

# STANTON UNIVERSITY



## Student Handbook 2023-2024

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# STANTON UNIVERSITY STUDENT HANDBOOK

The statements set forth in this Handbook are for informational purposes only and should not be construed as the basis of a contract between a student and this institution. While provisions of this Handbook ordinarily will be applied as stated, Stanton University reserves the right to change any provision listed in this Handbook without actual notice to individual students. Every effort will be made to keep students advised of any such change. For the most current version of the Student Handbook, please visit [www.stanton.edu](http://www.stanton.edu).

The information in this Handbook is accurate as of September 1, 2023 and contains information relating to the 2023-2024 academic year. Stanton University reserves the right to make corrections and changes affecting policies, fees, curricula, or any other matters contained in this and subsequent issues of the Student Handbook or in any of its other publications.

# A Message to Stanton University Students

Congratulations on becoming a part of the Stanton University community. As you are clearly aware, education is essential for success in today's rapidly changing economy. I am proud of Stanton's long legacy of preparing students like you to meet the evolving demands of the marketplace.

You and your fellow Stanton students are focused, serious-minded individuals who are set on improving yourselves and pursuing your career opportunities. I am delighted to welcome you to our community of students, faculty and administrators dedicated to changing individual lives and the world around us for the better.

Stanton University is here to serve and support you, both academically and personally. This Student Handbook, along with the Catalog and other publications, will help to acquaint you with Stanton University's policies and services. If you need additional information or clarification, please consult the appropriate academic or administrative staff.

We are committed to excellence in everything we do and to equipping you with the tools you will need to achieve the success you seek. We're proud you have chosen to join us and we look forward to your success at Stanton University and beyond.

Dr. David Kim,  
President, Stanton University

DEAR PROSPECTIVE STUDENT:

Thank you for your interest in Stanton University! Our mission is to provide an affordable and high-quality education so that students may develop the knowledge and skills that will enhance their potential for success in their careers and prepare them to make positive contributions to our global society. We are located in beautiful Southern California which is one of the most culturally diverse and thriving economic regions in the world.

Our Main Campus is in Anaheim, and our satellite campus is in Los Angeles. Stanton University is licensed to operate by the BPPE - Bureau for Private and Post-Secondary Education (<http://www.bppe.ca.gov/>) and is approved by the Department of Homeland Security to issue I-20 documents for F1 student visas for all our programs. Stanton University is fully accredited by Western Association of Schools and Colleges Senior College and University Commission (WSCUC). Please review our website for more information at [www.stanton.edu](http://www.stanton.edu).

Upon admissions' enrollment, all prospective students will receive an enrollment agreement summary. All SU students must sign and complete that document before registration. If you have any questions or are ready to apply, please contact our admissions office at [info@stanton.edu](mailto:info@stanton.edu).

Office of Admissions and Record  
Stanton University

# Table of Contents

## Contents

A Message to Stanton University Students.....	3
History .....	8
Mission and Objectives.....	8
WASC Accreditation .....	8
Non-Discrimination Statement .....	9
Accommodations for Students with Disabilities .....	9
Civil Rights Compliance .....	9
F-1 International Student Policies and Procedures .....	10
Student Responsibilities.....	10
Maintenance of F-1 Status .....	10
Registration.....	10
Leave of Absence.....	11
Travel .....	11
Reinstatement.....	11
Commencement.....	11
Work Authorization .....	11
Optional Practical Training .....	12
Requesting 1098T Form .....	14
Curricular Practical Training .....	14
Work Authorization Based on Economic Hardship .....	16
Off-Campus Employment under Sponsorship of Certain International Organizations .....	16
On-Campus Employment .....	16
Registration Policies and Tuition Policies .....	17
Registration Policy .....	17
Add and Drop Policy .....	17
Auditing a Course.....	17
Distance Learning Policy.....	18
Transfer of Credit Policy.....	18
Process to Submit a Transfer of Credit Form .....	18
Transcript, Verification, and Supplementary Document Requests .....	19

Tuition Policy .....	19
Tuition Fees .....	20
Monthly Deferred Payment Plan .....	21
Process for Deferment Payment Plan .....	21
Student Tuition Recovery Fund (STRF) .....	22
Withdrawal Policy .....	24
Process for Withdrawing from a Course(s) .....	24
Process for Withdrawing from the University .....	24
Administrative Withdrawal from Course(s) .....	25
Process for Rescinding a Withdrawal Request .....	25
Refund Policy .....	25
Satisfactory Academic Progress (SAP) .....	26
<b>Academic Degree Latin Honor Recognition</b> .....	27
<b>Academic Probation</b> .....	28
<b>Dismissal</b> .....	28
<b>Appeal Process</b> .....	28
Student Rights and Responsibilities .....	29
Rights and Responsibilities .....	29
COVID-19 Policy .....	29
Code of Student Conduct .....	32
Sanctions .....	33
Suspension for Mental Instability or Violence .....	34
Disciplinary Procedures .....	34
Appeal to Disciplinary Committee .....	35
Other Non-Academic Grievance Procedures .....	35
Concerns About Quality of Instruction .....	36
Complaint Process .....	36
Policies and Procedures .....	37
Academic Advising .....	37
Academic Integrity Policy .....	37
Acts of Intellectual Dishonesty .....	37
Procedures for Reporting Academic Integrity Violations .....	38
Consequences for Academic Integrity Violations .....	38
Academic Integrity Committee .....	39

