculty, and staff of Stratford University. The learning resource center collection and resources consist of various media types including books, DVDs, periodicals, databases, and electronic resources. While the size and scope of the learning resource center at each campus varies based on the size of the student body, the learning resource center remains a central resource to each campus community, with appropriate print and
digital media resources, Internet and database access, and professional staff. The libraries at all locations offer research assistance to students.

**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 accommodating of most student schedules. Online students receive an online orientation. 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 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. Scheduling priority is given to courses where the instructor requires technology to support the delivery of instruction and where the technology is used on a regular basis. Specialized classrooms have been equipped with information technology equipment, laboratory equipment and supplies, as well as specialized resources as needed in the culinary and the health sciences 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 www.stratford.edu/mso.

International Student Office

The Falls Church campus houses the International Student Office and provides support for international students including admissions assistance and obtaining F-1/J-1 visas, transferring universities, securing housing, travelling inside and outside the U.S., obtaining CPT and OPT employment authorization, and advice for securing H-1 visas. The office serves as the gateway to Stratford for the international student community at the Falls Church campus. For other campuses, international student support is available through the Office of Admissions.

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).

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 recreational, 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.

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 readily available at all campuses and is free to inquiring and current students. Parking lots are lighted, well secured, and have clearly marked spaces for handicapped parking. Stratford University is not liable for any vehicle damage occurring in the parking lots. Students and University guests are responsible for their possessions at all times while on-campus.

University Policies

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. Tuition and fees are reviewed annually; tuition changes do not occur mid-term; changes to tuition are communicated at least two terms in advance.

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 president 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 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 first to the appropriate designated department representative and if still unresolved, to the campus president. The decision of the campus president 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 compliant.

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 to the appropriate designated department representative. The student has the right to present information regarding the complaint for which the department representative will investigate. If not resolved, the complaint may be taken to the campus president. The decision of the campus president 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 compliant.

Non-academic complaints should be addressed to the department or office in which the problem originated within thirty days.

Complaints not resolved at the department or office level may be referred in writing (e-mail or letter sent by post) to the office or department supervisor. The student has the right to present information regarding the complaint for which the department representative will investigate. If students are not satisfied with the resolution of a problem by a supervisor, they may refer the concern to the campus president. The decision of the campus president regarding the issue or issues of concern is final. Final decisions are issued within five business days of receipt of the compliant.

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
1350 Eye Street NW Suite 560
Washington, DC 20005
(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
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
https://mhec.maryland.gov/institutions_training/Pages/career/pcs/complaint.aspx

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
customer@oag.state.md.us 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
https://www.schev.edu/index/students-and-parents/resources/student-complaints/

The Virginia State Approving Agency (SAA), is the approving authority of education and training programs for Virginia. Our office investigates complaints of GI Bill beneficiaries. While most complains should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact the Virginia SAA via email saa@dvs.virginia.gov.

Other Non-Academic Grievances: Title IX

Stratford University does not discriminate based on sex in education programs and activities. To ensure compliance with Title IX of the Educational Amendments of 1972 regulations, the grievance procedures outlined below are applicable to non-academic student concerns and complaints which include complaints of unlawful discrimination or unfair treatment based on gender.

Stage 1 Reporting: Since grievances should be handled and settled in a timely manner, a grievance should be raised as soon as the event occurs or the student gains knowledge of it. All discrimination or harassment matters should be brought to the immediate attention of the campus president and the campus president
will assist the student in completing a formal grievance form and incident report to be submitted to the Title IX coordinator. To avoid further issues, the campus president can offer an immediate resolution to ensure the student’s compliant is handled promptly. The student will be informed in writing of the next steps and be informed of the investigation process.

Stage 2 Investigation: A student has the right to have their grievance investigated and the university reserves the right to investigate reported grievances. During the investigation process, the coordinator will follow all procedures and responsibilities of Title IX to determine grounds for reporting, validity of grievance and reasonable actions to be taken by the university. The alleged offender will be notified of a complaint filed against them via e-mail and mailed letter. The alleged offender will have 10 days to respond to the grievance by providing a written statement. During this time, the reporter and alleged offender maybe interviewed and evidence may be requested. The process of investigation must be completed within 30 days of the report being filed and the complainant must be notified of any updates during this time.

