

# 20192020

Student Handbook // Volume 32 // Effective July 2019 - June 2020



## A MESSAGE FROM THE PRESIDENT



Welcome to Grantham University! It is with great pride that I present to you the Student Handbook. Whether you are already enrolled for classes or are investigating your education options, Grantham's core values of excellence, diversity and a commitment to serving those who serve is nowhere more evident than within these pages. The Student Handbook is a repository for the most important information that impacts staff, faculty and students on the deepest levels. You'll find Grantham's history and mission, as well as the policies, procedures, services and outreach that move our students closer to their education, career and life-long goals.

It's certainly an exciting time to be a Fighting Eagle! Since our founding in 1951, Grantham has become an industry leader in providing affordable, quality education in an accessible online environment. With over 50 certificate, undergraduate and graduate degree programs, we strive to offer flexible, accredited and convenient education that leads our graduates to careers in rapidly growing and in-demand fields like Nursing and Allied Health, Engineering and Technology, Business, Criminal Justice and so much more.

With a commitment to the United States military and its veterans, Grantham has also become one of the top Military Friendly Universities, ranking sixth on the Military Times' Best for Vets list for more than a decade. Our military education benefits and numerous funding options place education and personal betterment in the hands of those who have served our nation with honor. These commitments have played a crucial role in Grantham's prestigious designation as a Purple Heart University. Our commitment to serving extends to all forms of heroes in our communities, from first responders and civil servants to working mothers; we are dedicated to making education accessible and affordable to those who sacrifice on the behalf of others.

At Grantham, we take nothing more seriously than our commitment to our students. That is perhaps the only thing we cannot accurately convey in this Handbook. It is only through impactful experiences with our world-class faculty, your fellow classmates and our team of the most dedicated student advisors you could ever meet, that you will fully know what it means to be a member of the Grantham family. We are glad to embark on this journey with you, to stand by your side throughout your studies and to be there when you achieve your dreams.

I personally wish you the best of luck in your academic pursuits!

Sincerely,

A handwritten signature in black ink that reads "Anthony R. Petroy". The signature is written in a cursive, flowing style.

Dr. Anthony R. Petroy  
President  
Grantham University

# GRANTHAM UNIVERSITY

## STUDENT HANDBOOK

201907

[grantham.edu](http://grantham.edu) | [admissions@grantham.edu](mailto:admissions@grantham.edu)

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## GRANTHAM UNIVERSITY – A TRADITION OF SERVICE

*Grantham University is proud of its history, which spans nearly seven decades and exemplifies continuous commitment of service to the Armed Forces of the United States of America, veterans, active guard and their families, as well as public agency staff and students from around the world. Grantham University is 100 percent online with administrative offices located at 16025 West 113th Street in Lenexa, Kansas 66219. The University offers certificates, associate, baccalaureate and master's degree*

*programs that position its graduates for success in their chosen career paths.*

### VISION

Grantham University is committed to being a globally recognized innovator in higher education, serving those who serve® and serving those who strive to make a difference in their professional lives and community.

### MISSION

To provide quality, accessible, affordable, professionally relevant programs in a continuously changing global society.

## CORE PROFESSIONAL COMPETENCIES – A TRADITION OF QUALITY

Grantham University provides online programs of study across multiple disciplines. The common denominator in all these programs consists of key skill sets that we believe our students need to hone in order to become successful in their personal and professional lives. We call these skill sets “core professional competencies.” The six CPCs are derived from careful examination of general education requirements, as well as recommendations from the National Association of Colleges and Employers annual job outlook survey. We seek to infuse our curriculum with educational opportunities and assignments that help students develop:

- **Communication:** Formulating and expressing thoughts and ideas effectively using oral, written and non-verbal communication skills in person, in writing and in a digital world
- **Distributed Collaboration:** Working effectively across distributed locations and asynchronously to achieve a common goal through relationship-building, shared responsibility, empathy and respect.
- **Professional and Social Responsibilities:** Engaging in social responsibility through seeking justice, valuing diversity, respecting the environment; demonstrating professionalism through integrity, mutual accountability and ethical behavior. This includes considering the social and global impact of individual and organizational decisions and an awareness of and adherence to regulations, professional standards and industry best practices.
- **Critical thinking/problem solving:** Using analytical reasoning when gathering and evaluating relevant information to effectively formulate possible solutions for an issue, problem or a variety of issues. This includes the ability to recognize potential consequences of a decision.

➤ **Career Management:** Identifying knowledge, skills, abilities, and personal strengths and experiences necessary to pursue career goals; recognizing areas for professional growth, how to navigate and explore job options and to self-advocate for opportunities in the workplace

➤ **Data Aptitude:** Developing information literacy and the capacity to manage data with subsequent finding, structuring, evaluating and interpreting in order to provide meaningful analysis to accomplish a specific purpose

By incorporating these competencies into each program of study, Grantham ensures that graduates are prepared to succeed in varied professional and civic settings.

### CORE VALUES

Grantham University faculty, administration and staff are committed to:

- **Accessibility and Affordability:** Grantham University demonstrates commitment to accessibility and affordability of higher education by facilitating learning that fits into the student's schedule and by seeking efficiencies that keep programs affordable.
- **Diversity:** Grantham University affirms its commitment to an inclusive community by making its academic programs, educational services and employment opportunities available to all qualified individuals and by encouraging tolerance, mutual respect and acceptance of differences throughout the institution. The University believes diversity enhances its institutional culture, improves productivity and prepares its graduates to participate effectively in the global community.
- **Education and Service to Those Who Serve:** Grantham University honors those who serve our country and our communities. We are dedicated to the provision of affordable

and uniquely accessible programs and support to these deserving students.

- ▶ **Excellence and Innovation:** Grantham University maintains a strong commitment to high standards in all aspects of its academic programs, learning outcomes and student support services, seeking continuously to strengthen and improve the effectiveness of its academic programs and operations, as well as creative and effective ways to meet the diverse needs of its student population.
- ▶ **Student-centric Success:** Grantham University places the academic and personal success of its students at the center of all University functions, services, activities and academic

programs. The University also follows best practices to facilitate student development and success from the point of entry to degree completion.

- ▶ **Institutional Integrity:** Grantham University commits all students, faculty, staff and administrators to uphold the highest standards of integrity, honesty and personal responsibility.

To provide a quality academic experience, the University is committed to continually assessing and reevaluating every aspect of its academic model. The University endeavors to build an institutional culture grounded in candor, transparency and best professional practices.

## HISTORY OF GRANTHAM UNIVERSITY – A TRADITION OF HIGHER EDUCATION

*Grantham University, founded in 1951, is one of the oldest private, postsecondary, degree-granting distance education universities in the United States.*

World War II Veteran Donald Grantham understood how the G.I. Bill® and its education benefits would transform the lives of returning service members and their families. He founded the Grantham Radio License School in Los Angeles, California, and soon thereafter, the name was changed to Grantham School of Electronics. The School opened a second site in Washington, D.C., in 1955. In the years to follow, additional campuses were opened in Seattle, Washington; Kansas City, Missouri; and Hollywood, Florida. At one time, GSE's facilities also included the Grantham Electronics Institute Labs in Washington, D.C.; Falls Church, Virginia; and Dania, Florida. A second Los Angeles campus was established in 1974.

In 1961, GSE became accredited by the Distance Education Accrediting Commission, which received formal recognition by the Department of Education as a nationally recognized accrediting agency in 1959. After that date, Grantham delivered accredited programs to an adult student population both in the classroom and at a distance to serve a geographically dispersed student body of active-duty service members.

In 1968, GSE became the Grantham College of Engineering. Over the years, GCE consolidated all of its activities to one location in Los Angeles, California, to offer only distance learning programs. In 1990, GCE received approval to operate in and relocated to the State of Louisiana, and in 1993, became licensed by the Louisiana Board of Regents. In 2002, GCE launched its Business School and simultaneously became Grantham University. From 2002 to 2005, Grantham expanded its degree offerings by adding the criminal justice program and master's degree programs.

In August 2005, Hurricane Katrina destroyed all but one building on the Grantham campus in Slidell, Louisiana. Afterward, Grantham relocated to Kansas City, Missouri. In that same year, the

Department of Higher Education certified Grantham to operate in the state of Missouri.

In 2009, Grantham University adapted new technology for both a student management system (Banner) and a learning management system (ANGEL). In November 2009, Grantham University received both DEAC and MDHE approval to offer associate through master's-level allied health degrees. In January 2010, Grantham received both DEAC and MDHE approval to offer an RN to BSN nursing degree completion program and a Master of Science in Nursing.

In 2014, the University transitioned to the Learn platform, following Blackboard's acquisition of ANGEL. In March of the same year, after outgrowing its Kansas City facility, the University relocated to Lenexa, Kansas, where it houses its administrative offices, including its admissions, business office, academics and student support staff. The University's book distribution center remains in Kansas City, Missouri.

Grantham offers its degrees and certificates under the authority of the Kansas Board of Regents, as well as the Distance Education Accrediting Commission, which accredits Grantham as a degree-granting institution.

Grantham University's administrative and academic staff and faculty continually upgrade the University's metrics, systems, research, processes, curriculum and instruction to facilitate student learning from locations across the globe and to enhance the overall student experience.

In a technology-driven world, working adults who wish to keep pace require a dependable, flexible way to obtain specialized knowledge and training to be competitive in the workforce. Distance learning is widely accepted and extensively used as an effective form of achieving such education in a convenient, accessible manner. Having provided distance learning for nearly seven decades, Grantham continues to be a leader in the field.

# GRANTHAM UNIVERSITY GOVERNANCE – A TRADITION OF COMMITMENT

The University is governed by an independent Board of Governors, which operates under the bylaws and charter of the University with complete oversight of all programmatic components of Grantham. The Board is comprised of the following Governors:

LTG Thomas G. Rhame (Ret.), U.S. Army - Chairman

CMDR Everett Alvarez, Jr. (Ret.), U.S. Navy

John Ashford

Harry Hagerty

Carol A. Romano, Ph.D. (Ret.), USPHS

CSM Lindsey Streeter (Ret.), U.S. Army

## ADMINISTRATION

Anthony R. Petroy, D.M., President

Baz Abouelenein, D.M., Vice President of Information Technology / Chief Information Officer

Lindsay Bridgeman, Vice President of Student Financial Services

Aimee Brown, Vice President of Marketing

Sara Estes, Controller

Tracy Gallery, Vice President of Human Resources

Benjamin Hoster, Vice President of Business Intelligence

Jared Parlette, Vice President of Student Enrollment

Stephen Rentschler, Associate Vice President of Marketing

Chad Wolfer, Associate Provost / Registrar

## UNIVERSITY FACULTY

### PRESIDENT

Anthony R. Petroy, D.M.

### DEANS

#### College of Arts and Sciences

David Marker, Ph.D.

#### College of Engineering and Computer Science

Nancy Miller, Ph.D.

#### Mark Skousen School of Business

David Marker, Ph.D.

#### College of Nursing and Allied Health

Cheryl Rules, Ph.D., M.S.N., R.N., CCRN-K, CNE

### FACULTY

A complete listing of University faculty can be found at:

[grantham.edu/about-grantham/university-faculty/](http://grantham.edu/about-grantham/university-faculty/)

### CONTACT INFORMATION

**Faculty Availability and Office Hours:** Each faculty member holds a minimum of one office hour per week to assist students. Specific times are located inside the course on the Instructor Information page. Faculty also have asynchronous group office hours via a discussion forum in the course four days throughout the week. In addition, faculty are available through email and respond within two calendar days. Full-time faculty have a four-digit telephone extension and can be reached during regular business hours, Monday through Friday.

## OWNERSHIP

*Grantham University Inc., a Kansas corporation, is a wholly owned subsidiary of The Level Playing Field Corporation, a Delaware corporation.*

## ACCREDITATION AND CERTIFICATION – A TRADITION OF STANDARDS

Grantham University has been continuously accredited by the Distance Education Accrediting Commission since 1961. All programs of instruction offered by Grantham have been examined by independent, objective subject matter experts and have been found to meet or exceed DEAC's published academic and ethical standards.

DEAC was founded in 1926 and is presently listed (and has been since 1959) by the U.S. Department of Education as a "nationally recognized accrediting agency." DEAC is reviewed periodically by the U.S. Department of Education to make certain it meets the criteria for federal recognition. DEAC is also recognized by the Council for Higher Education Accreditation, a non-governmental agency that reviews and recognizes organizations that accredit degree-granting institutions. DEAC ([deac.org](http://deac.org)) is located at 1101 17th Street NW, Suite 808, Washington, D.C. 20036 and may be reached by phone at (202) 234-5100.

Grantham University is approved and legally authorized to provide postsecondary education by the Kansas Board of Regents, the authority by which Grantham confers degrees.

In accordance with the U.S. Department of Education's regulation (34 C.F.R. §600.9) regarding legal authorization to provide postsecondary education through distance or correspondence courses in a state in which it is not physically located or in which it is otherwise subject to State jurisdiction as determined by the State, Grantham University makes every effort to receive authorization from each state in which its distance/online students reside.

The National Council for State Authorization Reciprocity Agreements ([nc-sara.org](http://nc-sara.org)) is a voluntary, regional approach to state oversight of postsecondary distance education. The initiative is administered by the country's four regional higher education compacts: the Midwestern Higher Education Compact, the New England Board of Higher Education, the Southern Regional Education Board and the Western Interstate Commission for Higher Education, which are overseen by NC-SARA. States and institutions that choose to participate agree to operate under common standards and procedures, providing a more uniform and less costly regulatory environment for institutions, more focused oversight responsibilities for states and better resolution of student complaints.

The state of Kansas was approved as a SARA state on November 17, 2014. The Kansas Board of Regents serves as the portal agency for Kansas SARA.

On June 4, 2015, Grantham University became an institutional participant in the National Council for State Authorization Reciprocity Agreements initiative. With this membership, Grantham University programs are automatically available to students who reside in participating states.

Grantham University is registered by the Bureau for Private Postsecondary Education as an Out-of-State Institution under the California Private Postsecondary Education Act of 2009.

Grantham University has received specialized accreditation for its business programs through the International Assembly for Collegiate Business Education, 11374 Strang Line Road in Lenexa, Kansas, USA; phone: (913) 631-3309; web: [iacbe.org/](http://iacbe.org/). The programs in the following degrees are accredited by the IACBE:

- ◆ Master of Business Administration
- ◆ Master of Business Administration in Information Management
- ◆ Master of Business Administration in Project Management
- ◆ Master of Science in Business Intelligence
- ◆ Master of Science in Performance Improvement
- ◆ Master of Business Administration - Financial Planning
- ◆ Bachelor of Business Administration with a concentration in:
  - Human Resource Management
  - General Management
  - Logistics and Supply Chain Management
  - Marketing
  - Operations Management
  - Procurement and Contract Management
- ◆ Bachelor of Science in Accounting
- ◆ Bachelor of Science in Business Administration

The College of Nursing has initial accreditation by the Accreditation Commission for Education in Nursing, 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; phone: (404) 975-5000, web: [acenursing.org](http://acenursing.org). The following programs are included:

- ◆ RN-BSN Degree Completion
- ◆ Master of Science in Nursing
  - Case Management
  - Nursing Management & Organizational Leadership
  - Nursing Education
  - Nursing Informatics

The Bachelor of Science degree program in Electronics Engineering Technology is accredited by the Engineering Technology Accreditation Commission of ABET, [abet.org](http://abet.org).



# COMPUTER HARDWARE REQUIREMENTS

Grantham University provides limited technical support for course-related software applications and online resources. The listed computer requirements are expected to work for most students under most conditions. There could be situations where hardware limitations or software compatibility issues might prevent customer support from addressing student technical issues. In these cases, it is up to the student to procure third-party assistance in handling any technical issues. Further, there are courses that will have additional technical requirements and those will supersede the specifications listed below. Please consult the individual course description in the University Catalog for those requirements prior to registration.

The online learning environment at Grantham University is comprised of multiple technologies working in conjunction with each other. This requires that the student's computer meet the following minimum technical requirements. Further, depending on various combinations of operating system, different versions of software will be required to provide an optimal learning experience.

## COMPUTER HARDWARE REQUIREMENTS

- ▶ One of the following operating systems with sufficient rights on the device to install software:
  - Windows 8 (or higher) or Mac OS 10.12 (or higher)
- ▶ One of the following web browsers with the ability to allow popups.
  - Chrome 56 (or higher)
  - Edge 30 (or higher)
  - Firefox 50 (or higher)
  - Safari 11 (or higher)
- ▶ Adobe Flash Player 32 (or higher)
- ▶ Broadband internet connection 1Mbps or faster
- ▶ Oracle JRE (Java) 7 or 8
- ▶ Acrobat Reader version 2015 (or higher)
- ▶ Webcam

# SPECIAL TECHNICAL CONSIDERATIONS

## ELECTRONIC BOOKS (E-BOOKS)

Many Grantham courses utilize e-books in addition to printed materials. Accessing an e-book provided with a course can be accomplished on multiple devices that include iOS, Android, Mac, PC and web browser. If your e-book is being supplied by an outside vendor, specific device and version compatibility information can be found on the vendor company website.

## PROCTORED EXAMS

Grantham utilizes a third-party product for performing proctored exams, for which there are specific requirements that ensure the process is successful. In addition to necessary computer software, a webcam will be required for all proctored exams.

## APPLE MACS

Macs are capable of navigating Grantham's web-based applications; however, Grantham cannot guarantee full functionality. The student is ultimately responsible for remedying any incompatibilities between the Mac platform and the Grantham online learning environment. Several courses require the installation of third-party software. This software may or may not be compatible with Macs. It is the student's responsibility to run the software on a compatible platform.

## MICROSOFT SOFTWARE

Many Grantham courses will require the use of additional Microsoft software. This software will require the ability to extract and install from downloaded ISO files. Each version of Microsoft Windows will handle this in different ways. The most common form is to burn the ISO to a CD/DVD ROM and then run the installation program or to utilize a "virtual drive" software that will allow an ISO file to appear as an additional drive.

## ENGINEERING TECHNOLOGY STUDENTS

Courses in the engineering technology programs require a CD/DVD ROM in order to install software.

## LINKS TO THIRD-PARTY SOFTWARE VENDOR SUPPORT INFORMATION

The following links are provided to assist the student with the Blackboard environment:

### Blackboard Learn Environment:

[help.blackboard.com/Learn](http://help.blackboard.com/Learn)

### Blackboard Collaborate Environment:

[blackboard.com/online-collaborative-learning/blackboard-collaborate.html](http://blackboard.com/online-collaborative-learning/blackboard-collaborate.html)

# ADMISSION, TRANSFER CREDIT AND REQUIREMENTS

*Grantham University does not discriminate on the basis of race, color, national or ethnic origin in admitting students to its programs or in administering its educational policies, scholarships*

*or other University programs. Admission policies are based on inclusiveness — Grantham believes everyone should have the opportunity to pursue a college degree.*

## 1.1 ADMISSIONS

### GENERAL ADMISSIONS REQUIREMENTS

Students are required to submit an enrollment application. Upon receipt, the University will commence the review and assessment process.

Grantham accepts applications on a continuous basis throughout the year. Students have the option of enrolling as a degree candidate or on a course-by-course basis (non-degree). Enrollment with non-matriculating status is limited to course attempts totaling 24 semester credit hours.

In determining whether an applicant possesses the necessary readiness and qualification and should be admitted to one of Grantham's academic programs, the University reserves the right to consider and evaluate a wide range of factors and information including the applicant's background and public information. This background screening is conducted to verify the applicant's identity, academic intent and qualification, and may include the following information:

- Professional/employment history
- Previous or current address and information about a person's residence
- Personally identifiable information
- Status of citizenship
- Prior post-secondary educational background
- Social information

This information, generally available through public records, is used for screenings in conformity with all federal and state laws, including the Fair Credit Reporting Act.

Grantham University has established processes to verify that a student registered in a course or program is the same student who participates in and completes the course or program and receives the academic credit. [The Student Identity Verification Policy](#) is applicable to all Grantham University students beginning with the application for admission and continuing through graduation, transfer or withdrawal from the University.

Applicants/students must have ready access to a computer meeting standards outlined in the [Computer Hardware Requirements](#) and must have reliable, high-speed internet. Failure to meet and

maintain these standards may result in either denied admission or removal from courses. Additionally, some degree/certificate programs require the ability to download and install software. In those instances, failure to do so may also result in denied admission or removal from courses.

### ENGLISH LANGUAGE PROFICIENCY

Applicants with secondary or previous education in a foreign country must demonstrate English language proficiency. Proficiency may be demonstrated by submission of an acceptable Test of English as a Foreign Language, Test of English for International Communication, International English Language Test or proof that the language of instruction for the secondary or postsecondary credentialing institution was English. Transcript evaluations may be completed on unofficial transcripts; however, official documentation must be received and verified before admission is granted and applicants may enroll.