Appeals.....	39
Alcohol and Drug Policies.....	40
Alcohol Policy .....	40
Alcohol Violations .....	40
Drug Policy.....	40
Drug-Free Policy.....	40
Drug Violations .....	40
Non-Smoking Policy .....	40
Health Risks of Alcohol and Drug Use .....	41
Legal Sanctions for Unlawful Possession of Alcohol and Drugs .....	41
Treatment Resources for Alcohol and Drug Addiction.....	41
Alumni Services .....	41
Animals on Campus .....	41
Bicycles on Campus.....	42
Career Services .....	42
Computer and Network Use.....	42
Commencement.....	42
Copyrighted Materials, Unauthorized Electronic Distribution of.....	42
Legal Alternatives to Unauthorized Distribution of Copyrighted Materials .....	43
Disciplinary Action and Legal Penalties .....	43
Cellular Telephones and Pagers.....	43
Children on Campus.....	43
Degree Conferral Process and Diplomas.....	43
Grade Appeals .....	44
Health Insurance.....	44
Identification Cards.....	44
Library .....	44
Parking .....	45
Posting, Solicitation, and Distribution of Materials .....	45
Non-Commercial Distribution .....	45
Commercial Distribution and Solicitation .....	45
Release of Student Information Policy.....	46
Security Policy .....	47
Sexual Harassment Policy.....	48

Student Illness Policy .....	48
Student Organizations .....	49
Recognition of Student Groups .....	49
Official Recognition.....	49
Technology Use Policy .....	50
Website.....	51

# History

Stanton University (SU) was founded in 1996 as an academic institution of higher learning that focuses on those approaches of higher education which lead to student success. To meet the needs of our students, the University is organized in such a way that the student is the prime concern. In the quest for academic quality, the University has a commitment to increase and strengthen the quality of teaching in the classroom through varied teaching models, careful evaluation and feedback.

Stanton University is a private, nonprofit, public benefit educational institution that provides services supportive of students' efforts in succeeding academically, vocationally and personally. In order to fulfill its mission, the University strives to provide excellence in education by hiring well-prepared and experienced faculty and staff; by maintaining an updated facility that fosters educational growth in a pleasant and safe environment with modern classroom equipment and library facilities; and by providing excellent academic advising services to help students successfully complete their programs of study.

## Mission and Objectives

Stanton University's mission is to provide students with an affordable and high-quality education in a culturally diverse environment to help them develop knowledge and skills that will enhance their potential for success in their current and future careers.

### Objectives:

- Offer students affordable and quality programs that provide a career-oriented education for an increasingly versatile global economy.
- Ensure that students enrolled in each program acquire the knowledge and skills necessary to fulfill personal and professional goals.
- Provide outstanding faculty members dedicated to teaching and service to the University and its community.
- Provide relevant facilities and equipment for learning.
- Promote a diverse learning environment that encourages collaboration and understanding.

## WASC Accreditation

Stanton University is accredited by the [WASC Senior College and University Commission \(WSCUC\)](#), which is located at:

1001 Marina Village Parkway Suite 402 Alameda, CA 94501 510-748-9001



# Non-Discrimination Statement

## Accommodations for Students with Disabilities

It is the policy of Stanton University to afford qualified students with disabilities an equal opportunity to participate in, and thus benefit from, all programs, services, and activities of the University. This includes, but is not limited to, providing appropriate academic accommodations and auxiliary aids and services for persons with disabilities as defined in Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act of 1990 (ADA); and applicable federal and state nondiscrimination laws.

A student with a disability is not required to disclose his/her disability to the University unless the student wishes the University to provide a reasonable accommodation. For assistance, students with disabilities desiring special accommodations should contact the Director of Student Affairs. *Students must request accommodations at least thirty (30) calendar days prior to the start of the quarter to ensure that accommodations are available by the first day of classes. However, the University will put interim accommodations in place to the extent possible for requests received less than thirty (30) days in advance.* To apply for accommodations, students with disabilities must complete an Application for Accommodations that consists of a "Students with Disabilities Intake Form," which provides the University information about the disability, an "Accommodation Request Form," which lists the accommodations the student requests from the University, and medical documentation that supports the diagnosis and the accommodations requested.