Stage 3 University Response: The coordinator lawfully acts on the behalf of the university and all responses and reasonable disciplinary actions taken by the university are at the discretion of the coordinator. Once an investigation is completed, the campus president is notified of the actions to be taken and the complainant and alleged offender are both notified of the decision and actions being taken by the university via e-mail and mailed letter. The complainant and alleged offender have a right to appeal the actions taken by the university in writing; this should be sent to the coordinator within 5 business days of e-mail being sent. Should no appeal be made, the action taken will stand and be entered into the student disciplinary record of the offender.

Appeal of Disciplinary Action Taken: Should the disciplinary action taken not be found satisfactory or should the allege offender disagree with the action taken, a written appeal can be filed and submitted to the University Compliance Office. The Compliance Office will review the information from the coordinator and may request any additional information from the complainant and alleged offender if needed. During the appeal process, the action taken by the university will stand until further notice is provided to the parties involved. The Compliance Office will take no more than 15 business days to approve or modify the decision of the Title IX Coordinator. Should the Compliance Office decide to rescind the decision, a letter of rescindment will be sent to the parties involved and filed in the student’s record.

The decision of the Compliance Office is final. Should an involved party find the decision unsatisfactory, they have the right to legal counsel.

For more information or to report a sexual harassment, sexual misconduct or discrimination report to titleix@stratford.edu.

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, or the campus president. 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 president. 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:

- 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
- Academic or non-academic dishonesty of any kind
- Failure to maintain Satisfactory Academic Progress
- 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 president 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 are selected based on their availability and avoidance of any conflict of interest that might jeopardize a fair hearing for the student. The Review Committee hears the appeal in a timely manner. The student has the right to call witnesses during the hearing and the campus president presents the case against the student. The Review Board’s decision is submitted in writing and the 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 6:00 AM 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 president determines 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 president’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 clinical, 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: Requesting Accommodations**

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 non-directory information from third parties unless the student requests, in writing, for the information to be released. The University defines directory information as name, address (local, permanent, and electronic mail), telephone numbers, date and place of birth, program(s) undertaken, credit completed, dates of attendance, enrollment status (full-time, part-time, not enrolled), date of graduation, degrees and awards received, grade recognitions, and student activities. The University has adopted policies and procedures which permits students the opportunity to view their educational records upon request. Educational records are 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 93380
- 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

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](http://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 their personal safety and 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, substance, or other normally innocuous device modified that is designed to inflict a wound, cause injury or incapacitate. 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 president 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, e-mail, 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, e-mail, 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.

E-mail

All students are given a Stratford specific e-mail address. The University prefers students use this e-mail for all University correspondence. Student may have this e-mail forwarded to a private e-mail 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 e-mail 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 build into iPad models.
Supported by Stratford University.

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<tr>
<th>PC</th>
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<th>Apple iPad</th>
<th>Microsoft Surface Pro</th>
<th>Android Tablet ††</th>
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<td>Microsoft Windows 8.1 Pro or greater</td>
<td>Android 4.4.x (KitKat) or greater</td>
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<td>Software Requirements</td>
<td>Microsoft Office 2010 (or greater) or Office365**</td>
<td>Microsoft Office 2011 for Mac (or greater) or Office 365 †</td>
<td>Microsoft Office 365 Apps (Free in AppStore) †</td>
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<td>Resolution</td>
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<td>1920x1280 or greater</td>
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<td><strong>Additional Requirements</strong></td>
<td>DVD Optical Drive (internal or external)</td>
<td>Webcam/microphone (built-in or external)</td>
<td>Protective Cover with Integrated Keyboard (highly recommended)</td>
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<td>USB 2.0 and/or USB 3.0 port(s)</td>
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<td>USB Thumb Drive suggested for transferring files</td>
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