**Undergraduate:** A minimum score of 500 on the paper-based TOEFL or 61 on the internet-based TOEFL, 6.0 on the IELTS, or 44 on the PTE Academic Score Report

**Graduate:** A minimum score of 530 on the paper-based TOEFL or 71 on the internet-based TOEFL, 6.5 on the IELTS, or 50 on the PTE Academic Score Report

### UNDERGRADUATE ADMISSIONS

Grantham University requires completion of high school or its equivalent for admission into Grantham's undergraduate and certificate programs. If the University is unable to verify successful completion of high school or its equivalent, it is the student's responsibility to ensure that proof of high school completion or its equivalent is provided prior to the release of federal financial aid in the student's first term of enrollment. Failure to comply with this requirement may result in immediate dismissal from the University and forfeiture of credits. Verification documentation that satisfies requirements is approved by the Registrar.

Examples of acceptable verification include:

- Copy of high school diploma or transcript (An earned IEP or Special Education Diploma or Certificate of Completion based upon IEP goals does not meet the regular high school diploma requirement and will not be accepted by Grantham University.)

- ▶ Copy of GED or state certificate awarded after passing an authorized test that the state recognizes as equivalent to a high school diploma
- ▶ Official transcript indicating a qualifying associate, bachelor's or master's degree awarded from any school accredited by an accrediting body recognized by the U.S. Department of Education or the Council for Higher Education Accreditation or foreign equivalent
- ▶ Official proof of 60 or more transferable semester hours taken at the college or university level
- ▶ If a prospective student earned an international high school diploma, a copy of an approved Foreign Evaluation Services report showing an equivalent to U.S. high school completion

Students will be classified as conditionally enrolled until official proof of high school graduation or equivalency is received. Appropriate documentation as described above must be received and verified by the Registrar's office by the 49th calendar day of the first term. If it is determined prior to day 49 of the term that students did not earn a standard high school diploma or its equivalent, they will be removed from their current terms as well as future terms.

Students below the compulsory age of secondary school attendance will not be permitted to enroll until it is determined that enrollment will not be detrimental to their success at the secondary level.

Prospective students who provide false or altered admissions documentation to include transcripts for potential transfer credit will be denied admission to Grantham University with no chance for future enrollment. Any pending financial aid will be reviewed and disposition determined.

### Home School Applicants

Grantham University requires homeschooled students to show proof that they successfully completed their state's requirements for high school graduation. Homeschooled students are responsible for compliance with all requirements for their state. An official transcript is required to demonstrate that high school graduation requirements are met. Official transcripts provided by the individual responsible for the home school should include course descriptions with curriculum, grades and records of attendance. The person in charge of the home school program will be responsible for verifying the transcript as official.

### Current High School Applicants

A high school student who wishes to enroll at Grantham University (while concurrently attending high school or home-school) may apply for admission as a non-degree or non-certificate seeking student and may enroll in no more than four credit hours (undergraduate coursework) per term.

Exceptions may be granted by the Chief Academic Officer for students wishing to enroll in more than four credit hours. High school applicants must submit a copy of their official high school

transcript with a minimum 3.0 CGPA to be considered for admission as a non-degree or non-certificate seeking student.

The prospective student must also demonstrate one of the following:

- ▶ ACT with a minimum average selection index of 18
- ▶ SAT with a minimum average selection index of 440 Math and 440 English
- ▶ PSAT with a minimum average selection index of 147
- ▶ Successful completion (grade C or higher) of college coursework in which college credit was earned
- ▶ A recommendation and written permission from a high school guidance counselor

Upon successful completion of high school or its equivalent, students must provide proof of high school completion or its equivalent before they will be allowed to enroll into degree or certificate course attempts totaling 24 semester-credit hours.

### Alternative Documentation of High School Completion

When documentation of high school completion is unavailable (e.g., the school is closed and no information is available from another source, such as the school district or state department of education, or the parent or guardian who homeschooled the student is deceased) the following documentation is acceptable:

- ▶ Form DD214: Veterans may submit a DD214 that indicates high school graduation (please note that not all DD214 documents contain this information). Form DD214 is usually free for veterans and can be obtained in 10 working days or less at the following website: [archives.gov/veterans/military-service-records/](http://archives.gov/veterans/military-service-records/).
- ▶ Form DD1966: Service members may submit a DD1966 that indicates high school graduation.
- ▶ Form DA669: Army Service members may submit a DA669 that indicates high school graduation.

### Programmatic Admissions Requirements

#### RN to BSN Completion

In addition to proof of high school graduation or its equivalent, admission to the RN to BSN Degree Completion program requires the following:

- ▶ Must have graduated with an Associate Degree in Nursing (ADN/ASN) from a state-approved program with a GPA of 2.5 or higher
- ▶ Unencumbered and current RN License as indicated by date of issue
- ▶ Nurses educated outside the United States who are eligible to practice as an RN in the United States must have an earned associate degree in nursing that equates to a U.S. associate degree.

Please note: Certain states, such as Kansas, require Commission on Graduates of Foreign Nursing Schools certification as part of the vetting process to earn a valid and current RN license. Students should check with their state to determine requirements.

### Financial Planning

In addition to proof of high school graduation or its equivalent, admission to the Financial Planning program requires at least one of the following:

- ▶ ACT composite score of 19 or higher SAT score of 450 or higher
- ▶ AFQT score from ASVAB exam of 40 or higher
- ▶ CGPA 2.5 or better of a minimum of 12 transfer credit hours from an institution recognized by the U.S. Department of Education

### Foreign Transcript Evaluation

An applicant who has completed secondary/university-level courses in a foreign country must have those courses evaluated for U.S. equivalency and have official copies of the evaluations sent to Grantham. Foreign transcript evaluations are accepted from any agency that is a member of the National Association of Credential Evaluation Services ([naces.org](http://naces.org)) or the Association of International Credential Evaluators ([aice-eval.org](http://aice-eval.org)). For students with foreign transcripts in the field of healthcare and nursing, CGFNS certification is also accepted.

## GRADUATE ADMISSIONS

Admittance to a masters-level program requires a student to possess a baccalaureate, masters or first-level professional degree with a cumulative GPA  $\geq 2.5$  from an institution accredited by an agency recognized by the U.S. Department of Education or foreign equivalent. Official transcripts showing proof of a baccalaureate, masters or first-level professional degree must be received by the Registrar's office no later than the 49th day of the first term of enrollment.

Students will be classified as conditionally enrolled until the following provision has been met: official proof of a baccalaureate, masters or first-level professional degree with a cumulative GPA  $\geq 2.5$  from an institution accredited by an agency recognized by the U.S. Department of Education or foreign equivalent has been received by the university. Appropriate documentation must be received and verified by the Registrar's office by the 49th day of the first term. If such proof is not received, students will be removed from their current terms as well as future terms and no charges will be incurred.

Prospective students who provide false or altered admissions documentation to include transcripts for potential transfer credit will be denied admission to Grantham University with no chance for future enrollment. Any pending financial aid will be reviewed and disposition determined.

If the 2.5 GPA minimum is not met, the prospective graduate student may file a request for GPA waiver for admission to a

graduate program. The dean or chair of the respective college or program within the University will consider admission on a case-by-case basis. A prospective student who chooses not to request a GPA waiver or whose waiver request is not accepted may request admission as a non-degree student. The student may take two graduate courses, provided the student meets all other admission requirements. The courses may be taken concurrently or separately as long as the student maintains continuous enrollment and achieves a cumulative GPA of 3.0 or higher after completing both courses. Upon successful completion of the two graduate courses with the minimum cumulative GPA, the student may apply for admission to a graduate degree program. If one does not meet the cumulative GPA after completing both graduate courses, the student may apply for a GPA waiver if one has not been requested; otherwise, the student will be dismissed from the University and may not reapply for a period of six months.

Enrollment with non-matriculating status is limited to course attempts totaling nine semester credit hours.

Prior to a student's admission to Grantham University as a graduate student, it is recommended, but not required, that a student satisfy all major-related undergraduate competencies. See the Graduate Degree Programs section of the University Catalog for recommended courses containing content that addresses these competencies. Recommended competencies are provided to help ensure student success in graduate programs.

Grantham University requires the following documentation prior to the evaluation process, as appropriate to the graduate student:

- ▶ A copy of all college/university transcripts
- ▶ Employer course certificates with description of course content and class hours
- ▶ Joint Services Transcript, Defense Activity for Non-Traditional Education Support transcript, College Level Examination Program score, Community College of the Air Force transcript and/or other military transcripts

Grantham requires proof of graduation in the form of an official transcript that confirms an earned baccalaureate or first-level professional degree from an institution of higher learning accredited by an agency recognized by the U.S. Department of Education.

### Master of Science in Nursing Admission Requirements

Admission to the MSN program requires the following:

- ▶ An earned Bachelor of Science Degree in Nursing from a state-approved nursing program with a CGPA of 2.5 or higher
- ▶ Unencumbered and current RN License as indicated by Date of Issue
- ▶ Nurses educated outside the United States, who are eligible to practice as an RN in the United States, must have an

earned bachelor's degree in nursing that equates to a U.S. bachelor's degree

Please note: Certain states, such as Kansas, require Commission on Graduates of Foreign Nursing Schools certification as part of the vetting process to earn a valid and current RN license. Please check with your state to determine requirements.

Graduate nursing courses are not transferable into the Nursing programs at Grantham University.

### Master of Business Administration Accelerated Option Admission Requirements

Admission to the Accelerated MBA requires the following:

- ▶ At least 36 hours per week for coursework and
  - Three years of work experience in a business specific role; or

- A conferred bachelor's degree from an appropriately accredited institution with a concentration, emphasis, major or specialization in a business discipline earning a 3.0 GPA.

### Foreign Transcript Evaluation

An applicant who has completed secondary/university-level courses in a foreign country that are comparable to course credits in the U.S. education system must have courses evaluated and have official copies of the evaluations sent to Grantham. Foreign transcript evaluations are accepted from any agency that is a member of the National Association of Credential Evaluation Services ([naces.org](http://naces.org)) or the Association of International Credential Evaluators ([aice-eval.org](http://aice-eval.org)). For students with foreign transcripts in the field of healthcare and nursing, CGFNS certification is also accepted.

## 1.2 RE-ADMITTANCE POLICY

Any student who has been withdrawn from Grantham, regardless of reason, or intends to re-register after 90 calendar days will be categorized as a Re-Admit. A continuing student can be registered for a term up to no more than four months from their most recently completed term.

The re-admission process will include a program review. The student is subject to the tuition, policies, procedures and any changed academic requirements in force at the time of re-admission. Programs

and courses may remain unchanged, be removed or added as needed to meet current curriculum requirements.

### TEACH-OUT PROGRAMS

When the University closes a program, a Teach-Out Plan is created to ensure active students in the program receive the education, materials and student services needed to complete the program. Students must remain in an active status to be considered for the Teach-Out Plan. Students in re-admittance status will need to choose a different program upon re-admittance.

## 1.3 CREDIT HOUR POLICY

Grantham University students are awarded semester credits for classes on the basis of the Carnegie unit. A Carnegie unit of credit represents how much time a typical student is expected to devote to learning per week of study. The minimum is one unit for three hours of student work per week. Grantham University courses are offered in eight-week terms. Academic degree or academic credit-bearing distance learning courses are measured by the learning outcomes normally achieved through 45 hours of student work for one semester credit, where one credit/semester hour is 15 hours of academic engagement and 30 hours of preparation.

For the typical three-unit class, a student spends 5-6 hours per week in substantive interaction and does 11-12 hours of outside preparation. In certain circumstances, it is possible to have more hours, but not less.

**Lecture hours:** One Carnegie Unit is considered to be one credit hour of substantive interaction in a course with faculty and classmates through discussion forums and digital interface, including weekly directed readings.

**Arrangement hours:** Additional academic engaged work outside of the course, such as researching real-world contexts or offered additional research; links to external learning assets, calculated as an average of the time required to consume content such as: reading an article, watching a self-paced instructional video, playing an instructional game or completing a simulation.

### Homework hours (as required by coursework):

<b>COURSE</b>	BUS101
<b>DURATION</b>	8 weeks
<b>UNIT VALUE</b>	3 credits
<b>LECTURE HOURS WEEKLY</b>	6 hours
<b>ARRANGEMENT HOURS WEEKLY</b>	6 hours
<b>HOMEWORK HOURS WEEKLY</b>	6 hours

## 1.4 TRANSFER CREDIT POLICY

Grantham University allows transfer of credit hours for prior academic credits, military training and experience, and relevant professional licenses, certifications and training. Courses will only be considered from documents issued by the institution from which credit was awarded. The amount of transfer credit accepted is dependent upon the declared program of study and Grantham's residency requirement.

See the [Prior Learning Assessment Policy](#).

### ACADEMIC CREDIT

Grantham University accepts transfer academic credit from institutions accredited by agencies recognized by the U.S. Secretary of Education and/or the Council for Higher Education Accreditation. For prior undergraduate academic credit to be eligible for transfer, grades earned must be a C or higher. For prior academic credit to be eligible for transfer at the master's degree level, grades earned must be a B or higher and must be completed within the last 10 years. Transfer credits must carry college level academic credit (generally, 100-level or higher). Remedial or developmental course credit is not transferable into a program of study.

Please see specific requirements for each program.

Prospective students are responsible for reporting all previously attended colleges and universities for which they wish to have earned credits evaluated for transfer into a Grantham University degree program. Students wishing to transfer credit must have official transcripts on file and evaluated prior to course registration. Responsibility falls on the student to ensure official transcripts are on file for all previously attended institutions so that an accurate evaluation can be conducted by Grantham University.

In the event a student does not disclose earned credit from a previously attended college or university during their initial enrollment into Grantham University, students risk taking courses for which they otherwise may have received credit and will not be issued a refund.

Grantham University will not grant credit for college courses in which the content duplicates material of a previously completed course or examination for which credit has already been granted, with the exception of repeats for deficient course grades.

Prospective students who provide false or altered admissions documentation to include transcripts for admissions purposes or potential transfer credit will be denied admission to Grantham University with no chance for future enrollment. Any pending financial aid will be reviewed and disposition determined.

### MILITARY EXPERIENCE

Grantham University uses guidelines established by the American Council on Education to determine if military training and experience warrant awarding academic credit.

### PROFESSIONAL LICENSES, CERTIFICATES AND TRAINING PROGRAMS

Grantham University uses guidelines established by the American Council on Education to determine if certain training programs, certificates and/or professional licenses warrant awarding academic credit.

### CREDIT BY EXAMINATION

Grantham University accepts credit by examination from the following provided the ACE-recommended score is achieved:

- The College Level Examination Program
- Defense Activity for Non-Traditional Education
- Excelsior College Examination

### UNDERGRADUATE RESIDENCY REQUIREMENTS

➤ Students may not transfer in credit for Capstone courses, which must be completed at Grantham.

➤ **Certificate Programs:** Students may transfer in up to three credit hours of the required courses to earn the following undergraduate certificates:

- Business Leadership
- Introduction to Programming
- Practical Entrepreneurship

➤ Students in the Cybersecurity Concepts certificate program in the College of Engineering and Computer Science may transfer in only IS216 and IS411 for up to six credit hours of the required coursework.

➤ **Associate Degree Programs:** The student must complete at least 25 percent of the required credit hours in the enrolled associate program at Grantham to earn the degree.

➤ **Bachelor's Degree Programs:** The student must complete at least 25 percent of the required credit hours in the enrolled bachelor's program at Grantham to earn the degree.

1. For students in the College of Engineering and Computer Science, additional requirements apply.
2. For students enrolled in the Electronics or Computer Engineering Technology degree programs, the credit hours fulfilling the residency requirement must include a minimum of 21 credit hours of upper-level program core courses designated ET or CT.
3. For students in the Associate of Arts - Electronics and Computer Engineering Technology program, ET100 and ET212 must be completed at Grantham (these two courses cannot transfer into the AS-ECET program).
4. For students enrolled in the Engineering Management Technology degree program, the credit hours fulfilling the residency requirement must include a minimum of 12 credit

hours of upper-level program core courses and program elective courses designated EMT, ET or CT.

5. For students enrolled in the Computer Science or Information Systems degree program, the credit hours fulfilling the residency requirement must include a minimum of 15 credit hours of upper-level program core courses designated CS or IS.

➤ **Second Undergraduate Degree Students:** Grantham University defines a Second Undergraduate Degree applicant as one who has completed an undergraduate degree (associate or baccalaureate) from an accredited institution and who is seeking enrollment at Grantham University to obtain another undergraduate degree in a different major or field of study. A student may not apply or be accepted for a second undergraduate degree in the same or very closely related field of study.

1. No more than 75 percent from one completed undergraduate degree program may be applied to the completion of a second undergraduate degree program. Students completing one undergraduate degree program will not be enrolled into a second or subsequent undergraduate degree program where less than 25 percent of the degree program courses are pending.

2. All admission requirements for students seeking a second undergraduate degree are the same as for regular applicants.

### GRADUATE RESIDENCY REQUIREMENTS

➤ The student must successfully complete at least 50 percent of courses in the enrolled degree program at Grantham to earn a master's degree. No more than six courses from one completed Grantham master's degree program may be applied to the completion of a second master's program. Students completing one master's program at Grantham will not be enrolled into a second or subsequent master's program where more than six courses in the second or subsequent program are identical to the completed master's program(s). Credit for a completed capstone course(s) in one graduate degree program will not be applied to a second or subsequent graduate degree program; students will be required to complete a capstone course while enrolled in the second or subsequent graduate degree program.

➤ The student may not transfer in any credit hours and must complete all required courses at Grantham in the following graduate-level certificate and degree programs:

- Project Management (Graduate)
- Human Resources (Graduate)
- Master of Science in Nursing

## 1.5 PRIOR LEARNING ASSESSMENT POLICY

Prior Learning Assessment is an evaluation of learning gained outside a traditional academic environment. This refers to learning and knowledge students have acquired while working, participating in employer training programs, studying independently and volunteering or doing community service, which can count toward their degree program. PLA is a process that allows students to submit evidence of formal training and experiential learning for evaluation for potential college credit. Experience alone is not credit-worthy, but students may receive college-level credit for learning that occurred as a result of the experience.

During the PLA evaluation process, students will submit a collection of certificates, professional training and non-ACE-approved military training, transcripts from a non-accredited institution, licenses, corporate training or any other documentation that provides evidence of their learning experience and knowledge. Additionally, students submit a Description of Experience essay. All prior learning documentation will be evaluated in terms of specific program and course outcomes established by Grantham University courses, to ensure substantial comparability. PLA credit cannot be used to fulfill certain required courses (e.g., capstone course).

### PLA CREDIT LIMITS

Grantham University's PLA credit limits are as follows:

- Undergraduate students may use PLA credits for up to 25 percent of their degree program; however, PLA and transfer credits combined cannot be more than 75 percent of the degree program.
- Graduate students may use PLA credits for up to 25 percent of their degree program; however, PLA and transfer credits combined cannot be more than 50 percent of the degree program.

### PLA FEES

Grantham University's PLA fees are as follows:

- Sponsored prior learning (per submission): \$125
- Un-sponsored prior learning (per submission): \$250
- Combination of sponsored and un-sponsored prior learning (per submission): \$250

### PLA PROCESS

For the complete PLA process and additional information, visit: [grantham.edu/online-college-admissions/?tab-transfer-credit](http://grantham.edu/online-college-admissions/?tab-transfer-credit).

## 1.6 TRANSFERABILITY OF GRANTHAM CREDIT

Grantham University is accredited by the Distance Education Accrediting Commission. Other schools, including those that are regionally accredited, may not accept or transfer course credits earned at Grantham University. Acceptance of transfer of credit earned at Grantham University is determined by the institution

to which the credits will be transferred. Although Grantham makes every effort to enhance the transferability of credit to other institutions, a student should always contact the Registrar at the college or university of interest to determine whether credit from Grantham will transfer to that institution.

## 1.7 TUITION AND FEES

Table 1.7A contains the tuition rates for a student to attend Grantham University. Total program tuition varies by student depending on the total credit hours required for that student to graduate. At least 60 credit hours of coursework are required to complete an associate degree program; at least 120 credit hours of coursework are required to complete a bachelor's degree program; at least 36 credit hours of coursework are required to complete a master's degree program. Tuition does not include miscellaneous fees as listed in Table 1.7B.

TABLE 1.7A

UNDERGRADUATE TUITION RATES	
Military Rate*	\$250/credit hour
Veteran Rate*	\$250/credit hour
Standard Rate	\$295/credit hour
GRADUATE TUITION RATES	
Military Rate*	\$250/credit hour
Veteran Rate*	\$250/credit hour
Standard Rate	\$350/credit hour

\*Tuition rate after applicable Heroes Program reduction, for students who qualify.