The Director of Student Affairs will review the application and contact the student if additional information is required. Within 30 days after receiving the application, the Director of Student Affairs will issue a letter to the student indicating whether the student is determined to be a qualified student with a disability and, if applicable, the accommodations the University will provide to the student. After determining the appropriate accommodations at any given time, the Director of Student Affairs will contact the student's instructors, the Chief Academic Officer and the Dean by the first day of classes each quarter informing them of the necessary accommodations at any time, students having difficulty with the accommodation process or questions about the University's policies for students with disabilities may contact the Director of Student Affairs at [studentaffairs@stanton.edu](mailto:studentaffairs@stanton.edu).

## Civil Rights Compliance

Stanton University, in compliance with Title VI and Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975; the Americans with Disabilities Act of 1990; and other applicable federal and state civil rights laws, does not discriminate on the basis of race, sex, color, age, religion, sexual orientation, political affiliation, national origin, marital status, veteran status, or disability in any of its policies, practices, or procedures. This includes, but is not limited to, admission, employment, financial aid, and educational services.

The following persons have been designated to handle student inquiries regarding the nondiscrimination policies.

Title VI/Title IX/Age Discrimination Act  
Dean of Students  
Stanton University

Americans with Disabilities Act and Section 504  
Disability Services Coordinator

# F-1 International Student Policies and Procedures

## Student Responsibilities

International students with F-1 status must follow the rules set forth by the United States Citizenship and Immigration Services (USCIS) in order to maintain lawful status. While enrolled at Stanton University, international students are under the jurisdiction of local USCIS Offices. For local USCIS office locations, visit [www.uscis.gov](http://www.uscis.gov).

Questions and concerns should be directed first to the admissions' advisor. While the maintenance of a student's F-1 status ultimately is the responsibility of the student, Stanton University provides the following information to assist in this endeavor.

## Maintenance of F-1 Status

In order to maintain F-1 status, students must be enrolled in a degree program in a full course of study. Undergraduate students must take at least 12 credit hours per quarter, and graduate students must take at least 8 credit hours per quarter. Only one class per quarter can be taken through Stanton Online (distance learning) or through Live Video Instruction (LVI) as applied towards full-time student status. Only courses in the students' curriculum will count toward full-time attendance. Students must also maintain a 2.0 or above cumulative grade point average (GPA) in undergraduate study and 3.0 or above cumulative GPA in graduate study per the Stanton University Academic Standing Policy. Failure to comply with these rules may cause a student to violate their F-1 status.

## Registration

Students should register for courses in the Main Office. All prerequisites assigned to a students' curriculum must be fulfilled before commencing with their program of study. Prior to dropping below a full course-load of study in any term, an F-1 student must request permission from a staff advisor or Chief Academic Officer. Students may do so under the following conditions: 1) with a licensed medical doctor's recommendation (which must be presented each quarter, but not to exceed one year/ 4 quarters in total); 2) in the last term of program completion; and 3) with Chief Academic Officer's recommendation per USCIS', allowable academic reasons. Chief Academic Officer recommendations must be submitted to the International Student Affairs Office for verification and approval each quarter. Reduced Course Load forms must be submitted prior to the start of every quarter. International students attempting to register for less than full-time without approval will not be permitted to register and their F-1 status will be terminated.

Students requesting a reduced course load due to a medical condition must provide a letter from the doctor, official letterhead and signed by the doctor, that states:

- In the student's doctor's medical opinion, it is advised that the student take a reduced course load or not take any classes because of his/her current illness.
- Duration of time, including a beginning and end date (or indicate for the term), that the doctor advises the student to reduce his/her course load or suspend his/her study due to medical reasons affecting the student personally.
- If a reduction of the student's course load is advised, the doctor should specify whether he or she advises the student to take a certain course load (1 course, 2 courses, etc.) for medical reasons.

The documentation cannot be older than 30 days before the start of the term. The student must provide updated documentation prior to EACH quarter, even if the letter indicates the duration of time is longer than the initial quarter. Students may only be on Medical RCL for four (4) quarters throughout the entirety of the program.

## Leave of Absence

An F-1 student with an active SEVIS status, who has attended Stanton University for three consecutive quarters, may take one quarter off or enroll in less than full-time studies for a quarter. Students must apply for and receive approval of such vacation **prior to** taking the quarter off. After the approved quarter off or an approved quarter with less than full-time enrollment, the student must be enrolled for another three consecutive quarters, with full-time status, before being eligible for another vacation. For example, students who begin their studies in the Winter Quarter would not be eligible to take a quarter off until the Fall Quarter (if they have maintained their full-time status during the Winter, Spring, and Summer Quarters). The Summer Quarter is not an automatic quarter off.