TABLE 1.7B

FEES	
Resource Fee*	\$50 per credit hour
Returned Check	\$25
Graduation Fee (degree)**	\$80
Graduation Fee (certificate)	\$25
Electronic Transcript	\$10
Paper Copy of Transcript	\$15
Replacement Diploma	\$25
International Shipping Fee***	\$50 per course

\*Non-refundable Fee. See [Section 1.8](#) for description of resources included.

\*\*Includes: diploma, final requirements review, official transcript and commencement ceremony.

\*\*\*If charged, not subject to refund after seventh class day.

### CALIFORNIA STUDENT TUITION RECOVERY FUND

The State of California established the Student Tuition Recovery Fund 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 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 noncollection 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.

### 1.8 RESOURCE FEE

Grantham University's Resource Fee covers the cost of the following:

- Student Advisor services, including after-hours and weekend support
- Textbooks and/or e-books
- Supplies, kits and other required materials outlined in the course syllabus
- Microsoft Office student license
- Teaching and Learning Center, including access to [Tutor.com](https://www.tutor.com) services
- Materials accessible through the Library Resource Center
- Services for required proctored examinations
- Career Services, including the Career Launch program

#### TEXTBOOK FEE "OPT OUT"

While the Resource Fee is nonrefundable, students may elect to opt out of the textbooks and/or e-books that are provided for each course.\* Students electing to opt out will receive a credit of \$50 per course on their student account. Students who opt out are still responsible for procuring applicable course materials. Required textbook and material information can be found by going to the [University Bookstore](#).

\* Certain courses are not eligible for opt out based on required course materials.

# ACADEMIC INFORMATION AND POLICIES

## 2.1 STATEMENT OF ACADEMIC PURPOSE

Grantham University has a significant responsibility to be a good steward of federal student aid funds as well as ensuring that the academic integrity of the institution is intact. To that end, we must take steps necessary to ensure that students are academically engaged and that the student who earns academic credit is in fact the person doing the work.

To ensure the above we will do the following:

### ➤ VERIFY IDENTITY:

- All students must submit a copy of a valid government-issued photo identification.
- Students selected by the Department of Education for verification of identity and educational purpose will also be required to submit a signed and notarized Statement of Educational Purpose document. The original document must be mailed to the Office of Student Financial Services.

### ➤ MONITOR ACADEMIC ENGAGEMENT

- Students must meet the requirements of the Participation and - Substantive Interaction policy as outlined in [Section 2.23](#) of the Student Handbook.
- Students that exhibit a pattern of limited or superficial coursework (submitting 50 percent or less of the graded work and/or only posting in the discussion forums) may be reviewed.

Throughout a student's program of study, assessments from select courses will be proctored. Proctored exams serve as an additional identity verification process used by Grantham University to ensure academic integrity and meet accreditation requirements. Students are required to complete proctored exams throughout their program. Proctored exam information and rules are provided in each course syllabus where a proctored exam is required. Taking proctored exams is mandatory, without exception, and is not subject for appeal. Failure to complete the proctored exam will result in a failing grade (F) for the course.

Additionally, future registrations for that student will be canceled until that course has been taken and the proctored exam completed. Failure of this course might affect student funding and financial aid.

### ➤ MONITOR SUSPICIOUS ACTIVITY

- Students who engage in aggressive and unprofessional behavior particularly in regards to their eligibility for federal student aid will be reviewed

- Students sharing common traits with other Grantham students will be reviewed for suspicious activity. Common traits that will be reviewed include, but are not limited to:

- Physical address
- IP addresses
- Telephone numbers
- Personal references
- Email addresses

Students that are determined to be in violation of this policy will be immediately withdrawn from the University and reported to the Office of the Inspector General, U.S. Department of Education.

## IDENTITY VERIFICATION METHODS

Students enrolled in courses or programs are subject to one or more of the following student identity verification methods:

**Secure, Individual Login and Passcode:** Students are provided a GID number and Username. These assigned identifiers are used to access Blackboard, and to access the [GLife](#) Student Portal in order to view course grades and related information and to complete coursework. Upon enrollment, new students will set up secure access to GLife via the "New User" option using the email associated with the student during the enrollment process.

**Proctored Examinations:** Use of a Grantham University-approved proctor or a virtual, third-party proctoring service is required for examinations that are noted in course syllabi. See [Section 2.19](#) for further details.

**Administrative or Academic Practices:** Students are subject to identity verification through use of personally identifiable information provided by the student upon application to the University. Students must provide their assigned Student Identification Number, along with other requested sources of personally identifiable information when contacting the University. In addition, faculty and staff may commence verification of student identity following a review of student work. Changes in academic performance or writing style will be monitored and an identity verification process may be initiated if unexplained changes in student performance are detected. Students may be suspended or expelled from the University if they fail to comply.

## 2.2 MISREPRESENTATION

Grantham University holds itself to the highest levels of integrity and will not intentionally provide any false, erroneous or misleading statements to a student or prospective student, to the family of an

enrolled or prospective student or to the Department of Education. This includes disseminating testimonials and endorsements given

under duress. In fact, one of Grantham University's Core Values is Institutional Integrity.

Grantham University commits all students, faculty, staff and administrators to uphold the highest standards of integrity,

honesty and personal responsibility. To provide a quality academic experience, the University is committed to continually assessing and re-evaluating every aspect of its academic model. The University endeavors to build an institutional culture grounded in candor, transparency and best professional practices.

### 2.3 ACADEMIC DELIVERY METHOD

Research on learning in academic programs oriented toward experienced participants shows that the combination of student/faculty interaction and student/student interaction adds substantially to the value of a student's academic program. This interaction,

in conjunction with prescribed course milestones, is designed to facilitate the student's successful completion of each course in a manner that supports the attainment of long-term academic goals.

### 2.4 STUDENT SUCCESS

#### UNDERGRADUATE STUDENTS

Undergraduate degree-seeking students have the opportunity to take GU101 – Student Success (one three-credit hour course) as a General Education elective. The course is designed to help students new to university education – or those returning after a period of time – to be successful at Grantham University.

educational requirements, ethical behavior, required experience, certification or credentialing examinations and field-specific organizations in light of their chosen disciplines.

Students will prepare for potential scholarly research projects that may be required in their degree programs by exploring the Collaborative Institutional Training Initiative modules and reviewing the steps to propose a research study. Throughout the course, students will demonstrate skill sets related to career success: distributed collaboration, critical thinking, effective oral and written communication, data and information literacy, and ethical behavior.

#### GRADUATE STUDENTS

GU500 is required in certain graduate-level programs. It is designed to introduce the concepts of professionalism and scholarly research to new graduate students at Grantham University. Students will explore the construct of professionalism, including relevant

### 2.5 ACADEMIC CALENDAR

The [Academic Calendar](#) is found online.

### 2.6 HOLIDAY SCHEDULE

The University observes and will close its offices on 10 holidays, as indicated in the chart below:

HOLIDAY	2019	2020
New Year's Day	Tuesday, January 1	Wednesday, January 1
Martin Luther King Jr. Day	Monday, January 21	Monday, January 20
Memorial Day	Monday, May 27	Monday, May 25
Independence Day	Thursday, July 4	*Friday, July 3
Labor Day	Monday, September 2	Monday, September 7
Veterans Day	Monday, November 11	Wednesday, November 11
Thanksgiving Day	Thursday, November 28	Thursday, November 26
Day after Thanksgiving	Friday, November 29	Friday, November 27
Christmas Eve	Tuesday, December 24	Thursday, December 24
Christmas Day	Wednesday, December 25	Friday December 25

\*Denotes the holiday falls on a weekend and is adjusted to the closest business day

## 2.7 TERM AND ACADEMIC WEEK

A term is a period of eight weeks (56 days) in which students must complete all courses in which they are enrolled. Terms begin on the second Wednesday of each month. The academic week runs from Wednesday to Tuesday, ending at 11:59PM CDT. Students of Grantham University have access to Blackboard, Grantham University's learning management system. Students can access courses through the LMS 24/7 during the 56-day term. Grantham University offers a "preview week," which allows registered students access to their course one week prior to the course start date. During preview week, students can preview course content and assignments. Students will not be allowed to submit coursework during the preview week.

Grantham University measures undergraduate and graduate programs in semester credit hours. Each course within the program is acceptable for full credit within the respective certificate, associate, baccalaureate and master's degree programs.

Students who are granted an Incomplete at the end of the term will be granted an additional 14 days of course access beginning the Monday following the term end date.

Students will be granted "view only" access to their courses through the Sunday after the term end date. This access allows

students to review final course feedback from their instructors. In addition, 180 days of "view only" will be granted for all courses beginning on day 36 following the term end date.

### ACTIVE STATUS

Students are considered to be active once they meet or satisfy conditional enrollment requirements and have no more than 90 calendar days between terms.

### CONTINUOUS ENROLLMENT

A student must register within 90 days from the original term end date to maintain eligibility for the following provisions:

- Certain scholarships/grants
- GPA waiver
- Program Requirements

If a student receives an Incomplete for a course, said student is still subject to registration within 90 days of the original term end date to be considered continuously enrolled.

Students who do not remain continuously enrolled will be considered withdrawn and subject to the [Re-Admittance Policy](#).

## 2.8 ENROLLMENT STATUS

Enrollment status refers to the number of credit hours for which a student is registered for each semester. Semesters consist of two 8-week terms:

TABLE 2.8A

ENROLLMENT STATUS	UNDERGRADUATE	GRADUATE
	NUMBER OF CREDIT HOURS	
Full-time (FT)	12 or more	6 or more
Three quarter-time (3/4 time)	9-11	N/A
Half-time (1/2 time)	6-8	3-5
Less than half-time	1-5	N/A

Students are awarded Federal Student Aid based on the total number of credit hours in which they are enrolled during two 8-week terms. Students may be enrolled in one or more classes in either or both sessions/terms in a semester.

### GRADUATE STUDENTS

Grantham University considers all enrolled graduate students to be full-time if enrolled in at least one three semester credit hour course per term.

Students using Veterans Affairs benefits should refer to the [Military Programs](#) for more information on the effect of enrollment statuses on VA benefits.

## 2.9 ACADEMIC OVERLOAD

### UNDERGRADUATE

An academic load of one to eight credit hours per term is considered a regular load for undergraduate students at Grantham University. In rare occasions, a student might feel they are capable of and desire to take additional classes simultaneously, thus creating an Academic Overload. If a student wishes to register for more than eight credit hours in a single term, the student must have met the following conditions and requirements:

- Completed a minimum of 12 credit hours at Grantham University in the last 12 months; and
- Earned a CGPA of at least 3.00.

### FURTHER CONDITIONS:

- No student will be authorized to enroll in classes creating an academic overload during the time that an issue of academic misconduct is being reviewed.
- No student will be authorized to enroll in classes creating an academic overload for 12 months following a sanction for academic misconduct by any university committee, Dean, Provost or designee.
- Students may not enroll in more than 20 credit hours in any given semester (16 week period).
- Previously attempted courses with a final grade of F (fail) cannot be included in an academic overload term.

### CONDITIONS THAT REQUIRE DEAN OR DESIGNEE APPROVAL:

- Students in the College of Arts and Sciences or Mark Skousen School of Business require Dean or Chair approval for more than 9 credit hours in one term.
- Student requests to overload for the RN-BSN Program (over six credits per term) and MSN program (over three credits per term) must be approved by nursing administration. Approval will depend upon CGPA, courses requested to overload and past academic history.
- Students in the College of Engineering and Computer Science require Dean or Chair approval for more than 12 credit hours in one term.

## 2.10 WITHDRAWAL POLICY

A student may withdraw from courses at Grantham University for any reason. Should a student consider withdrawal from a course(s) or the University, it is important to note:

- All voluntary and involuntary withdrawals are subject to the [Institutional Refund Policy](#).
- A student who voluntarily withdraws from courses or the University in the first seven calendar days of the term will be considered a cancel and will receive a full tuition refund.

- The following courses: 400-level capstones, AH216, IS216, CS325, CT212, ET212 and ET372.

### GRADUATE

An academic load of one to four credit hours per term is considered a regular load for graduate students in programs at Grantham University. In rare occasions, a student might feel they are capable of and desire to take additional classes simultaneously, thus creating an Academic Overload. If a student wishes to register in six credit hours, the student must have met the conditions and requirements:

- Completed a minimum of six graduate credit hours at Grantham University in the last 12 months; and
- Earned a CGPA of at least 3.25.

### FURTHER CONDITIONS:

- No student will be authorized to enroll in classes creating an academic overload during the time that an issue of academic misconduct is being reviewed.
- No student will be authorized to enroll in classes creating an academic overload for 12 months following a sanction for academic misconduct by any university committee, Dean, Provost or designee.
- Previously attempted courses with a final grade of F (fail) cannot be included in an academic overload term.
- Students may not enroll in more than 12 credit hours in any given semester (16 week period).
- GU500 is not considered in calculating academic overload.

### CONDITIONS THAT REQUIRE DEAN OR DESIGNEE APPROVAL:

- All capstone courses

### PROCEDURES FOR REQUESTING AN ACADEMIC OVERLOAD

Students should contact their Student Advisor to request an academic overload.

- A student may voluntarily withdraw from an individual course(s) beginning the first day of Week 2 through the last day of Week 5 and receive a final grade of W for the course(s). Any refund to the student is subject to the terms of the Institutional Refund Policy.
- A student may not withdraw from a course after an Incomplete (I) has been granted. If a University withdrawal is requested while a course is in Incomplete status, the I grade will convert to an F.

- ▶ If students need to withdraw for reasons of military deployment, they should follow the [Military Obligations Policy](#) that ensures a deployed student will incur no financial or academic penalty.

**UNIVERSITY WITHDRAWAL - PROCESS FOR VOLUNTARY WITHDRAWAL FROM UNIVERSITY**

When students request to be withdrawn from the University, they are also withdrawn from all courses in which they may be currently registered. Students who voluntarily wishes to withdraw from the University should contact their Student Advisor. Students may request a University withdrawal at any time. The withdrawal is considered to have occurred on the date the student officially notifies Grantham of intent to withdraw via written or verbal communication. This is the date of determination used to compute the refund according to institutional policy.

**UNIVERSITY WITHDRAWAL - INVOLUNTARY/ ADMINISTRATIVE WITHDRAWAL FROM THE UNIVERSITY**

A student may be involuntarily/administratively withdrawn from the University if the student fails to maintain active student status, violates the [Code of Conduct Policy](#) or fails to meet published academic policies. The date of determination used to compute the institution’s refund policy is the date the University determined any of the aforementioned situations.

**COURSE WITHDRAWAL - PROCESS FOR VOLUNTARY WITHDRAWAL FROM COURSES**

A formal withdrawal from courses requires that students contact their student advisor. The withdrawal is considered to have occurred on the date students officially notify Grantham of intent to withdraw via written or verbal communication or, if online military portal students, on the date they withdraw from the course in the specific military portal. This is the date of determination used to compute the institution’s refund policy. If one registered for courses via an online portal, it is the responsibility of the student to withdraw from those courses via that same online portal.

**COURSE WITHDRAWAL - INVOLUNTARY/ADMINISTRATIVE WITHDRAWAL FROM COURSES**

If the University determines the student stops attending, violates the Code of Conduct Policy or fails to meet published academic policies, that student may be administratively withdrawn. Students using military Tuition Assistance who do not submit a voucher by the seventh calendar day of the term will be withdrawn. The date of determination used to compute the institution’s refund policy is the date the University determined any of the aforementioned situations.

**2.11 INSTITUTIONAL REFUND POLICY**

A student may withdraw from Grantham University for any reason and is responsible for completing the University’s formal withdrawal procedures as outlined in the [Withdrawal Policy](#). In addition, if a student registered via an online military portal, it is the student’s responsibility to withdraw via that same online military portal. A withdrawal is considered to have occurred on the date the student officially notifies the University of the desire to withdraw or on the date the University determines the student ceased attendance or failed to meet published academic policies and is administratively withdrawn, whichever comes first. This is the date of determination used to compute the refund according to institutional policy.

If a student is withdrawn from the University for any reason or if a student drops a course(s) within the period allowed in any given eight-week term, the amount already paid will be compared to the tuition of the completed portion of that eight-week term. Any amount the student has paid in excess of the required amount will be refunded; if the student has paid less than the required amount, the student will be responsible for paying the difference.

TIME OF WITHDRAWAL	REFUND
Within 7 days of course start date	100%
8-14 days after course start date	80%
15-21 days after course start date	60%

22-28 days after course start date	40%
29-35 days after course start date*	20%
36 days or more after course start date	0%

\*60% course completion occurs on day 34

Grantham is subject to and must abide by the refund policies of any branch, agency or department of the federal government with which it is in any way associated or affiliated. In the event of a conflict between Grantham’s Institutional Refund Policy and the refund policy of an affiliated federal branch, agency or department, the federal refund policy may supersede that of Grantham University (see [Section 3.12](#) for Return of Title IV Funds information).

**REFUND POLICY EXAMPLE**

For example, if a student withdraws from Grantham University on Day 11 of a term, 80 percent of the tuition will be refunded. In this situation, the following calculation will apply:

\$885 (TUITION FOR ONE THREE CREDIT HOUR COURSE)
- \$708 (THE REFUND AMOUNT, WHICH EQUATES TO 80% OF THE COURSE TUITION)
<hr/>
\$177 (THE REMAINING 20% OF THE COURSE TUITION, WHICH IS THE RESPONSIBILITY OF THE STUDENT)

This is an example only. Student finances are individualized and vary from student to student.

### CANCELLATION POLICY

Students have the right to cancel their enrollment at any time up to the seventh calendar day after the term start date. If a student cancels at any time up to the seventh calendar day after the term start date, Grantham University will refund all monies paid to the institution. Notification of cancellation may be conveyed to Grantham University in any manner.

### COURSE DROPS

When a student drops or is dropped from a course(s), the institutional refund policy calculation will be performed for the charges applied to the course(s). Any monies due back to a third

party or the student will be refunded within 30 days of the date of determination. Any unpaid balance of tuition and fees the University is eligible to retain after the calculation is performed must be paid by the student to the institution.

### CREDIT BALANCES

Credit balances eligible for refund will be returned within 30 days from the date the credit balance occurred, subject to any federal, state or accrediting agency statutes, rules, regulations and/or standards.

## 2.12 MILITARY OBLIGATIONS POLICY

The Military Obligations Policy allows government civilians and government contractors who receive orders during a term of enrollment at Grantham University to be granted appropriate accommodations in support of their education. This policy allows students to be withdrawn from courses, reinstated after inactivity due to military orders or receive an Incomplete in the course (students must have completed at least 50 percent of the course milestones to be eligible for an Incomplete). It is in the best interest of students who receive orders (TDY, AT, convalescent leave or similar orders) and who wish to receive some accommodation, to notify Grantham University as soon as the orders are received.

Students should follow the procedures below to request a Withdrawal, Reinstatement or Incomplete under the Military Obligations Policy:

- ▶ Submit an Academic Request Form available in [GLife](#) (click on Submit Academic Appeal link)
- ▶ Include a copy of TDY (DD1610) or relevant orders
- ▶ Submit the request within 30 days of the date of issue of the orders

Students should follow the procedures below to request an Incomplete under the Military Obligations Policy:

- ▶ Submit an Academic Request Form available in [GLife](#)

All Reinstatement Requests must also include a minimum of one substantive assignment attached to the appeal ticket in addition to the TDY or relevant orders:

- ▶ Submit the request within 30 days of the date of issue of the orders.

When students return to Grantham University after an absence covered by the travel orders, they should follow the procedure below to streamline enrollment and to facilitate readmission:

- ▶ Notify their Admissions Representative or Student Advisor, who will assist them with registration
- ▶ If they were in a Grantham degree program previously, they will re-enter with the catalog year that was active at the time of deployment. If they enter the degree program for the first time, they are in effect under the catalog at the time of their return.
- ▶ If they are returning to a Grantham degree program, they will continue in their previously enrolled program as long as they resume their program within 12 months from the original term end date.
- ▶ They will have all transfer credits previously awarded continued to be honored.

They will be exempted from a degree program re-evaluation (except if a previously required course is no longer available).

## 2.13 LEAVE OF ABSENCE

Grantham University does not offer leaves of absence.

## 2.14 DEGREE PROGRAM CHANGES

A student seeking to change his or her degree program must be in good academic standing. The student should carefully review the requirements for any potential new program. Students are responsible for reviewing and being aware of the requirements of the Grantham Student Handbook and University Catalog versions

effective at the time of the start of their new program. The start of the new program must correspond with the start of the student's next eligible term.

Previously transferred or completed Grantham University coursework may not apply to the new program due to differences in

the new degree requirements. Students must have documentation on file that all admission requirements for the new program have been met. Students are allowed to change their degree program one time.

Additionally, students are allowed to change degree levels one time. Any subsequent request to change degree programs or levels

requires a request be made to the appropriate academic college, department or major. Before changing degree programs, all official transcripts must be on file. In order to change, the student must submit an enrollment agreement. Deans from both the current program and the new program must approve the change request.

## 2.15 COURSE GRADES AND GRADING POLICY

A numerical grade is awarded for each assignment and milestone in a course and course grades are computed using these numerical grades. Each course contains a notice of how the course grade is computed. Grantham awards a letter grade for each course for which grade points are earned, based on the four-point scale. Grades of I and W are not calculated in the grade point average.

Each course at Grantham University has the grading methodology included in the course syllabus. The weight of all assignments is identified, including the weight of any final exam that may be required in the course. For all courses that require a final exam, the syllabus clearly states the percentage of the final. No retakes of final exams will be given.

TABLE 2.15A

GRADES	COURSE GRADE	QUALITY POINTS
A (90-100)	Excellent	A = 4.0
B (80 – 89)	Above Average	B = 3.0
C (70-79)	Average	C = 2.0
D (60 – 69)	Below Average	D = 1.0
F (below 60)	Failure	F = 0.0
I	Incomplete	Not computed
W	Withdraw	Not computed

### ROUNDING OF FINAL GRADES

The final grade is displayed to two decimal places using standard rounding rules. The grade is rounded up if the decimal is 0.50 or above. The grade is rounded down if the grade is below 0.50. For example, a grade of 89.50 percent is recorded as 90 percent or a grade of A. When the final grade computes to 79.49 percent, it is recorded as 79 percent, a grade of C.

TABLE 2.15B For Nursing courses\*

PERCENTAGE	CORRESPONDING LETTER GRADE	COMMENTS/ CONDITIONS	QUALITY POINTS
95–100	A		4.00
90-94	A-		3.67
87–89	B+		3.33

83-86	B		3.00
80-82	B-	Minimum passing grade for MSN courses (80%)	2.67
77-79	C+	Minimum passing grade for BSN courses (77%)	2.33
73-76	C		2.00
70-72	C-		1.67
67-69	D+		1.33
60-66	D		1.00
0-59	F		0.00

### MINIMUM GRADUATE GRADE REQUIREMENTS

Students enrolled in any Graduate Degree or Certificate program must pass each course with a grade of C or better in order to progress in their programs. Courses not passed with a C or better must be repeated or transferred in under the [University Transfer Credit Policy](#) guidelines. If the enrolled program requires courses to be taken in a prescribed sequence, any course not passed with a C or better must be repeated and passed, or transferred in, before students can move forward in their program.

### MINIMUM GRADE REQUIREMENTS IN THE SCHOOL OF NURSING

Students in the School of Nursing must pass each course with a grade of a C+ (77%) or better in the BSN programs. Students in the School of Nursing must pass each course with a B- (80%) or better in the MSN programs. In the RN-MSN option, grade policies for this program will correspond to the level of the course being completed. A course that is failed must be immediately repeated and passed before the student can progress or student shall be Withdrawn from any future enrollments. The NUR courses proceed in a prescribed order. A nursing student out more than 90 days will have a program review upon return. This will include program admittance date, age of courses completed, changes in curriculum and program. The review may find that no changes are required, courses may be added or removed or pivotal courses may need to be repeated.



## 2.16 INCOMPLETE POLICY

If a student is unable to complete a course within the eight-week term due to extenuating circumstances, a request for an Incomplete (I) can be made and must originate from only the student. Students must email a request for an Incomplete to the instructor before final course grades have been submitted. Students may be required to provide documentation of the reported extenuating circumstances.

Incompletes are exceptional and are granted only when circumstances outside of a student's control warrant. Each instructor must judge the specifics of the situation to determine whether an Incomplete is an appropriate option for a particular student. The instructor may consider many factors in making this evaluation, including the student's standing in the course, the quality of the student's work to date, the student's substantive interaction in the course, and whether or not an Incomplete is in the best interest of the student.

Typically, a student is eligible for an Incomplete if:

- The student has successfully completed at least 50 percent of the required course work (i.e. assignments, labs, quizzes and exams), not including discussion posts or group work.

Note: Discussion posts and group work do not count in the calculation of the 50 percent requirement. The instructor determines if and how discussion posts and/or group work can be made up during the Incomplete period.

- The student can reasonably complete the remaining course work within the Incomplete time period (14 days).

Incompletes are granted at the discretion of the instructor, who retains the right to deny a student's request, even if the student meets the eligibility requirements.

If the instructor grants the request for an Incomplete, the student will be given an additional 14 days of course access beginning the Monday following the term end date. A grade of I will be assigned and will remain in the student academic records until the final grade posts or until the end of the 14-day Incomplete period. At the end of the additional 14 days, any remaining Incomplete course requirements will be awarded a grade of zero and averaged into the final grade. No additional time can be granted. The final grade will remain on the transcript.

Incompletes are granted for specific remaining coursework; the scope of the coursework that will or will not be accepted as a part of the Incomplete must be determined prior to the request being granted. For example, if a student has failed to turn in assignments for Weeks 1, 2, and 8 of the course, it is within the instructor's rights to deem any portion of the missing work too late to be accepted as part of the Incomplete submission.

## 2.17 REPEATING A COURSE

A student may repeat a Failed (F) or Withdrawn (W) course only one time unless special circumstances are documented and approved by the program Dean. A student receiving an "F" in a required course must repeat the course and earn a passing grade prior to graduation. If a student fails or withdraws from the repeated course again, these options are available:

- Submit an appeal for a third course attempt to the appropriate Dean
- Transfer a successfully completed, appropriately accredited course from another institution to Grantham
- Change programs

Pending review of the appeal, the student may be required to submit documentation of extenuating circumstances to justify a multiple attempt. If the appeal is approved, the student will be allowed

another attempt to pass the course. The student must pay all relevant tuition and fees for repeating the course.

Students using Title IV aid as their funding source should refer to their Student Financial Services Officer to determine financial impact when repeating a course.

Students may repeat any course to improve their grade point average; however, the student must be aware that a repeated course counts against the maximum number of credits that may be attempted prior to placement on academic warning or suspension from the University. Grantham University will not allow a student to continue the program if more credits than allowed by the [Maximum Time Frame for Program Completion Policy](#) are attempted. The highest earned grade for a repeated course will be used in the GPA calculation. All course attempts will be reflected on the transcript. All repeated credits are included in the Course Completion Rate and Maximum Time Frame for Program Completion calculations.

## 2.18 ASSESSMENTS

The course syllabus contains all pertinent information for assignments and tests in each course. Students submit all assignments and tests in the online course and the results will be posted in the online course grade book.

### SCORING TESTS/ASSIGNMENTS AND POSTING GRADES

Coursework submitted prior to or on the scheduled due date will be graded by the instructor by Friday night (midnight Central Time) after the scheduled due date. Coursework submitted after the scheduled

due date will be graded by the instructor by Friday night (midnight Central Time) after the following week's due date.

Results for coursework submitted during Incomplete periods will be posted within two calendar days of the submission date. Final grades must be posted within two calendar days after an Incomplete period expires.

### TEST SCORE REVIEW

If a student believes a given test question was scored incorrectly, the student may initiate a test score review. For multiple choice tests, the student should review the results of the test upon receiving scores to effectively request a review. No test score review may be initiated more than one week after the disputed grade is posted.

### TEST SCORE REVIEW PROCEDURE

➤ **Request instructor review:** Submit a request to the instructor via email, indicate the student number in the subject line. The message should include the following:

- The test number and question number
- The text of the question and the answer choices.

Remember questions are often randomized, so one student's Question 1 may not be the same question for another student.

- The answer selected

- A reason(s) for why the student believes the selection is correct, including page references in the text pointing out evidence that supports the answer.

- The student must provide sufficient information to support answer(s), but such support need not be lengthy.

➤ **Instructor review:** An instructor will review the request and a student's supporting evidence to determine if the test was scored correctly. If the test was scored incorrectly, the instructor will revise the student's score accordingly. If the test was scored correctly, but a student's argument in support of an alternative answer is deemed convincing, the instructor may award additional points (full or partial credit) with discretion. The instructor will notify the student of the decision.

➤ **Instructor feedback:** An instructor who has identified an issue with a test or assignment in a course may submit a Service Request to Academic Technology to review the item and make any appropriate changes to the course.

### COURSE SURVEY

The University is committed to improving its courses continually, and reviewing student comments and suggestions is an important part of the process. Course surveys are part of each course in the online learning environment. All course surveys are confidential. Instructors do not see student identity related to survey responses.

## 2.19 PROCTORED EXAMINATIONS

Throughout a student's program of study, assessments from select courses will be proctored. Proctored exams are required and serve as an additional identity verification process used to ensure academic integrity and to meet accreditation requirements. Proctored exam information and rules are provided in each course syllabus where a proctored exam is required. Taking proctored exams is mandatory, without exception, and is not subject for appeal. Failure to complete the proctored exam will result in a failing grade (F) for the course. Failure of the course might affect student funding, financial aid and academic status.

### METHODS OF PROCTORING

The current proctoring system requires Windows 8 or newer or Mac OS X 10.12 or higher. Tablets, Hybrid Devices and Mobile Devices are not supported. External cameras on Macs are not supported.

Videos recorded during the exam session contain full-length webcam views, audios and desktop recordings. Videos are stored and available to University administrators for review. The course syllabus will indicate any unique exam rules that may apply, such as the use of a calculator, open/closed book, etc. Videos will be reviewed with these rules in mind and violations will be reported to University

administrators. Students must have an operational webcam/video, computer, high-speed internet connection and allow the third party proctor service to access their webcam and microphone during the proctored assignment. Students are required to identify themselves with a valid government-issued photo ID.

Students may only have one internet browser window open while taking their proctored exams, unless otherwise specified. The use of internet-accessible devices, such as smartphones and tablets, are strictly prohibited during the exam. Students may not bring removable media of any type during the proctored exam (e.g., flash drives, etc.).

Students may not install software during the proctored exam; however, pre-installed software, such as Maple and MATLAB, is permissible. Students are not allowed to converse with anyone other than their proctor during the proctored assessment. Proctors are prohibited from assisting with the exam with the exception of procedural or administrative issues.

No one, at any time, is permitted to assist the student logging in or setting up the proctoring system. This will be flagged as a test violation. Therefore, if one is unable to operate the system, the student should contact a Student Advisor.

## 2.20 GRADE REPORTS

Students may print their own official grade report by entering the Academic Plan on [GLife](#). Students have the option to print term grade reports, a degree plan which will show all completed courses and

pending courses, as well as their unofficial transcript. The University will not send automatic grade reports after course completion because the student may access the official report through the portal.

## 2.21 GRADE APPEALS

Each student must initially attempt to resolve a grade issue with the individual instructor. For those cases where the student feels the matter has not been satisfactorily resolved with the instructor, the student may use the online Academic Appeal located on [GLife](#).

- The grade protest must be received by academic support services within two weeks of the course end date.
- The faculty member is sent the student's completed appeal and is expected to respond in writing within one week.

- The request is directed to the appropriate academic Dean, who will review all written documents and render a decision within one week.
- Grade changes may be administratively made only if there is sufficient reason to believe that the grading procedure was biased, incorrectly calculated or based on issues not known at the time of grading.

## 2.22 TRANSCRIPTS

Grantham students and alumni can access transcript ordering by logging onto the [Clearinghouse Secure Site](#). Grantham reserves the right to withhold the release of official transcripts if the student

has outstanding financial obligations to the University, or the student has an Information Security hold.

## 2.23 PARTICIPATION AND SUBSTANTIVE INTERACTION

Grantham University is committed to ensuring students take personal responsibility for achieving the learning objectives outlined within each course. To assist students in meeting that goal, the University requires students to participate by regularly logging into their course(s), substantively interacting with fellow students and instructors through group discussions and submitting all coursework by the weekly due date.

### LATE SUBMISSIONS

The learning management system used by Grantham University is based on Central Time. All submitted assignments are time-stamped by the LMS. Assignments are due by 11:59 p.m. CT on the due date. Anything submitted after this is considered late. Students should carefully review each course syllabus for the late policy. Technology, server, computer, human error or internet problems are not valid excuses for turning an assignment in late. If students have questions, they should ask the instructor prior to the assignment due date. Extenuating circumstances may be, but do not have to be, considered by the instructor on a case-by-case basis.

### GUIDELINES FOR SUBSTANTIVE INTERACTION

Substantive interaction involves a sustained, interactive communication usually of three or more academically appropriate posts to the course Discussion Forum, consisting of one initial post and two posts to fellow students and/or the course instructor

of equally substantive value, corresponding to the requirements prescribed in each course. It is a written answer to a discussion question/response that contains a central idea, independent response or personal opinion that is presented or communicated in a meaningful way. The purpose of substantive interaction on the Discussion Forum is to promote understanding of a topic and its relevant themes to all participants. The posts are, therefore, a collective conversation of linked words, phrases and ideas.

Although using the American Psychological Association style guide is not required for paraphrasing another's work, proper acknowledgment of the source is required; APA style is required for direct quotes. The usual length of a post is 75 to 150 words. Word count requirements may be dependent on the topic, assignment instructions or level of the course. It is a student's responsibility to be familiar with the requirements of a course.

Students are encouraged to begin substantively interacting with classmates and/or the instructor using the Discussion Forum as soon as possible during each week of the term. Substantive interaction promotes a deeper understanding of the topics and themes discussed in courses, which will enrich the educational experience. In addition, it opens up the lines of communication with fellow classmates and instructors.

## ESTABLISHING FIRST-WEEK MINIMUM PARTICIPATION AND SUBSTANTIVE INTERACTION

During Week 1, students are required to establish participation\* by logging into each course within seven calendar days of the term start date and either submitting a Week 1 assignment or posting an initial\*\* post in the Week 1 Discussion Forum. This requires a minimum of 75 words or conducting a substantive course content-specific dialogue with the instructor in “Ask the Instructor.” Students who have logged into the course(s) within the first seven calendar days of the term start date, but failed to substantively interact, will be administratively canceled from the course(s). Substantive interaction is measured on a course-by-course basis. Therefore, substantive interaction in one course has no impact on substantive interaction in other course(s). Appeals to be reinstated are not permitted unless a system error occurred. Individual instructor course policies or exceptions do not supersede the University policy.

\*Minimum requirements to stay enrolled. The Week 1 course requirements may include more assignments than listed here for full award of weekly points. Please see course syllabus for all assignments and due dates.

\*\*The initial post is typically not the only required post of the week for full credit; however, the initial post or submission of a Week 1 assignment will prevent an administrative drop at the conclusion of Week 1. Please see course syllabus for all assignments.

## PARTICIPATION AND SUBSTANTIVE INTERACTION REQUIREMENTS THROUGHOUT THE REMAINDER OF THE TERM

Beginning in Week 2 and throughout the remainder of the course, participation and substantive interaction will be tracked using the tools within the LMS. Throughout the term, students must participate in such a way as to ensure successful completion of the course by the end of the term (i.e., regularly submit assignments by the designated due date and continue to substantively interact with other students and the course instructor), abiding by the participation and substantive interaction requirement outlined in each course syllabus. Students who do not turn in an assignment or substantively interact for a 14-day consecutive calendar period will be administratively withdrawn, resulting in a grade of W recorded on the student’s academic transcript.

Course acceleration does not exempt a student from an administrative withdrawal. Submitting work prior to its due date (accelerating) and going inactive for 14 calendar days is still lack of interaction in the course and an administrative withdrawal will be

initiated. This will result in a grade of W recorded on the student’s academic transcript.

Although a 14-day consecutive calendar period of inactivity will result in an administrative withdrawal, a faculty member may withdraw a student at any time if the student’s participation or lack thereof merits a withdrawal. The decision by the faculty member to withdraw a student includes students who only participate in the discussion forums and who fail to submit written assignments quizzes/exams, labs and/or projects, as this does not meet the rigor set forth in the course that would enable the course learning objectives to be met. Additionally, bulk assignment submission after periods of inactivity may not be accepted for grading per the late policy; this does not reflect academic engagement.

A student’s last date of attendance/activity is defined as the latest submission date. Submissions that meet the definition of participation and substantive interaction are those in which an official, calculated score appears in the LMS grade book; the score comprises a percentage of the overall, final grade. The following are examples of recorded activity in the LMS:

- Written Assignments, Tests, Exams, Labs, Final Projects and Portfolios
- Initial Discussion Post (totaling 75-150 words)
- Replies to Discussion Posts (responses to fellow students’ posts)

Completing course work designated as “optional” or “practice” does not qualify and is not counted toward satisfying University policy on substantive interaction. Students who choose to complete “optional” or “practice” assignments, but fail to submit graded course work which would result in a percentage of the overall final grade, will be withdrawn.

Some courses have a safety exam which must be passed (multiple attempts are allowed) prior to the openings of further course material. Students who fail to pass the exam and, thus, are not able to participate in the course for 14 days will be withdrawn.

Reinstatements will not be considered unless a University systems error was made or a documented military obligation is approved in accordance with The Statement of Academic Purpose in [Section 2.12](#). Tuition will be refunded per the Institutional Refund Policy published in [Section 2.11](#) of the Student Handbook.\*

\*It is the responsibility of the student to know the Participation and Substantive Interaction Policy. This is located in the Student Handbook and course syllabi.

## 2.24 ACADEMIC INTERACTION

During the educational process, interaction between the student and the instructor is both expected and provided. While much of this interaction takes place as a part of the standard course structure, additional interaction may be required as a result of surrounding assessments, discussion forums or general coursework beyond the scope of the existing course materials. If a student has difficulty in

a course, an instructor should be contacted via email. Instructors will respond to a student’s specific course-related email within two calendar days.

Other communication options open to a student include:

- Discussion postings (for general course-related questions)

- Office chats (by appointment)
- Instant messaging
- Skype

If one of these communication options cannot solve a student's issue satisfactorily, the instructor may decide to make an appointment for a telephone conference. The instructor will contact

a student via email to arrange the conference call. The discussion is limited to the academic material.

If a student's instructor arranges for a telephone conference, the student must make the telephone call at the appointed time and have course materials at hand. Instructors may decide to place the call at their discretion, but typically, the student must place the call and pay for any long-distance charges that may apply.

## 2.25 SATISFACTORY ACADEMIC PROGRESS

Satisfactory Academic Progress standards apply to undergraduate and graduate students who wish to establish or maintain eligibility for program enrollment. These standards apply to a student's entire academic record at Grantham University, including all credit hours applied to the student's program transferred to Grantham University from another school.

Students are required to meet SAP standards to remain eligible for federal student aid. Prior to all federal student aid disbursements, eligible SAP status will be verified.

### SAP STANDARDS - UNDERGRADUATE

Student progress is reviewed at the conclusion of the student's 16-week semester (two eight-week terms) to determine compliance with the SAP policy. There are three components to the SAP policy:

#### 1. Minimum Cumulative Grade Point Average:

A student's Cumulative Grade Point Average is based on all non-developmental courses taken at Grantham University at the undergraduate level. The minimum CGPA undergraduate students must meet varies according to the number of undergraduate credit hours they have attempted. (See Undergraduate SAP Standards charts below.) Academic records are reviewed at the completion of every 16-week semester (two eight-week terms) to determine SAP. Attempted courses include all undergraduate courses (first-time or repeat courses) a student is enrolled in on the eighth day of a class session, courses credited as the result of passed proficiency exams and courses transferred to Grantham University that are part of the student's declared program. Undergraduate students must have a 2.0 CGPA in order to graduate.

#### 2. Minimum Course Completion Rate:

The Course Completion Rate is a calculated percentage based on the number of credit hours earned divided by the number of credit hours attempted at the undergraduate level. The minimum CCR that students must meet varies according to the number of credit hours they have attempted. (See Undergraduate SAP Standards charts below.) Attempted courses include all undergraduate courses (first-time or repeat courses) a student is enrolled in on the eighth day of a class session, courses credited as the result of passed proficiency exams and courses transferred to Grantham University that are part of the student's declared program.

#### 3. Maximum Time Frame:

Students are given a maximum time frame of 150 percent of the

published program length to complete their declared program.

For example, if a student must earn 60 credit hours to complete declared associate degree, the student must earn those credit hours while attempting no more than 90 credit hours overall.

All attempted courses within the student's program, including courses transferred to Grantham University, count toward the maximum time frame for program completion.

If, at any point, it becomes evident that a student cannot mathematically complete the program within the 150 percent time frame, the student will be suspended from the University and is no longer eligible for Title IV funding. If the student has an alternative method of payment, the student may appeal the academic standing

UNDERGRADUATE DEGREE SAP STANDARDS			
MEASUREMENT LEVEL	MINIMUM CUMULATIVE GRADE POINT AVERAGE	MINIMUM COURSE COMPLETION RATE	MAXIMUM TIME TO COMPLETION
0-24 Credit Hours Attempted	≥ 1.5	50%	150% of the program's published length
25-47 Credit Hours Attempted	≥ 1.8	60%	
48 or more Credit Hours Attempted	≥ 2.0	66.67%	

UNDERGRADUATE CERTIFICATE SAP STANDARDS			
MEASUREMENT LEVEL	MINIMUM CUMULATIVE GRADE POINT AVERAGE	MINIMUM COURSE COMPLETION RATE	MAXIMUM TIME TO COMPLETION
0-6 Credit Hours Attempted	≥ 1.5	50%	150% of the program's published length
7 or more Credit Hours Attempted	≥ 2.0	66.67%	

**SAP STANDARDS - GRADUATE**

Student records are reviewed at the conclusion of the student's 16-week semester (two eight-week terms) to determine compliance with the SAP policy. There are two components to the SAP policy:

**1. Minimum Cumulative Grade Point Average:**

A student's Cumulative Grade Point Average is based on all courses taken at Grantham University at the graduate level. Students must maintain a CGPA of 3.0 or higher. Academic records are reviewed at the completion of every 16-week semester (two eight-week terms) to determine SAP. Attempted courses include all courses a student is enrolled in on the eighth day of a class session and courses transferred to Grantham University that are part of the student's declared degree program. Graduate students must have a 3.0 CGPA in order to graduate.

**2. Maximum Time Frame:** Students are given a maximum time frame of 150 percent of the published program length to complete their declared degree program. For example, if students must earn 36 credit hours to complete their declared program, they must earn (complete) those credit hours while attempting no more than 54 credit hours overall.

All attempted courses within the student's program, including courses transferred to Grantham University, count toward the maximum time frame for program completion.

If, at any point, it becomes evident that a student cannot mathematically complete the program within the 150 percent time frame, the student will be suspended from the University and is no longer eligible for Title IV funding. If the student has an alternative method of payment, the student may appeal the academic standing.

GRADUATE DEGREE SAP STANDARDS			
MEASUREMENT LEVEL	MINIMUM CUMULATIVE GRADE POINT AVERAGE	MINIMUM COURSE COMPLETION RATE	MAXIMUM TIME TO COMPLETION
0-12 Credit Hours Attempted	≥ 3.0	50%	150% of the program's published length
13-24 Credit Hours Attempted	≥ 3.0	60%	
25 or more Credit Hours Attempted	≥ 3.0	66.67%	

GRADUATE CERTIFICATE SAP STANDARDS			
MEASUREMENT LEVEL	MINIMUM CUMULATIVE GRADE POINT AVERAGE	MINIMUM COURSE COMPLETION RATE	MAXIMUM TIME TO COMPLETION
0-6 Credit Hours Attempted	≥ 2.5	50%	150% of the program's published length
7 or more Credit Hours Attempted	≥ 3.0	66.67%	

**SATISFACTORY ACADEMIC PROGRESS GENERAL POLICIES**

**Incomplete Course**

For students that are granted an Incomplete grade as described in the University [Incomplete Policy](#), the Incomplete will be evaluated upon completion of the course.

**Change of Program**

Attempted courses that do not apply as part of the new program will be excluded from future SAP evaluations; however, students are limited in the number of times they may change programs, as described in section [2.14](#).

**Repeating A Failed or Withdrawn Course**

Repeated courses and earned credits awarded when a student repeats a course to improve a grade are subject to the SAP definitions and policy. Credit hours from a repeated course are counted as attempted hours every time the course is repeated. Once a course is passed, the credit hours are counted as both attempted and completed credit hours.

**Transfer Credit**

All transfer credit and passed challenge tests that count toward a student's program of study will be included in the Course Completion Rate measurement of SAP.

**SAP Warning**

Students are placed on SAP Warning for one 16-week semester (two eight-week terms) if they do not meet the Minimum GPA and/or (for undergraduate students only) the Course Completion Rate requirements. While on SAP Warning, students are eligible to receive federal student aid for that 16-week semester. Notification of the change of academic standing will be emailed to the student's Grantham University email address. Lack of reception of notification does not exempt students from the policy requirements.

Students who are on SAP Warning who do not meet SAP standards at their next SAP check will be academically suspended.

**SAP Suspension**

Students are placed on SAP Suspension for failing SAP requirements at the conclusion of the student's 16-week semester on SAP Warning. Students on SAP Suspension are not eligible to receive federal student aid disbursements.

Notification of the change of academic standing will be emailed to the student's Grantham University email address. Lack of reception of notification does not exempt students from the policy requirements. To regain eligibility for enrollment, students must submit a successful academic appeal.

### Appealing a Suspension

Students may appeal an academic suspension by submitting a Suspension Appeal packet consisting of a Suspension Appeal form, an explanation of the qualifying circumstances that led to the student's failure to meet SAP standards, documentation of the eligible qualifying circumstances mentioned in the appeal and a description of the changes in the student's situation that will allow the student to meet SAP standards in the future.

Qualifying circumstances recognized as documentable reasons for SAP Suspension Appeal are:

- Injury or serious illness of the student or family member
- Loss of employment by student or family member
- Loss of housing
- Qualifying life event (divorce, birth or death of family member)
- Natural disaster
- Military duty
- Required relocation
- Other unexpected circumstance(s) beyond the control of the student

Supporting documentation (e.g., letters from employers, doctor's notes, receipts, court summons, military orders, lease documents, birth certificates, obituary notices) must be attached to the appeal form to verify that one or more of the qualifying circumstances above led to the suspension. An appeal may be denied for lack of documentation. Normal life and work circumstances are not grounds for an appeal.

Students who choose to appeal their SAP suspension are encouraged to work with their Student Advisor to determine the appropriate academic strategies in developing an academic plan and submitting the completed appeal. For students' optimal future academic success, appeal decisions may require students to use the Teaching and Learning Center resources before they would be eligible for future enrollments.

Students who are active in courses and earn SAP suspension will have a deadline of seven calendar days from the date of notification to submit an appeal to remain in courses. (The date of notification is considered to be the date on the email communication and constitutes day one of the seven calendar days). Such students may remain enrolled while the appeal is reviewed.

To submit an appeal, a student should go to [GLife](#) and click on the Submit Academic Appeal link. Once completed, the appeal will go to the appropriate University official for review.

Students informed of their suspension when simultaneously registered in active courses may remain enrolled while the appeal is reviewed, understanding that appeals from actively enrolled students must be received no later than seven calendar days from the date of notification. (The Date of Notification is considered to be the date on the email communication and constitutes day one of the seven days).

Students continuing in a course(s) while the appeal is processed who then receive a denial of the appeal or students who do not submit an appeal by the appeal deadline may no longer continue and are administratively dropped from all classes.

Students not currently enrolled must successfully complete their appeal submission 30 days prior to the next course start date. Students not currently enrolled in active coursework whose appeals are approved may enroll for a future term(s) provided the registration deadline has not passed and are subject to academic probation conditions.

Approved students will be placed in an Academic Probation status and granted one 16-week semester (two eight-week terms) to improve their academic standing and meet the required Academic Plan (SAP Standards). While on Academic Probation, students are eligible to receive federal student aid for that 16-week semester.

### Undergraduate Assistance Program

Grantham University undergraduate students who do not meet SAP requirements, including entering the SAP Warning phase, may be subject to the SAP Assistance Program. The SAP Assistance Program may include a requirement to take a reduced course load and/or student participation in other interventions designed to improve student academic success. Interventions, particularly a reduced course load, may impact student funding and program completion time. The length of time a student may be required to remain in a reduced course load state is determined by the Program Dean.

At the next regular SAP check, SAP status will be re-evaluated. Students who meet SAP requirements will return to Good Standing and the SAP Assistance Program becomes voluntary for the student. Students who do not meet minimum SAP requirements will be suspended and may file a SAP appeal. Students that participated fully in all intervention measures should include that information in their SAP appeal. Full participation in the intervention measures demonstrate good academic intentions and progress the Program Dean can consider during the appeal process.

### Academic Plan

The Academic Plan developed with the Student Advisor during the appeal process is used as an advising tool to return the student to good standing. The maximum length of an Academic Plan cannot exceed two 16-week semesters to meet the Minimum Cumulative GPA and/or, for undergraduate students only, the Course Completion Rate requirements.

After the Probation 16-week semester (two eight-week terms) has been completed, if the overall cumulative SAP requirements have been met, then the student is returned to Good Academic Standing.

After the Probation period, if the cumulative SAP requirements have not been met but the 16-week semester GPA is 2.0 or higher for undergraduate students or 3.0 or higher for graduate students, the student remains eligible for a second 16-week semester (two eight-week terms) in a Final Probation academic status. If the overall cumulative SAP requirements are not met at the end of the Final Probation period, the student will be suspended.

After the Probation period, if neither the overall cumulative SAP requirements nor the 16-week semester GPA of 2.0 for undergraduate students or 3.0 for graduate students has been met, the student will be suspended.

Students placed back on SAP Suspension may submit an appeal for reinstatement consideration. Students will be required to participate in academic intervention activities as part of any approved appeal decision.



# STUDENT FINANCING

Grantham University offers various options to assist students with financing their education. Visit [The Tuition and Financial Aid](#) section of Grantham's website for more information.

Grant and/or scholarship applications must be received with required proof of eligibility prior to the start date of the term in order for the application to be reviewed, unless there are other deadlines

imposed by the online scholarship application for which the student may be applying. Scholarships, once awarded, are applied to Grantham's standard tuition rate (see [Section 1.7](#), Tuition and Fees).

For more information about our graduation rates, the median debt of students who completed our programs and other important information, please visit [grantham.edu/disclosure](http://grantham.edu/disclosure).

## 3.1 GRANTHAM UNIVERSITY HEROES PROGRAM

To show our appreciation and to honor those who serve our country and our communities, Grantham University offers the Heroes program to ensure the costs of education remain affordable for these individuals.

Students who qualify will receive the following benefits:

- ▶ Tuition Rate of \$250 per credit hour (Undergraduate and Graduate)
- ▶ Resource Fee waived for each course

Eligibility will be determined by the Financial Aid Office at the time of admission to the university and will continue as long as the student remains enrolled.

### ELIGIBILITY REQUIREMENTS:

- ▶ Applicants must meet Grantham University's minimum admissions requirements.

- ▶ Applicants must meet any special program admissions requirements.
- ▶ Applicants must be at least one of the following:
  - A U.S. active-duty service member, reservist, National Guard member or other military service member;
  - A U.S. honorable, general under honorable or medically discharged veteran;
  - A dependent or spouse of a U.S. active-duty service member reservist, National Guard member or veteran (honorably, general under honorable or medically discharged);
  - A U.S. emergency first responder, including federal, state and local law enforcement personnel, fire fighters, emergency medical technicians and paramedics; or
  - A US civil servant at the federal, state, county and/or local level.

## 3.2 EUGENE "GENE" JEWETT MEMORIAL SCHOLARSHIP FOR BUSINESS STUDENTS

In honor of the late Gene Jewett, a thought leader, early advocate of online education and Grantham board member, Grantham University is pleased to offer annually the Eugene "Gene" Jewett Memorial Scholarship for Business Students.

### SCHOLARSHIP DETAILS:

Each year, one full scholarship will be awarded to a recipient earning an undergraduate or graduate degree in the Mark Skousen School of Business.

## 3.3 DAVID (BULL) BAKER MEMORIAL SCHOLARSHIP

General Baker served on Grantham University's Board of Governors from 2006 until his passing in 2009. In his honor, Grantham University is pleased to offer annually the David (Bull) Baker Memorial Scholarship.

### SCHOLARSHIP DETAILS:

Each year, one full scholarship will be awarded for the recipient to earn an undergraduate or graduate degree at Grantham University.

## 3.4 COMMANDER EVERETT ALVAREZ, JR. RESILIENCE SCHOLARSHIP

Commander Everett Alvarez, Jr., a distinguished Naval officer who was the first American aviator shot down over North Vietnam, spent eight and a half years as a Vietnam Prisoner of War. Commander Alvarez personifies determination and persistence

in achieving success and, in the midst of life's most difficult situations, believes in the fundamental principles he learned in the military: "You don't give up. You stand true to your mission. Be resilient."

## STUDENT FINANCING

Grantham is proud to have Commander Alvarez as one of its distinguished Board of Governors members and is pleased to offer the Commander Everett Alvarez, Jr. Resilience Scholarship. This Scholarship is intended to encourage resilience through the military student recipient's degree program, a long journey that requires the dedication for which Commander Alvarez stands.

It is through the Commander Everett Alvarez, Jr. Resilience Scholarship that the University helps supplement military service members' tuition assistance benefits — making it easier to achieve

maximum credit hours in a given year and move toward degree completion more rapidly, thereby making graduation more likely.

Grantham University seeks to encourage students to avoid loans whenever possible and is offering this Scholarship in honor of Commander Alvarez for those who are using military TA. Through the Commander Everett Alvarez, Jr. Resilience Scholarship, qualifying service members are provided up to \$1,000 annually toward their Grantham degree.

### 3.5 DR. SUSAN FAIRCHILD NURSING SCHOLARSHIP

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In honor of the founding Dean of the School of Nursing, Grantham University has created the Dr. Susan Fairchild Nursing Scholarship. Dr. Fairchild joined Grantham University in August 2009 when she came out of retirement to develop the University's nursing programs. Previously, she taught nursing for more than 30 years at the associate, baccalaureate and master's levels in both traditional and distance learning environments and authored two nursing textbooks related to Perioperative Nursing Practice and Education. For her

dedication and contributions to both Grantham and the nursing community, Dr. Fairchild was named Dean Emerita in October 2013 and continued to support the programs through spring 2014. The Dr. Susan Fairchild Nursing Scholarship is offered to two deserving nursing students each year, one at the undergraduate and one at the graduate level, who exemplify the qualities Dr. Fairchild and the profession of nursing represent. The scholarship covers the tuition and fees for two courses.

### 3.6 EMPLOYER EDUCATION BENEFITS

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Many employers offer education benefits to their employees and the Financial Aid department at Grantham can help you determine

how best to utilize them. Students are encouraged to consult with their employer to ensure they understand the requirements

### 3.7 ASSOCIATION SCHOLARSHIPS

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Grantham desires to make education convenient and affordable. With that in mind, we have partnered with organizations to offer

both full and partial scholarships. Details can be found on the [Grantham website](#).

### 3.8 VOCATIONAL REHABILITATION

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Vocational Rehabilitation is designed to help disabled individuals prepare for, or return to, productive activity. Training, personal counseling and other services are provided to those who have physical or mental disabilities that hinder employment. Services to

eligible individuals are provided by state agencies for vocational rehabilitation. Further information may be obtained by contacting the local office of the State Vocational Rehabilitative Services. To find who to contact visit the [Rehabilitation Services Administration](#).

### 3.9 MILITARY PROGRAMS

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Each branch of the military has its own criteria for the amount of Tuition Assistance a service member receives. Authorization for TA is an individual Service policy decision that may have specific academic standing requirements for eligibility. Before you plan on using military TA, you should check your eligibility each term with the appropriate Service.

#### MILITARY TUITION ASSISTANCE

Active duty, National Guard, reserve and veterans may be eligible for tuition assistance and/or scholarships. If a student using TA as a full or partial funding source is dropped from a course and a credit balance is created, the credit balance will be returned to the funding source. In the event an appeal for reinstatement is approved, the reinstatement may create a debt against the student.

### DANTES REIMBURSEMENT

Grantham courses have Defense Activity for Nontraditional Education Support approval for tuition reimbursement. For more information on DANTES, students should contact the Educational Service Officer on their base and a University representative.

### TUITION ASSISTANCE TOP-UP

The Code of Federal Regulations states an active-duty service member may not receive VA education benefits for the same courses for which they receive tuition assistance from the military. To help cover potential out-of-pocket expenses to a student using TA, the Montgomery G.I. Bill® (MGIB) and the Post 9/11 G.I. Bill® was amended to permit the VA to pay a TA Top-Up benefit.

The amount of the benefit can be equal to the difference between the total cost of a college course and the amount of TA that is paid by the military for the course. Top-Up is the only VA program that will pay a student on active duty and receiving TA for the same course(s).

These claims are handled differently from claims for MGIB without TA. For Top-Up claims, a student will not need to check in with the school official who certifies VA education benefits. The VA does not need an enrollment certification on VA Form 22-1999; however, approval for VA education benefits is required to receive Top-Up payments for any course for which TA is payable under Department of Defense criteria.

### AU-ABC PROGRAM

The Air University Associate to Baccalaureate Cooperative program is an initiative between Air University of the Air Force and Grantham

University to offer bachelor's degree opportunities to Air Force enlisted members or veterans. The AU-ABC Program aligns with the vision of Air Force leaders to provide distance learning and bachelor's degree opportunities for Airmen.

Current students or those who have graduated with an Associate in Applied Science degree from the Community College of the Air Force may be eligible to complete a bachelor's degree with Grantham by leveraging their associate degree through the AU-ABC Program.

### ELIGIBILITY

- Active-duty Air Force, Air Force Reserve or Air National Guard
- Degree requirements may be completed after the student retires or separates from the Air Force.
- The student receives a binding degree completion contract to lock in the transfer credit and remaining degree requirements.

To be a part of the AU-ABC program, education partners must:

- Meet specific accreditation standards
- Require no more than 60 semester hours after the AAS degree for a bachelor's degree
- Deliver instruction via distance learning
- Maximize application of military credit
- Relate degree programs to an Air Force specialty

For more information about the AU-ABC program, military students should visit [Grantham's website](#), or contact their Education Services Officer or a Grantham admissions representative.

## 3.10 VETERANS PROGRAMS

### VETERANS EDUCATION BENEFITS (CHAPTERS 30, 33, 35, 1606, 1607)

Grantham offers a variety of programs of study approved for the training of veterans. Check with a Veterans Affairs representative for a current listing of degree programs approved for VA education benefits, which are available to an approved program. Visit the [Grantham website](#) or [GLife](#) to obtain information about using the G.I. Bill® while attending Grantham.

The Department of Veterans Affairs determines student eligibility for educational points. An eligible student may call the VA at (888) 442-4551 (888-GIBILL1) or refer to the VA website at [gibill.va.gov](http://gibill.va.gov).

### PRIORITY REGISTRATION

In an effort to ensure that current and former military members can continue in the courses they need to complete their program of study, Grantham will give priority to these students during the course registration process. Student Advisors will coordinate with these students on their course planning and availability needs.

### ENROLLMENT CERTIFICATION

A School Certifying Official will certify student enrollment to the VA once the student is enrolled.

### CONCURRENT ENROLLMENT

While receiving VA educational benefits, a student may be concurrently enrolled in two different institutions during the same term. Wherever the student is pursuing a degree will be the Parent School. A student using VA education benefits must acquire an authorization letter (VA Parent Letter) from the School Certifying Official at the parent school addressed to the School Certifying Official at the secondary school. This form states that the courses taken at the secondary school will be credited toward the current major the student is pursuing. A student using VA education benefits is responsible for informing the secondary school's Veterans Office where the Parent School is located. The secondary school will complete the certification for the benefits form (VA form 22-1999) and send it to the VA.

### SATISFACTORY PROGRESS

The Department of Veterans Affairs and the state of Kansas require schools to monitor student progress. See [Section 2.25](#) for the University's Satisfactory Academic Progress policy

### PROBATIONARY PERIOD

According to Grantham's Satisfactory Academic Progress policy, students will be placed on Academic Warning or Academic Probation if they fail to maintain SAP. A student on Academic Warning or Probation will be certified (not to exceed Warning and Probationary periods composed of four consecutive terms of enrollment) to the VA for education benefits, except where the student was suspended after failing Academic Probation and is readmitted to the University on Academic Probation. Students re-admitted to the University on Academic Probation will not be certified to the VA until minimum standards of SAP are met.

### INCOMPLETE PERIOD

Grantham may grant an Incomplete grade for a course pursuant to the University's [Incomplete Policy](#), which gives the student an additional 14-day period after the course end date to complete the

course; however, the student will not receive VA payments during this period. The VA will automatically discontinue benefits on the day after the term end date. Benefits will not resume until the requirements for all courses in which the student is enrolled have been satisfied, the student enrolls in a subsequent term and the enrollment has been certified to the VA.

### VETERANS VOCATIONAL REHABILITATION (CHAPTER 31)

Veterans Vocational Rehabilitation is a program designed to assist service-disabled veterans to obtain suitable employment and promote maximum independence in daily living. Professional counselors from the Department of Veterans Affairs assist in preparing an individual plan, which includes services and financial assistance necessary to complete a designated program. Students seeking additional information pertaining to this type of benefit should contact the Vocational Rehabilitation Department of the Department of Veterans Affairs. Financial Aid is available to those who qualify. Department of Defense personnel are entitled to consideration for all forms of financial aid that Grantham University makes available to students.

## 3.11 FEDERAL STUDENT AID PROGRAMS

### FEDERAL PELL GRANT PROGRAM

The Federal Pell Grant, unlike a loan, does not have to be repaid. A student's eligibility for a Pell Grant is calculated using a formula developed by the U.S. Congress and information submitted by the student on the Free Application for Federal Student Aid. Only undergraduate students are eligible for Pell Grants at Grantham University. For the 2019–2020 award year (July 1, 2019 to June 30, 2020), the maximum scheduled Pell Grant award is \$6,195 (subject to change based on adjustments to the Federal Budget). The amount awarded to a student depends on the student's cost of attendance, expected family contribution and enrollment status (full-time, ¾ time, half-time or less-than-half-time). The maximum award grant is given to any student who is Pell-eligible and also meets the criteria for the Iraq and Afghanistan Service Grant (listed below).

### IRAQ AND AFGHANISTAN SERVICE GRANT PROGRAM

This program is another form of gift aid that does not have to be repaid: however, unlike the Pell Grant program, it is not based on financial need. The Iraq and Afghanistan Service Grant Program is intended to assist students who are not Pell-eligible, but whose parent or guardian died as a result of military service in Iraq or Afghanistan after September 11, 2001, and who, at the time of the parent's or guardian's death, were less than 24 years old or were enrolled in college at least part-time. The amount awarded to any

eligible student is equal to the maximum Pell Grant for the award year, not to exceed the cost of attendance.

### WILLIAM D. FORD FEDERAL DIRECT LOAN (DIRECT LOAN) PROGRAM

Federal loans provided through the William D. Ford Federal Direct Loan Program are referred to as Direct Loans because the federal government – through the U.S. Department of Education – is the lender. Unlike grants, student loans are borrowed money that students are legally obligated to repay, with interest. Students must maintain an enrollment status of at least half-time to be eligible for Direct Loans. Additionally, all first-time Direct Loan borrowers must complete a Master Promissory Note and Entrance Counseling before funds will be disbursed. Repayment begins after a six-month grace period following graduation, withdrawal from school or enrollment of less-than-half-time. Direct Loans include the following:

- **Direct Subsidized Stafford Loans:** Subsidized loans are awarded only to undergraduate students on the basis of financial need. If a student is eligible for a subsidized loan, the U.S. Department of Education will pay (subsidize) the interest on the loan while the student is in school for the first six months after the student leaves school and during periods of deferment.
  - The interest rates for Direct Subsidized Loans and Direct Unsubsidized Loans are shown in the chart below (may also be found at [studentaid.ed.gov/types/loans](http://studentaid.ed.gov/types/loans)):

## STUDENT FINANCING

LOAN TYPE	DIRECT SUBSIDIZED & UNSUBSIDIZED LOANS
BORROWER TYPE	UNDERGRADUATE
LOANS FIRST DISBURSED ON OR AFTER 7/1/19 AND BEFORE 7/1/20	4.53 %

➤ **Direct Unsubsidized Stafford Loans:** Unlike subsidized loans, the borrower is responsible for interest that accrues on Direct Unsubsidized Loans from the time the loan is disbursed until it is paid in full, and financial need is not required to receive an unsubsidized loan.

- The interest rates for Direct Unsubsidized Loans are shown in the chart below (may also be found at [studentaid.ed.gov/types/loans](http://studentaid.ed.gov/types/loans)):

LOAN TYPE	DIRECT UNSUBSIDIZED LOANS
BORROWER TYPE	GRADUATE OR PROFESSIONAL
LOANS FIRST DISBURSED ON OR AFTER 7/1/19 AND BEFORE 7/1/20	6.08 %

Direct PLUS Loans enter repayment once the loan is fully disbursed (paid out); however, graduate or professional students loans will be placed into deferment while enrolled at least half-time and for an additional six months after ceasing to be enrolled at least half-time.

Parent borrowers may contact the loan servicer to request a deferment:

- If the parent or child is enrolled at least half-time, and
- For an additional six months after the child ceases to be enrolled at least half-time

If the loan is deferred, interest will accrue on the loan during the deferment. You may choose to pay the accrued interest or allow the interest to capitalize when the deferment period ends. Your loan servicer will notify you when your first payment is due.

LOAN TYPE	DIRECT PLUS LOANS
BORROWER TYPE	GRADUATE OR PROFESSIONAL
LOANS FIRST DISBURSED ON OR AFTER 7/1/19 AND BEFORE 7/1/20	7.08 %

These are fixed interest rates for the life of the loan. Additionally, there is a loan fee on all Direct PLUS Loans.

### RETURN OF TITLE IV FUNDS

When a student withdraws from the University, as outlined in the [Withdrawal Policy](#), prior to completing more than 60 percent of a semester, Student Financial Services must determine the amount of

Title IV program assistance that was earned. For example, a student who has only completed 40 percent of the semester will only “earn” 40 percent of the Title IV aid for which one was eligible. The student and/or the University must then return the remaining 60 percent.

The Title IV programs administered by Grantham University that are covered by this policy are: Federal Pell Grants, Iraq and Afghanistan Service Grants, Direct Stafford Loans and Direct PLUS Loans. Any student receiving any Title IV funds are subject to this policy.

The institution will use the Department of Education mandated refund calculation to determine the percentage of Title IV funds earned by the student as of the Last Date of Attendance. The LDA is the last date that the student participated as outlined in the [Participation and Substantive Interaction Policy](#). The percentage of Title IV aid earned is calculated as follows:

Number of days completed*	Percentage of payment period
Total days in the payment period (semester)*	= (semester) completed period (semester)*

\*The number of days in the payment period are calendar days. Grantham University does not have any scheduled breaks that would be excluded from the calculation.

The resulting percentage of the payment period completed equates to the percentage of Title IV funds earned by the student.

If a student (or the parent or University on the student’s behalf) receives excess Title IV program funds that must be returned, the University must return a portion of the excess equal to the lesser of:

- Student’s institutional charges for the period multiplied by the unearned percentage of the student’s funds, or
- Entire amount of excess funds

The University must return the unearned aid for which the school is responsible by repaying funds to the following sources, in order, up to the total net amount disbursed from each source. All returns will be made no more than 45 days after the withdrawal:

- Unsubsidized Direct Stafford Loan
- Subsidized Direct Stafford Loan
- Direct PLUS (Graduate Student)
- Direct PLUS (Parent)
- Pell Grant
- Iraq Afghanistan Service Grant

If the University is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that the student (or the parent for a Direct PLUS Loan) must return must be repaid in accordance with the terms of the Master Promissory Note. That is, the student may make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned federal grant funds that a student must return is called an overpayment. The maximum amount of a grant

overpayment that a student must repay is half of the grant funds received or scheduled to receive. The student does not have to repay a grant overpayment if the original amount of the overpayment is \$50.00 or less. The student must make arrangements with the University to return the unearned grant funds.

If the student did not receive all of the funds earned, the student might be due a post-withdrawal disbursement. Eligible grant funds will be automatically credited to the student's account. If the post-withdrawal disbursement includes loan funds, the University must obtain the student's permission before it can disburse funds.

There are some Title IV funds that students might have been scheduled to receive that cannot be disbursed once they withdraw because of other eligibility requirements. For example, if students who are first-time, first-year undergraduates and have not completed the first 30 days of a program before withdrawing, then they will not receive any Direct Loan funds for which they were eligible had they remained enrolled past the 30th day.

Once complete, the student is notified that the calculation was made and of any action that must be taken by either the student or the University. In addition, any student that had Direct Loans disbursed at the University will be sent exit counseling information.

All notifications are made to the non-Grantham email address on file no later than 30 days after their withdrawal. In the event there is not a valid email address on file, a paper copy of the material will be mailed to the student's home address.

The requirements for Return of Title IV program funds when a student withdraws are separate and different than the Grantham [University Institutional Refund Policy](#). Therefore, the student may still owe funds to the University to cover unpaid institutional charges. Grantham University may also take action to collect any Title IV program funds that the University was required to return on the student's behalf.

### HEROES ACT

The Higher Education Relief Opportunities for Students Act of 2003 sets forth waivers applicable to those serving on active duty during wartime (i.e., those who are "assigned to a duty station at a location other than the location at which the individual is normally assigned"; those called up to active duty from the reserves, National Guard or retirement; and those affected by declared natural disasters). Students affected by these circumstances who withdraw during a semester are not required to repay Federal Student Aid grants.

# STUDENT SERVICES

## 4.1 STUDENT SUPPORT

### NORMAL STUDENT SUPPORT HOURS

- Monday – Thursday 7:00 a.m. – 8:00 p.m. (CT)
- Friday 7:00 a.m. – 5:00 p.m. (CT)
- Sunday 4:00 p.m. – 8:00 p.m. (CT)

The student must provide the following information:

- Full name
- Student number (GID)
- Phone number with area code
- Alternate contact number
- Detailed description of the problem

If the Student Advisor is unavailable, the student will be instructed to leave a voicemail message with the appropriate information and the representative will respond as soon as possible. All other non-academic requests for assistance should be directed to the student's assigned Admissions Representative or Student Advisor during normal business hours at (800) 955-2527.

### AFTER-HOURS AND WEEKEND SUPPORT

Given the importance of student success, Grantham University offers extended support hours. Examples of after-hours assistance include, but are not limited to:

- Admissions inquiries
- Enrollment questions
- Enrollment application forms
- Tuition assistance help
- No access to [GLife](#)
- Invalid Login/Password
- Website not found
- Testing issues

Students who require attention outside of normal business hours may request assistance at (800) 955-2527 ext. 600 or by using the live chat function via the Grantham website.

## 4.2 STUDENT ADVISORS

Student Advisors support students throughout their chosen degree program at Grantham University.

Students are assigned a Student Advisor, who maintains regular communications with the student to create realistic goals for the timely completion of courses to correlate with the student's graduation goals. The SA assists the student in educational growth and celebrates milestones and achievements along the student's academic journey.

Student success coaching is an exploration and discovery process that enables the student to view one's self from a fresh perspective. Just like a coach in any sport, the SA's goal is to help students perform to the best of their abilities. An SA can help with:

- Academic advising
- Student accountability for academic plans

- Academic motivation and goal-setting
- Initial help with specific non-academic issues (study habits, time management, etc.)
- Referral to other appropriate University resources
- Appropriate interventions for students identified as at-risk
- Communicating to the proper department any concerns that the student may experience
- Registering for courses each term

The student is responsible for academic decisions and education. In order for Grantham to assist students most effectively, it is the student's responsibility to immediately communicate needs and/or concerns to the appropriate representative for a timely and effective resolution.

## 4.3 STUDENT GRIEVANCES

Students with concerns or service requests should first contact the appropriate department for assistance. A list of concerns and departmental contact information is included in the table on the next page (see Table 4.3). The following information may also be helpful:

- Grantham has an "open door" policy – any Grantham staff member or department can be contacted via phone or email.
- Academic-related requests (e.g., grade posting, incomplete grades, military deployment, etc.) may be made by submitting the Academic Appeal Form available on [GLife](#).

## STUDENT SERVICES

- Grade appeals and similar academic concerns should be made following the policy outlined in [Section 2.21](#) of the University Catalog. The appropriate Grantham personnel will analyze and then attempt to remedy the situation.
- All student concerns or service requests will be routed to the appropriate department.
- Appropriate Grantham staff members will analyze the concern or service request and attempt to remedy the situation, generally within five business days but no longer than 30 business days.
- Students should include their Grantham student number (GID) in all correspondence.

Student complaints or grievances typically are about items such as administrative issues, financial issues, technology issues, faculty performance, grading, program content, program effectiveness/expectations and/or customer service issues.

Students whose concerns or service requests are not timely resolved at the departmental level may file a grievance with the Grantham University Ombudsman. The ombudsman is charged with resolving disputes within the University community and does not act on behalf of any party, but rather as an advocate for fairness between all parties. Student grievances should be addressed to:

Office of the Ombudsman  
Grantham University  
16025 West 113th Street  
Lenexa, Kansas 66219  
[Ombudsman@grantham.edu](mailto:Ombudsman@grantham.edu)

Students whose concerns are related to areas of noncompliance with DEAC standards and policies may address their concerns directly to:

Distance Education Accrediting Commission  
1101 17th NW, Suite 808  
Washington, D.C. 20036  
Phone: (202) 234-5100

Students residing in NC-SARA participating states may address concerns to:

Kansas Board of Regents  
1000 SW Jackson Street, Suite 520  
Topeka, KS 66612-1368

Students not residing in NC-SARA participating states may also address concerns to the state authority in their state of residence.

For a list of NC-SARA participating states, go to the following link: [nc-sara.org/sara-states-institutions](http://nc-sara.org/sara-states-institutions)

### CALIFORNIA COMPLAINT PROCEDURES

Most consumers receive a quality education and have a generally positive experience from attending an approved private postsecondary educational institution; however, in the event a consumer believes an institution's administrative processes or educational programs are compromised and not up to the required minimum standards, the Bureau for Private Postsecondary Education should be notified. A complaint may be filed by writing ([Complaint Form](#)) or calling BPPE's Enforcement Section at the following address and telephone number:

Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833  
Telephone: (916) 431-6959  
FAX: (916) 263-1897

An alternative avenue for filing a Complaint is to utilize the California Department of Consumer Affairs' online Complaint Form ([On-line Complaint Form](#)). The DCA will forward the On-line Complaint to the Bureau. Please note that, in general, state agencies recommend that you work to resolve your complaint through the University before filing a complaint with the state.

If an individual (student, staff or faculty) desires to make an anonymous complaint regarding Grantham's compliance with federal and state regulations and DEAC accreditation standards and policies, please contact:

Grantham University Ethics Helpline  
Phone: (844) 230-0005  
Website: [lighthouse-services.com/grantham](http://lighthouse-services.com/grantham)

TABLE 4.3

CONCERN/DEPARTMENT	EMAIL ADDRESS	PHONE NUMBER
Academic Appeals	<a href="#">GLife</a> > Quick Links > Submit Academic Appeal	Contact student advisor
ADA Accommodations	<a href="mailto:accommodations@grantham.edu">accommodations@grantham.edu</a>	
Admissions	<a href="mailto:admissions@grantham.edu">admissions@grantham.edu</a>	(800) 955-2527 ext. 4437
College of Arts and Sciences	<a href="mailto:dmarker@grantham.edu">dmarker@grantham.edu</a>	(800) 955-2527 ext. 4747
College of Engineering and Computer Science	<a href="mailto:nmiller@grantham.edu">nmiller@grantham.edu</a>	(800) 955-2527 ext. 4738
College of Nursing and Allied Health	<a href="mailto:crules@grantham.edu">crules@grantham.edu</a>	(800) 955-2527 ext. 4628
Faculty Concerns	<a href="mailto:provost@grantham.edu">provost@grantham.edu</a>	



## STUDENT SERVICES

Financial Aid Department	<a href="mailto:finaid@grantham.edu">finaid@grantham.edu</a>	(866) 850-2980 ext. 839
Mark Skousen School of Business	<a href="mailto:dmarker@grantham.edu">dmarker@grantham.edu</a>	(800) 955-2527 ext. 4747
Registration	<a href="mailto:registrations@grantham.edu">registrations@grantham.edu</a>	(800) 955-2527 ext. 4442
Student Accounts	<a href="mailto:studentaccounts@grantham.edu">studentaccounts@grantham.edu</a>	(800) 955-2527 ext. 738
Student Advising	<a href="mailto:studentadvising@grantham.edu">studentadvising@grantham.edu</a>	
Student Records	<a href="mailto:studentrecords@grantham.edu">studentrecords@grantham.edu</a>	(800) 955-2527 ext. 4562
Title IX (discrimination concerns)	<a href="mailto:titleix@grantham.edu">titleix@grantham.edu</a>	
Transcripts	<a href="mailto:transcripts@grantham.edu">transcripts@grantham.edu</a>	(800) 955-2527 ext. 4557
Transfer Credit Evaluation	<a href="mailto:evaluations@grantham.edu">evaluations@grantham.edu</a>	(800) 955-2527 ext. 4615
VA School Certifying Officials	<a href="mailto:veteranservices@grantham.edu">veteranservices@grantham.edu</a>	(800) 955-2527 ext. 4577
Veterans Support Team	<a href="mailto:vst@grantham.edu">vst@grantham.edu</a>	
Withdrawal(s)		Contact student advisor

### 4.4 CAREER SERVICES

Grantham University is committed to the success of each student and graduate. Through the use of Grantham University Career Services, students and alumni receive assistance in achieving career goals. The Career Services staff provides a variety of services, information and presentations to Grantham University students and graduates, including: career education, information relating to the careers associated with Grantham University programs, assistance in the development of necessary career tools, job search strategies and career planning.

Career Services offerings for current students and alumni include:

- ▶ Career webinars
- ▶ Job search strategies
- ▶ Career management and planning
- ▶ Resume and cover letter preparation

- ▶ Social media management
- ▶ Mock interviewing
- ▶ Professional portfolios
- ▶ Student organization management
- ▶ Military-to-civilian transition

For career-related questions, contact Career Services via email at [careerservices@grantham.edu](mailto:careerservices@grantham.edu).

Career Services does not guarantee employment and does not provide placement services. Should you have any questions relating to careers associated with your degree program or need assistance in the development of the career tools necessary to conduct a successful career search, contact Career Services.

### 4.5 CAREER LAUNCH

The Career Launch is a free professional development resource offered by the Career Services department at Grantham University. It is designed for individuals that would like to develop their professional skills and take the next step in their career. Participants can utilize the Career Launch to submit resumes, schedule appointments with Career Services and access career development resources.

#### RESOURCES AVAILABLE

The Career Launch is full of professional development resources to empower participants to take the next step in their career. Topic areas range from resume preparation to salary negotiation.

Each topic contains an instructional video and worksheet to help participants absorb and implement the information.

- ▶ Access Professional Development Resources
- ▶ Submit Your Resume For Review
- ▶ Schedule a Career Services Appointment
- ▶ Watch Instructional Videos
- ▶ Receive Achievement Badges
- ▶ Interview Preparation
- ▶ Job Search Strategies

- Networking Tips
- Salary Negotiation Resources

### HOW TO ACCESS CAREER LAUNCH

The first step to accessing the Career Launch is to register with the Grantham Career Services Department. You can contact us

at [careerservices@grantham.edu](mailto:careerservices@grantham.edu). Once you have registered you will receive an email with your username, password, and log in instructions.

## 4.6 TEACHING AND LEARNING CENTER

The Teaching and Learning Center provides assistance to both students and instructors. Student academic support is provided through resources such as: tutorials, live chat sessions, webinars and individualized tutoring, for most courses. In addition to student support, TLC provides professional development, training and support for all instructors. Offerings include asynchronous and synchronous webinars and workshops over a variety of topics, ensuring instructors stay abreast of the latest instructional best practices for online teaching and learning.

- Help students identify learning styles and develop effective study strategies
- Improve the academic performance of students who are struggling with coursework
- Provide professional development on the latest instructional practices for online teaching and learning

### MISSION STATEMENT

The Teaching and Learning Center enhances student learning through teaching excellence while helping students and instructors develop the skills and behaviors necessary to succeed in an online learning environment. Through tutorial services, learning strategies instruction, academic support and mentoring, TLC strives to improve students' academic performance and foster personal development, while concurrently promoting best practices in online teaching amongst instructors.

### TUTORING SERVICES

Grantham University offers tutoring services to its students at no additional cost, which includes on demand tutoring, the ability to schedule tutoring sessions and writing assistance/paper review. Students can access tutor.com from the "Connect Now to a Live Tutor" link within their courses. Though tutoring is available in every Grantham course, not all courses have content related tutors. All courses offer writing, library and reading comprehension assistance. Additionally, not all subjects offer 24/7 tutoring. If students attempt to select a subject that's unavailable, they are presented with future availability so they can either return during that time or schedule an appointment.

### GOALS

The goals of the TLC include:

- Enhance student learning and academic achievement
- Provide academic support and resources for students and instructors

### CONTACT INFORMATION

[TLCteam@grantham.edu](mailto:TLCteam@grantham.edu) for instructors

[LearningCenter@grantham.edu](mailto:LearningCenter@grantham.edu) for students

## 4.7 LIBRARY RESOURCE CENTER

All undergraduate and graduate students at Grantham have access to an online library. The library collection includes subscriptions to resources from EBSCO, IEEE, Gale and Ovid. Grantham's range of databases from EBSCO covers Academic Search Complete, e-book Academic Collection, Business Source Complete, Regional Business News and CINAHL Plus with Full Text; with thousands of e-books, magazines, journals, images and reference books available. IEEE STEM 10 Plus features full text and complete back files for leading periodicals in technology, engineering and science. Gale's Criminal Justice Collection has resources focused on criminology including journals, magazines, blogs and images. Ovid is a nursing and allied health database with journals from the top medical publishers.

All databases offer students the ability to print, email or export materials to their computers or flash drives so they can use the resources online or offline, as needed. Authenticated links to the databases are in GLife and Blackboard with tutorials on how to use the features. In addition to subscription services, Grantham students have an index of general and program-specific websites compiled by the librarian, faculty, program chairs and deans, located in GLife and Blackboard. These sites provide open-access academic journals and reference materials for student use.

Grantham employs a full-time librarian to ensure sufficient resources are available to students and to monitor usage of the library collection. The librarian is available to students who need library assistance with projects or assignments through phone,

email and live tutoring sessions. The librarian also provides guidance to faculty and the instructional design team on developing coursework consistent with the Association of College and

Research Libraries Information Literacy Competency Standards for Higher Education.

### 4.8 GRANTHAM UNIVERSITY BOOKSTORE

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The Grantham University Bookstore is available to students as a source for textbooks, e-books and an assortment of other required course materials.

Students may obtain required resource information on the [Grantham University Bookstore](#).

Students should immediately update their email and shipping addresses by contacting their Student Advisor or by going to “My Account” on the bookstore homepage. Failure to provide current email and shipping addresses may result in cancellation of resource deliveries or incurring shipping fees.

#### GRANTHAM UNIVERSITY TEXTBOOK SHIPPING POLICY

Standard shipping fees for textbooks and other course materials are included in the University Resource Fee (including APO and FPO addresses and P.O. boxes within U.S. territories). A student in another country, or with a physical address inside a U.S. territory, must pay additional shipping charges. Expedited shipping, if requested by the student, is an additional cost and is not covered by the Resource Fee.

Students who opt out\* of the portion of the Resource Fee earmarked to cover the cost of course materials will be responsible for all textbook and shipping fees. When a student registers for a course, required course materials are automatically ordered from the University Bookstore unless that student has chosen to opt out

All Print on Demand (POD) items will be shipped separately from other items in your order. POD orders received by 10am CST on a business day will be shipped within 3-5 business days.

Items may ship separately from different locations. Tracking information will be provided at the item level in these cases. Directions to access digital content will be emailed to the email address you provided in the order or provided within the classroom.

\*Note that not all courses are eligible for opt out.

#### ADDITIONAL MATERIALS

Any required materials for the course will be available within the bookstore for order. Any suggested outside resources or supplemental materials can be purchased outside of the bookstore.

# STUDENT RIGHTS AND RESPONSIBILITIES

## 5.1 STATEMENT OF NON-DISCRIMINATION

Grantham University prohibits all forms of discrimination, including harassment. Harassment consists of unwelcome contact, whether verbal, physical or visual that is related to race, color, religion, political convictions, national origin, sex, disability, sexual orientation, gender identification, age, ancestry, physical handicap, medical condition, marital status, veteran status, citizenship status or other protected group status by students, contractors, faculty or agents of the University.

Title IX states, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or

activity receiving Federal financial assistance.” If you feel like you are a victim of discrimination based on sex and want to report an allegation or have questions involving Title IX, please email our Title IX Coordinator at the following:

Title IX Coordinator  
16025 W. 113th Street  
Lenexa, KS 66219  
[TitleIX@grantham.edu](mailto:TitleIX@grantham.edu)

Grantham University will not retaliate against anyone who makes a claim of harassment or discrimination.

## 5.2 STATEMENT OF STUDENT RESPONSIBILITIES

### UNIVERSITY ROLE

Grantham is committed to keeping each student informed of changes that may impact educational pursuits, supporting each student’s intellectual development and responding to individual needs. To this end, a network of advising, counseling and support services is provided to assist each student in meeting personal and academic goals. Each student deserves dependable, accurate, respectful, honest, friendly and professional service. This can only be achieved through cooperative efforts and responsibilities shared by the student.

Grantham University is not responsible for the misuse and/or unauthorized use of any University-provided supplies and/or materials. All materials or supplies must be used in accordance with instructions provided by the University.

### STUDENT ROLE

A student’s success depends above all, on one’s own response to the opportunities and responsibilities within the University environment. When students enter the University, it is understood that their purpose is earnest and that their efforts and actions will bear out this presumption. Final responsibility for fulfilling the requirements of a course syllabus in each class, for meeting all program/degree requirements and for complying with University regulations and procedures rests with the student as described in all University official publications and websites. These resources include, but are not limited to, the Student Handbook, the University Catalog, Course Syllabi and [GLife](#).

Grantham University students are responsible for, but not limited to, the following:

- ▶ Ensuring official transcripts are received and on file as required by the University

- ▶ Checking assigned Grantham University email account regularly for important communications
- ▶ Reading and adhering to all published policies and procedures governing the student account
- ▶ Maintaining communication with a University representative
- ▶ Ensuring name and mailing address are correct and contacting their Student Advisor to update any changes on [GLife](#)
- ▶ Meeting or completing all academic prerequisites and grading standards
- ▶ Completing coursework within the 56-day term and requesting exceptions to policy in advance to faculty
- ▶ Submitting all coursework on time. Having “technology,” human error or internet problems is not a valid excuse for turning an assignment in late. Proactive planning for use of library or other computers is recommended
- ▶ Submitting and following up on disputes of grades in writing to faculty
- ▶ Following up on all appeals/service requests submitted
- ▶ Knowing that when registering for a course, charges are incurred
- ▶ Paying charges incurred when registering
- ▶ Paying all charges incurred by the published payment due date, regardless of whether a billing statement was received or if payment is to be made by a third party
- ▶ Paying all penalties, costs and legal fees associated with collection of the student account
- ▶ Conducting all financial affairs in a legal and ethical manner

A student's education is important and represents a big investment of time, money and energy. Each student should become familiar with all information that is provided. The University is here to help;

therefore, if students have any questions regarding their account, they should contact the University at (800) 955-2527 during office hours.

### 5.3 CODE OF CONDUCT

#### ACADEMIC INTEGRITY FOR ALL STUDENTS

Academic integrity is the foundation of Grantham University's commitment to the academic honesty and personal integrity of its University community. Knowledge and maintenance of the academic standards of honesty and integrity are the responsibility of the entire academic community, including the instructional faculty, staff and students. Grantham University expects responsible behavior from students and strives to create and maintain an environment of social, moral and intellectual excellence. The academic standards at Grantham University are based on a pursuit of knowledge and assume a high level of integrity from each of its members. When this trust is violated, the academic community suffers and must act to ensure its standards remain meaningful. The vehicle for this action is the Academic Integrity Policy. Postings by students to web pages, social media websites and similar online communications are in the public sphere and are not private. Such postings may subject a student to allegations of conduct violations, with resulting consequences.

The following are the guiding principles of the Academic Integrity Policy:

#### GENERAL POLICIES

The following policies and procedures apply to all students, instructional faculty, adjuncts and all other departmental staff who participate in the administration and delivery of courses and programs at Grantham University. This policy requires a decision by the appropriate academic administrator or the Code of Conduct Committee and the student to be notified of the allegation of academic misconduct. It also ensures a student's rights to due process under the appeals. Depending upon the severity of the offense, the student will be notified of the outcome, with the opportunity to appeal the decision to the Chief Academic Officer. The policies described below are the only policies that govern violations of academic integrity at the University and supersede individual course policies.

#### VIOLATIONS OF ACADEMIC INTEGRITY

Behaviors that violate academic integrity are listed below and are not intended to be all-inclusive.

##### 1. CHEATING

**DEFINITION:** Cheating is using or attempting to use materials, information, notes, study aids and/or purchased materials from the internet or other human assistance in any type of examination or evaluation that has not been authorized by the instructor or indicated in the course syllabus.

**CLARIFICATION:** Students may not submit any coursework, including written assignments or discussion forum postings, or take examinations in the place of other persons. Students may not allow other persons to do any coursework, including written assignments, discussion forum postings or take examinations in their places.

- Certain courses or programs may establish, with the approval of the Academic Council, additional rules for exam environments and behavior. Such rules must be announced in advance in a course syllabus or other advance written notice to students.

##### 2. PLAGIARISM

**DEFINITION:** Plagiarism is intentionally or carelessly presenting the work of another as one's own. It includes submitting an assignment purporting to be the student's original work, which has wholly or in part been created by another person. It also includes the presentation of the work, ideas, representations or words of another person without customary and proper acknowledgment of the original sources. Prior to submitting any assignment in which there is a question on documentation, students must first consult with their instructors for clarification in any situation in which the need for documentation is an issue and will have plagiarized in any situation in which their work is not properly noted.

**CLARIFICATION:** Every direct quotation must be identified by quotation marks or appropriate indentation (e.g., block quotations) and must be properly acknowledged in the text and using the citation style or format required at that course and level. When material from another source is paraphrased or summarized in whole or in part in one's own words, that source must be acknowledged using the citation style or format required in that course and at that level.

- Information gained in reading or research that is not common professional knowledge must be acknowledged in a parenthetical citation in the text using the citation style or format required in that course and at that level.
- This prohibition includes, but is not limited to the use of papers, reports, projects, forum postings and other such materials prepared by someone else.

##### 3. FABRICATION, FORGERY AND OBSTRUCTION

**DEFINITION:** Fabrication is the use of invented, counterfeited, altered or forged information documents of any type, including any activities done in conjunction with academic courses, registration for academic courses, student appeals, etc.

**CLARIFICATION:** Fabricated or forged information may not be used in any laboratory experiment, practicum experience, report of research or academic exercise.

- Students may not furnish to instructors, appeal or code of conduct committees or other administrative University personnel, fabricated or forged explanations and documentation of extenuating circumstances or of other aspects of their performance and behavior.
- Students may not furnish, or attempt to furnish, fabricated, forged or misleading information to University officials on University records, or on records of agencies in which students are fulfilling academic assignments.

#### 4. SELF-PLAGIARISM

**DEFINITION:** Self-plagiarism is the submission of the same or substantially the same work for credit in two or more courses. Self-plagiarism shall include the use of any prior academic effort previously submitted for academic credit at this or a different institution. Course assignments in a single course that build toward a final product in stages will not be deemed as self-plagiarism for that course. In some cases, like math problems, the assignment would have to be resubmitted unless corrections were required.

**CLARIFICATION:** Students may not normally submit any academic assignment, work or endeavor in more than one course for academic credit of any sort. This will apply to submissions of the same or substantially the same work in the same term or in different terms.

Students may not normally submit the same or substantially the same work in two different courses for academic credit even if the work is being graded on different bases in the separate courses (e.g., graded for research effort and content versus grammar and spelling).

Students may resubmit a prior academic endeavor if there is substantial new work, research or other appropriate additional effort. The student shall disclose the use of the prior work to the instructor and receive the instructor's written permission to use it prior to the submission of the current assignment.

Students may submit the same or substantially the same work in two or more courses with the prior written permission of all faculty involved. Instructors will specify the expected academic effort applicable to their courses and the overall endeavor shall reflect the same or additional academic effort as if separate assignments were submitted in each course. Failure by the student to obtain the written permission of each instructor shall be considered self-plagiarism.

#### 5. COMPLICITY

**DEFINITION:** Complicity is assisting or attempting to assist another person in any act of academic dishonesty. It is each student's responsibility to protect respective intellectual property appropriately from inappropriate use by others. Do not leave course materials

unprotected on shared computers or unattended hard copies. Leaving coursework available for other student access and use outside of study-partner relationships may constitute negligence and a breach of academic honesty if that work is later submitted as original and/or uncited work by another student. Any appearance of impropriety may constitute academic dishonesty, which may result in University sanctions, up to and including University expulsion.

**CLARIFICATION:** Students may not allow other students to copy from their assignments for any type of examination, written submission, discussion posting or any other written document required by the University.

- Students may not assist other students in acts of academic dishonesty by providing material of any kind that one may have reason to believe will be misrepresented to an instructor or other University official.
- Postings by students to web pages, social media websites and similar online communications are in the public sphere and are not private. Such postings may subject a student to allegations of conduct violations, with resulting consequences.

#### 6. MISCONDUCT IN RESEARCH AND CREATIVE ENDEAVORS

**DEFINITION:** Misconduct in research is a serious deviation from the accepted professional practices within a discipline or from the policies of the University in carrying out, reporting or exhibiting the results of research or in publishing, exhibiting or performing creative endeavors. It includes the fabrication or falsification of data, plagiarism and scientific or creative misrepresentation. It does not include honest error or honest disagreement about the interpretation of data.

**CLARIFICATION:** Students may not invent or counterfeit information.

- Students may not report results dishonestly, whether by altering data, by improperly revising data, by selective reporting or analysis of data or by being grossly negligent in the collecting or analysis of data.
- Students may not represent another person's ideas, writing or data as their own.
- Students may not appropriate or release the ideas or data of others when such data have been shared in the expectation of confidentiality.
- Students may not publish, exhibit or perform work in circumstances that will mislead others. They may not misrepresent the nature of the material or its originality and they may not add or delete the names of authors without permission.
- Students must adhere to all federal, state, municipal and University regulations for the protection of human and other animal subjects.
- Students may not conceal or otherwise fail to report any misconduct involving research, professional conduct or artistic performance of which they have knowledge.

### 7. MISUSE OF ELECTRONIC COMMUNICATION/TECHNOLOGY

**DEFINITION:** Misuse of Electronic Communication/Technology includes unethical or illegal use of the computers of any person, institution or agency in which students are performing part of their academic program while upholding the netiquette policy.

**CLARIFICATION:**

- Students may not use the University computer systems or their access to these systems in support of any act of plagiarism.
- Students may not monitor or tamper with another person's electronic communications.
- Grantham University maintains all rules of copyright and plagiarism within the discussion boards, blogs, emails and other online communication.
- Check over your information before you submit it. Make sure you send the right information; once information has been submitted, it is seen by the intended recipients.
- Students may not violate state or federal laws concerning the fair use of copies.

### VIOLATIONS OF PROFESSIONAL AND ETHICAL STANDARDS

Students who participate in programs that include clinical practice or field-based experiences are required to adhere to the ethical standards and/or code of conduct of the profession. Violations of the ethical standards and/or professional code of conduct may be grounds for termination from the program and/or University dismissal.

Depending on the nature and severity of the violation, the student may be dismissed from the degree program, placed on probation or dismissed from the University. Students who wish to grieve a probation or dismissal decision that is based on violations of ethical/professional standards may do so using the appeals process.

### VIOLATIONS AND UNIVERSITY SANCTIONS

Violations for students at Grantham University are classified into three levels according to the nature of the infraction. For each level of violations, a corresponding set of sanctions is recommended; however, specific academic programs and situations may include additional and different sanctions. These sanctions are intended as general guidelines for the academic community with examples cited below for each level of violation. These examples are not to be considered all-inclusive.

It is recommended that the instructor forward a concise written statement describing the academic dishonesty of an incident with its particulars to their respective Dean's office for violations in Levels Two through Three. These records will be maintained until graduation or until they are of no further administrative value. This will enable better handling of multiple violations.

#### LEVEL ONE VIOLATIONS

These violations address incidents when intent is questionable, are not extensive and/or occur on a minor portion of an assignment.

Examples of Level One violations include, but are not limited to:

- Failure to give proper acknowledgment in an extremely limited section of an assignment

Recommended sanctions for Level One violations are listed below:

- Reduction of points given for the original assignment
- An opportunity to resubmit the assignment using the Writing Center

#### LEVEL TWO VIOLATIONS

Level Two violations are characterized by dishonesty of a more serious character or that which affects a more significant aspect or portion of the coursework.

Examples of Level Two violations include, but are not limited to:

- Quoting directly or paraphrasing, to a moderate extent, without acknowledging the source
- Submitting the student's own work or major portions thereof to satisfy the requirements of more than one course without written permission from the instructor
- Plagiarizing major portions of a written assignment

Recommended sanctions for Level Two violations are listed below:

- Failing grade for the assignment involved with the grade in the course determined in the normal manner
- Failing grade for the course

Note: Level 1 and 2 academic violations are generally addressed at the faculty level; however, they may also be reported to the appropriate Grantham University staff for tracking purposes and additional student outreach.

#### LEVEL THREE VIOLATIONS

Level Three violations represent the most serious breaches of intellectual honesty. Examples of Level Three violations include, but are not limited to:

- Any academic infractions committed after return from suspension for a previous academic honesty integrity violation (i.e., fabrication of evidence, falsification of data, quoting directly or paraphrasing without acknowledging the source and/or presenting the ideas of another as one's own or in other work represented as one's own in threaded discussions, exams or in any required course assignment or activity)
- Infractions of academic integrity in ways similar to criminal activity (such as forging a grade form; stealing an examination from a professor or from a University office; buying or selling coursework; uploading assignments, discussions or tests to outside sources or websites; falsifying a transcript to secure entry into the University or to change the record of work done at the University)
- Having a substitute take an examination or taking an examination for someone else
- Two or more students submitting identical work

## STUDENT RIGHTS AND RESPONSIBILITIES

- ▶ Multiple counts of plagiarism
- ▶ Sabotaging another student's work through actions designed to prevent the student from successfully completing an assignment
- ▶ Willful violation of a requirement of the ethical code of the profession for which a student is preparing, including violations of the professional/ethical standards in clinical or field-based programs
- ▶ Providing false or altered identification
- ▶ Lying, cheating or stealing that compromises educational integrity
- ▶ Willful non-payment of financial obligation to the University

The recommended sanction for Level Three violations is permanent academic dismissal from the University. In cases of degrees already conferred, Level Three violations may result in degree revocation.

### ADDITIONAL GUIDELINES FOR ACADEMIC DISHONESTY GRADE ASSIGNMENT

- ▶ If a student who has been accused of academic dishonesty drops the course, the student's registration in the course will not be reinstated until the issue is resolved.
- ▶ Any assigned grade may be changed to an F or other grade depending on the instructor's decision or the ultimate resolution of an academic grievance procedure. This includes any instance of academic dishonesty that is not detected until after the student has dropped or completed the course.
- ▶ Students who have been accused of academic dishonesty in one course are subject to have their entire academic record reviewed. If previous incidents of academic dishonesty are determined, whether or not they have been reported, the student is liable to have those assignment grades or course grades reviewed and amended including the possibility of having the grade of F issued for those assignments or courses. Past incidents can be considered when determining sanctions in the incident under review.

### PROCESSES

Grantham University is dedicated to ensuring students have due process regarding disciplinary actions that may be taken against them. The following procedures will be followed to ensure fairness and equality:

**COMPLAINT:** Allegations will be reviewed by the appropriate academic administrator, Code of Conduct Committee and/or department head.

**NOTIFICATION:** If it is determined by the academic administrator, Code of Conduct Committee and/or department head that a University warning or sanction is warranted, the student will be notified in writing.

### APPEAL PROCESS

If a University sanction is levied, a student will have the opportunity to submit a formal appeal within seven calendar days from the date of notification. Appeals should provide explicit detail regarding the incident as well as any supporting documentation. Appeals must be submitted by clicking on the "Submit Academic Appeal" link on the student portal homepage. If students need assistance with submitting appeals, they should contact their assigned student advisor. Once received, all documentation will be forwarded to the Provost for review who will make a decision no later than ten calendar days from the date of submission. The student will be notified of the decision in writing.

### NURSING STUDENT CONDUCT AND PERFORMANCE DURING PRACTICUM EXPERIENCES PROBATION, FAILURE AND DISMISSAL

A nursing student who demonstrates unprofessional conduct and/or professional misconduct will be notified by the preceptor concurrently to a University faculty member. The faculty member will counsel the student, document the occurrence of the behaviors in writing and place the documentation in the student's permanent record. The student may respond in writing within 48 hours to the faculty member's findings and/or submit written documentation relevant to the behavior. Depending on the nature of the behavior, the faculty member, in consultation with the preceptor and the Dean, may dismiss the student from the program.

### PROBATION

Probation is based on the performance of the student in relationship to course objectives and expected behaviors and attitudes that are consistent with those of a professional nurse. In addition to persistent behavior or behaviors related to unprofessional conduct (see above), a student enrolled in a clinical nursing course may be placed on clinical probation for one or more of the following:

- ▶ Initiating Practicum experiences without a contract
- ▶ Initiating interventions or actions without appropriate supervision or approval of the supervisor
- ▶ Consistent difficulties in applying theory to the clinical setting
- ▶ Inconsistently completing clinical assignments or logs

The faculty member will notify the Dean of any student who is placed on clinical probation. In addition, the faculty member will send a letter to the student indicating the areas of weakness as the basis for clinical probation. A copy of the letter will be placed in the student's permanent record.

The student is expected to complete the requirements of the probation by the end of the course. If the student demonstrates satisfactory progress in improving performance and meets the course objectives, the faculty member will remove the probationary status at the end of the course. Failure to meet the requirements of the probation will result in clinical failure.



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### FAILURE

Clinical failure is based on the unsatisfactory performance of the student in relationship to the course objectives, expected behaviors and attitudes that are consistent with those of a professional nurse. A student enrolled in the Practicum may receive a failure and/or dismissal from the program for one or more of the following:

- Failure to demonstrate satisfactory progress after being placed on clinical probation
- Recurring absenteeism or tardiness without notification
- Recurring failure to follow clinical course policies, policies of the clinical agency or recommendations of the preceptor/faculty
- Acts of dishonesty
- Repeated lack of preparation
- Demonstrating behaviors that, in the judgment of the faculty, constitute unsafe or potentially unsafe practice
- Demonstrating practices that are inconsistent with professional standards or codes of ethics
- Unsatisfactory final evaluation

### DISMISSAL

A student may be dismissed without a probationary period for identified infractions. Grounds for dismissal without a probationary period include:

- Falsification of documents or records
- While in the clinical area, being under the influence of alcohol, marijuana or any controlled substances not legally prescribed
- Insubordination or failure to follow direct orders from a Preceptor
- Theft of University or agency property

### PROPERTY VIOLATIONS AND BEHAVIORAL MISCONDUCT

The Grantham University Mission can only be achieved if all activities occur in an environment that does not include harassment, fraud, theft or disruption. Students also have a responsibility to meet standards of behavior that are not connected to their academic performance. As an online University dedicated to the secure and protected transmission of education via the internet and related methods, Grantham University has to be vigilant in making sure that students behave in such a way as to always uphold the integrity and reputation of the University. Current and former Grantham students must aid the University in protecting the property of the University and its students.

Students who disrespect the principles behind protecting intellectual property put themselves in jeopardy. Among those types of actions that are not allowed:

- Use of University resources, including intellectual property, course assignments, papers, examinations and answers to quizzes and examinations for commercial purposes

- Misuse of University-owned information that has been developed for teaching, instruction and communication purposes
- Use of any Grantham equipment, materials or services for fraudulent means
- Altering, using, receiving or possessing University supplies or documents without permission
- Providing false or altered identification
- Creation of a public disturbance anywhere near or on University property or via the University electronic communication systems
- Abuse of resources provided to the student for research and use in connection with classes such as books and bookstore items, library databases and other internet research sites where access is provided through the University
- Abuse of the University network and internet sites provided to the student. The student is advised that certain computer misconduct is prohibited by federal and state laws, and is therefore subject to civil and criminal penalties. Such misconduct includes, but is not limited to, knowingly gaining access to unauthorized computer systems or databases, destroying or seriously compromising other's electronic information and violating copyright laws
- Threats levied against another student, faculty member or other University personnel
- Any conduct that willfully or recklessly endangers the physical or mental health of another student, faculty member or University employee
- Obscene or harassing communication directed toward a student, faculty member or employee of the University
- Lying, cheating or stealing that compromises education integrity
- Willful non-payment of financial obligations to the University
- Disrespectful treatment of other students, staff or faculty members
- Illegal or unethical conduct

### BEHAVIOR PROHIBITED BY POLICY AND/OR LAW

- Physical or verbal abuse, bullying, intimidation or harassment of another person or group of persons, including any harassment based on race, religion, color, age, sexual orientation, national origin, disability, gender or any other protected status
- Obscene, indecent or inconsiderate behavior; insubordinate behavior toward any faculty member or school official; exposure of others to offensive conditions; disregard for the privacy of self and others
- Failure to comply with the lawful directions of any school official or staff member

## STUDENT RIGHTS AND RESPONSIBILITIES

- ▶ Incitement of others to commit any of the acts prohibited above; involvement as an accessory to any of the prohibited acts by providing assistance or encouragement to others engaged in

such acts; or failure to separate oneself clearly from a group in which others are so engaged.

### 5.4 DRUG ABUSE PREVENTION POLICY

Grantham University is committed to promoting a drug-free learning environment. The University has a vital interest in maintaining a safe and healthy environment for the benefit of its employees and students. Dignity and self-respect are essential components to the mission of the University. The use of performance-altering drugs can impair judgment and increase the risk of injuries.

Consistent with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), all students and employees are advised that individuals who violate federal, state or local laws and campus policies are subject to University disciplinary action and criminal prosecution.

The possession, use or distribution of a controlled substance or dangerous drugs, or any drug unlawful to possess (e.g., marijuana), except as expressly permitted by law, is a violation of law and of campus policy. Penalties may include required participation in and completion of appropriate rehabilitation programs in addition to federal, state and local sanctions.

Students should be aware there are significant psychological and physiological health risks associated with the use of illicit drugs

and alcohol. Physical addiction, loss of control and withdrawal syndrome, as well as serious damage to vital organs of the body, can result from drug and alcohol abuse.

The following resources are available for assisting with possible problems of chemical abuse:

- ▶ [aa.org](http://aa.org) – Alcoholics Anonymous Support Group
- ▶ [ncadd.org](http://ncadd.org) – National Council on Alcoholism and Drug Dependence
- ▶ [www.mayoclinic.org/diseases-conditions/alcohol-use-disorder](http://www.mayoclinic.org/diseases-conditions/alcohol-use-disorder) – Mayo Clinic

### EFFECTS AND SYMPTOMS OF OVERDOSE, WITHDRAWAL AND MISUSE OF ALCOHOL AND DRUGS

A description of alcohol and drug categories, their effects, symptoms of overdose, withdrawal symptoms and indications of misuse can be found at: [usdoj.gov/dea/concern/concern.htm](http://usdoj.gov/dea/concern/concern.htm) – The Drug Enforcement Administration of the U.S. Department of Justice.

### 5.5 NETIQUETTE POLICY

#### GENERAL ONLINE POSTING INFORMATION

Online discussion forums, chats, blogs and wikis are all different methods that allow for students to exchange ideas with their fellow students and the instructor like classroom discussions in a face-to-face course. There are obvious differences between an online and a face-to-face discussion and how students will interact with fellow students and the instructor. For example, the discussion does not take place at the same time; however, the instructor may have online office hours with a live chat session. During that time, students will have the opportunity to send a message to the instructor instantly.

Students will post their online discussion threads, blogs and similar writing throughout the assigned period of time. The replies may extend throughout a week or the remainder of the class. This provides students with flexibility to be a part of the discussion, yet also provides timely feedback for the initial response. There are general considerations that must be followed as a part of an online community.

#### GUIDELINES FOR ELECTRONIC COMMUNICATION

The computer-based discussion forum is similar to a normal face-to-face discussion session in that it is a personal exchange

of information. Therefore, it is important to observe the everyday courtesies one would employ in normal conversation. At Grantham University, students are part of an electronic communication network. Students must:

- ▶ Be aware of cultural differences.
- ▶ Respect others may view issues from another perspective.
- ▶ Not use inappropriate language.
- ▶ Be careful when using humor.
- ▶ Be polite, do not flame (i.e. being offensive and critical of another person's perspective).

One of the considerations when participating in a discussion forum and other online communities is sharing humor and ideas. Students' tone and body language are not translated in an online environment, so they should be mindful of how they convey a message. Students should do their best to be open-minded and ask for clarification if they are uncertain of a posting; do not assume bad intentions. Students should:

- ▶ Make a regular commitment to logon and check the discussion forum so they can remain in touch with the group.

(Note: Some discussion forums, wikis and blogs are graded, while others are not.)

## STUDENT RIGHTS AND RESPONSIBILITIES

- ▶ In a discussion forum, follow the guidelines specified in the instructions.
  - ▶ When contributing in an online community, do their best to create posts that will foster further discussion, rather than ending the discussion.
  - ▶ Be sure to read an entire thread before responding to a post. A thread can become redundant if the messages are repetitive.
  - ▶ Note that Grantham University maintains all rules of copyright and plagiarism within the discussion boards, blogs, emails and other online communication.
  - ▶ Be aware that using all capital letters constitutes shouting in electronic communication.
  - ▶ Check over their information before submitting it, making sure to send the right information; once information has been submitted, it is seen by the intended recipients.
- Any student who acts outside of the Netiquette Policy may be in violation of the Code of Conduct and therefore, subject to academic and non-academic repercussions.

### 5.6 ACCOMMODATIONS UNDER THE AMERICANS WITH DISABILITIES ACT

Grantham University complies with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act and state and local requirements regarding students with disabilities. In compliance with federal and state regulations, Grantham University will provide reasonable accommodations or services to qualified students with disabilities.

Grantham will deem a request for accommodation or services reasonable if the request:

- ▶ Is based on documented individual needs
- ▶ Does not compromise essential requirements of a course or program
- ▶ Does not impose a financial or administrative burden upon the University beyond that which is deemed reasonable and customary
- ▶ Is within the scope of the University's control

Grantham defines a qualified student as one whom, with or without reasonable accommodations, is able to perform the essential functions of program or course requirements. The essential requirements of an academic course or program do not need modification to accommodate an individual with a disability.

Final responsibility for selection of the most appropriate accommodation rests with the ADA Coordinator of Grantham University and is determined on a case-by-case basis, dependent upon the nature of the disability of a student. A student seeking accommodations or services is encouraged to email [accommodations@grantham.edu](mailto:accommodations@grantham.edu) to discuss potential academic

accommodations or services and begin the review process. The ADA Coordinator will determine the accommodation.

#### STUDENT RESPONSIBILITY INCLUDES:

- ▶ Following the accommodation procedure outlined above
- ▶ Being proactive in the submission of all required documents for consideration, since accommodations are not granted retroactively
- ▶ Providing and incurring expense for current appropriate documentation (within five years), from a qualified medical or other licensed professional, of the disability and the accommodation or service needed
- ▶ Providing a signed medical opinion stating that with the reasonably requested accommodation or service, the student would be physically and/or mentally able to perform the essential functions of program or course requirements
- ▶ On a course-by-course basis, presenting the letter of accommodation to the course faculty member within the first week of each course in order for the faculty member to comply with the granted accommodation(s) effectively

If students identify a disability that may prevent them from completing a degree program or seeking employment in a field for which the degree program is designed to prepare them, the University will take all information into consideration, including medical or professional documentation, when determining whether and what type of an accommodation will be made.

### 5.7 NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act of 1974 helps protect the privacy of student records. The Act provides for the right to inspect and review educational records, to seek to amend those records and to limit disclosure of information from the records. The rights afforded by FERPA include:

- ▶ The right to inspect and review a student's education records within 45 days of the day the University receives a request for access.
- ▶ A student shall submit to the registrar, Dean, head of the academic department or other appropriate official, a written

## STUDENT RIGHTS AND RESPONSIBILITIES

request that identifies the record(s) the student wishes to inspect. The University official will make the necessary arrangements for access and will notify the student of the time and place where to inspect the records. If the University official who received the request does not maintain the records, that official shall advise the student of the correct official to whom to address the request.

- The right to request an amendment of a student education record that a student believes inaccurate, misleading or otherwise in violation of a student's privacy rights under FERPA.
- If a student wishes to ask Grantham University to amend a record, the student shall write the University official responsible for the record, clearly identifying the part and the reason why the record should be changed.
- If the University decides not to amend the record as requested, the University shall notify the student in writing of the decision and of the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing

procedures shall be provided to the student when notified of the right to a hearing.

- The right to provide written consent prior to disclosure by the University of personal information from a student's education records, except to the extent that FERPA authorizes disclosure without consent.
- Under the FERPA exception, the University may disclose education records, without a student's prior written consent, to school officials with legitimate educational interests. An official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service in lieu of using University employees or officials (such as an attorney, auditor or collection agent); a person serving on the Board of Directors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing tasks.

### 5.8 DIRECTORY INFORMATION

Grantham University complies with all provisions of the Family Educational Rights and Privacy Act of 1974, which addresses the privacy and accessibility of student education records. Grantham may release directory information about a student without written permission. The following constitutes directory information and may be made public without a student's prior written consent:

- Name
- Address
- Telephone listing
- Email address
- Hometown
- Major field of study
- Class level
- Anticipated completion date

- Participation in officially recognized activities
- Photograph
- Honors and awards received
- Dates of attendance/enrollment status

Such information may be placed in yearbooks, student directories and other publications, or in local media if the student is a part of a picture or other coverage. It may also be disclosed to certain school officials to include contractors or consultants to whom Grantham has outsourced institutional services or functions. If students do not wish this information to be released, they may contact the University Registrar to request a Non-Disclosure of Directory Information form or download the form from [grantham.edu](http://grantham.edu). This request must be forwarded to the University Registrar within thirty days of enrollment or by October 1 of each year for non-new students. More detailed information regarding student rights under FERPA is available at [grantham.edu](http://grantham.edu).

### 5.9 EMAIL FORWARDING

Each student is issued an email account for use while the student is enrolled. Student email is an available mechanism for formal communication by the University. If a student chooses to forward mail to another email address (AOL, Hotmail, Yahoo, etc.), the Grantham University email address remains the destination for official University correspondence.

The Family Educational Rights and Privacy Act of 1974, establishes rules under which the University must operate to protect the privacy

of student information. Email is used as a means to communicate official information from the University to the student, so it is important that any information sent be shared only between the party sending the information and the student. Use of the University email account provides Grantham with a greater level of assurance that it is the student with whom the University is communicating, and therefore protecting student rights; sending email through the Grantham University system gives Grantham a high level of confidence that email will not be read by someone for whom it was not intended.

### 5.10 RELEASE OF EDUCATIONAL RECORDS

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Grantham University students may authorize the release of their records to someone or some agency other than a Grantham employee. In order for the University to release these records, it must have students' consent. Students wishing to give consent should:

- Complete and sign a [Consent to Release Education Record Information form](#). The student may print this form from the University website or may request a form from the Registrar by sending an email to: [registrar@grantham.edu](mailto:registrar@grantham.edu).
- Return the form via email to [registrar@grantham.edu](mailto:registrar@grantham.edu) or fax to (866) 755-3968

To revoke consent after it has been given, students must complete and sign a [Revocation of Consent form](#). Students may print this form from the University website or may request a form from the Registrar by sending an email to [registrar@grantham.edu](mailto:registrar@grantham.edu). Return the form via email to [registrar@grantham.edu](mailto:registrar@grantham.edu) or fax to (866) 755-3968.

# GRADUATION, HONORS AND DISTINCTIONS

## 6.1 GRADUATION REQUIREMENTS

To graduate from Grantham University, certain requirements must be met for degree conferral. Students must successfully complete all degree requirements with required passing grades, meet the minimum Program GPA requirements, meet the residency requirement and have all official transcripts on file.

### UNDERGRADUATE

To fulfill undergraduate degree or certificate requirements, the student must:

- ▶ Pass all core courses
- ▶ Successfully complete the number of credit hours as listed in the enrolled degree program, which may include awarded transfer credit and Prior Learning Assessments

- ▶ Attain a cumulative GPA of  $\geq 2.0$
- ▶ Attain a program GPA of  $\geq 2.0$

### GRADUATE

To fulfill graduate certificate or master's degree requirements, the student must:

- ▶ Pass all core courses
- ▶ Successfully complete the number of credit hours as listed in the enrolled degree program, which may include awarded transfer credit and Prior Learning Assessment
- ▶ Attain a cumulative GPA of  $\geq 3.0$
- ▶ Attain a program GPA of  $\geq 3.0$

## 6.2 DEGREE AUDIT AND APPLICATION FOR GRADUATION

The University will email an Application for Graduation upon the final term registration for the student's program. If this email is not received, students are encouraged to contact the University Registrar to obtain the application.

At this time an official audit of the student record will be performed, which will review several facets of the student record including, but not limited to, degree credits earned, financial

standing and official transcript record. Once the Registrar's office has confirmed that all academic requirements have been satisfied, the degree will be awarded.

The Registrar's office will also confirm that all outstanding financial obligations have been satisfied before releasing either a diploma or official transcript.

## 6.3 DIPLOMAS

An Application for Graduation is needed to issue a diploma; this is sent to students once they have registered for the final term of their program. The diploma will be mailed directly to the address provided on the Application for Graduation. This normally takes approximately

four to six weeks after the degree has been conferred. Diplomas will not be released until all financial obligations to the institution are met.

## 6.4 HONORS AND DISTINCTIONS

### DEAN'S LIST - UNDERGRADUATE

In recognition of academic excellence, every semester, selected undergraduate students are named to the Dean's List. Undergraduate students who, at the conclusion of their 16-week

semester (two eight-week terms), earn 12 credits or more and attain a minimum semester grade point average of 3.5 in course work are placed on the Dean's List for that semester.

## 6.5 GRADUATION DISTINCTIONS

### UNDERGRADUATE

At graduation, an undergraduate degree recipient achieving high academic performance is recognized according to cumulative grade point average. The honor is determined as follows:

Summa Cum Laude	3.90 to 4.00
Magna Cum Laude	3.70 to 3.89
Cum Laude	3.50 to 3.69

## GRADUATE

At graduation, a master's degree recipient achieving high academic performance is recognized according to cumulative grade point

average. The honor is determined as follows:

With Distinction	3.67 to 4.00
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## 6.6 OUTSTANDING GRADUATE PROGRAM

Grantham promotes academic and professional excellence by supporting the Distance Education Accrediting Commission Outstanding Graduate Program. This annual award is given to the most outstanding graduate. Criteria for this award include:

- A GPA of 3.5 or higher with no grade below a C in coursework at Grantham
- Significant contributions to society and to a chosen profession as determined by the University

## 6.7 HONOR SOCIETIES

To recognize the academic achievements of its graduates, Grantham has established a chapter of the Delta Epsilon Tau International Society, which is endorsed by the Distance Education Accrediting Commission. The criteria include:

- An AA, AS, AAS, BA, BBA or BS degree with a GPA of 3.5 or higher with no grade below a "C" in all coursework at Grantham.

## 6.8 STUDENT ASSOCIATION MEMBERSHIPS

### INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS

University faculty sponsors students who want to become members of the Institute of Electrical and Electronics Engineers. Please visit [ieee.org](http://ieee.org) for details or to complete the online registration.

### SOCIETY FOR HUMAN RESOURCE MANAGEMENT

The Grantham University Chapter of the Society for Human Resource Management offers no-cost membership to University students and graduates who are interested in the field of human resources. The GU-SHRM chapter meets regularly and offers professional development opportunities to members and non-members. SHRM is the world's largest association devoted entirely to human resource management. To learn more, please send an email to [careerservices@grantham.edu](mailto:careerservices@grantham.edu).

### SOCIETY OF INTERNET PROFESSIONALS

The Society of Internet Professionals is a non-profit, member-based organization representing the interests of internet professionals. SIP is located in Toronto but has members/associates around the world. SIP's mission is to enhance educational and professional standards and it has established certifications for internet professionals. Membership in SIP is unrestricted and open to all. Visit the website at [sipgroup.org](http://sipgroup.org).

### STUDENT VETERANS OF AMERICA

Grantham University is proud to host a chapter of the Student Veterans of America and is a student veteran-led chapter. Through its local chapters, SVA provides "boots-on-the-ground," peer-to-peer support, which has been linked to academic success for

student veterans. The SVA is a 501(c) coalition of student-veteran groups on college campuses across the globe. Through this network of affiliates, SVA impacts the lives of thousands of student veterans. To learn more, please visit <https://www.grantham.edu/student-support/veteran-support-team-vst/> or send an email to [granthamsva@grantham.edu](mailto:granthamsva@grantham.edu).

### AMERICAN CRIMINAL JUSTICE ASSOCIATION

Grantham University is a member of the American Criminal Justice Association (Lambda Alpha Epsilon chapter). The objectives of this national organization include:

- Improve criminal justice through educational activities
- Foster professionalism in law enforcement personnel and agencies
- Promote professional, academic and public awareness of criminal justice issues
- Encourage the establishment and expansion of higher education and professional training in criminal justice
- Provide a unified voice for professionals in, and students of, criminal justice
- Promote high standards of ethical conduct, professional training and higher education within the criminal justice field

For more information, please contact either Susie Tousey ([stousey@grantham.edu](mailto:stousey@grantham.edu)) or Richard Sayles ([rsayles@grantham.edu](mailto:rsayles@grantham.edu)).