## Travel

Students wishing to travel abroad must submit their I-20 to the International Student Advisor or Designated School Officer (DSO) to be endorsed for travel by a Designated School Official. The I-20 must be submitted **at least** one week prior to departure. Passports must remain valid at all times while in the United States. Foreign passports may be revalidated in the United States by the authorized representatives of foreign governments, usually officials of the embassy or consulates. The passport renewal process in some countries can be lengthy, so students should contact the appropriate embassy well in advance of their passport expiration date. For a listing of embassies in Washington, DC, please visit [www.embassy.org/embassies](http://www.embassy.org/embassies).

For students reentering the United States, a valid visa is required. As long as the visa indicates an F-1 visa type, allows multiple entries, and has not yet expired or been canceled, the student does not have to apply for a new F-1 visa. If a student's visa will expire within 6 months of planned reentry, it is recommended that the student obtain a renewed F-1 Visa. Expired visas must be renewed in the student's country of origin. Students must consider the time and travel necessary to obtain a new visa when making such arrangements.

## Reinstatement

Students who have not maintained their F-1 status must apply for reinstatement with USCIS in order to be eligible to continue their studies at the University. Students are not eligible for reinstatement if they have held unauthorized employment, have been out of F-1 status for over five months, or are in deportation proceedings. Students must be enrolled full-time in order to apply for reinstatement with USCIS. Students may obtain the necessary forms required for reinstatement from their home Campus.

In addition, they must write a letter to the USCIS explaining the reason for their being out of status and supply supporting documentation. Students may also be reinstated by traveling and reentering the United States with a new I-20. After verification of eligibility of academic study and financial support, the International Student Visa Specialist may issue a new I-20 prior to the travel.

## Commencement

Stanton University holds the commencement ceremony in June of each year. Students with F-1 status may be required by the USCIS to leave the United States within 60 days of the completion of their program. Students wishing to participate in their commencement ceremony may apply to the USCIS to change their status to B-2 (visitor) if their classes end more than 60 days prior to commencement.

## Work Authorization

Students having non-immigrant F-1 status generally are not permitted to work. Students with F-1 status are in the United States to attend school and must have full financial support for this objective. However, special instances exist where a work authorization may be granted.

Students who had F-1 status for at least nine months (or three consecutive quarters) at this institution and are in good academic standing (minimum GPA of 2.0 for undergraduate students and 3.0 for graduate students) may be eligible to apply for the types of work authorizations listed below. Students who are granted work authorization must maintain their full-time status while completing their program as required by USCIS regulations for F-1 students. Employment on-campus is limited to 20 hours per week during enrolled terms but has no limitation during vacation periods.

For all types of work authorizations, permission to begin work is not granted until the student receives the Employment Authorization Document (EAD card) from the USCIS. Obtaining a social security card is a separate process from obtaining an EAD card. Institutional support letters for social security card applications may be provided only after the student has secured lawful employment. Students may not work prior to the date indicated on the EAD card. It is recommended that students do not travel prior to receiving the approval of a work authorization. Students who have completed their program of study may not be permitted to re-enter the United States without an EAD card and proof of employment.

## Optional Practical Training

Optional Practical Training (OPT) is a temporary work authorization in the student's field of study for the purposes of gaining practical training. Students may be authorized up to twelve months of practical training each at the completion of an associate degree, a bachelor's degree, a master's degree, and a doctoral degree. Students have the option of requesting OPT at the completion of the program (post-completion OPT) or prior to the completion of the degree program (pre-completion OPT). For students applying for post-completion OPT, it is recommended that students process their application before the completion of a course of study, but no earlier than 90 days before the completion of program requirements. Completion of a course of study does not mean the commencement date; this refers to the actual last date of attendance for the completion of all degree requirements. All Stanton University students are now required to be enrolled in OPT101 (Optical Practical Training Workshop) free of charge as a prerequisite.

Note: Students who chose to utilize OPT prior to graduation lose time approved from their twelve months of post completion OPT. Additional information regarding OPT guidelines is available at <http://www.ice.gov/sevis/practical-training/>

Please read OPT FAQs carefully:

### **When can I apply for OPT?**

You may apply for OPT from as early as 90 days before your program end date to 60 days after your program end date. For example, if your program end date is September 30, you may apply as early as July 2nd and as late as November 29th.

**Tip: The best time to apply for OPT is during the first couple weeks of your last quarter. This is because the OPT application takes 3 - 4 months to process.**

### **Do I need to have secured employment before I apply for OPT?**

No. You have 90 days after you receive your EAD card (work permit) to find employment.

### **What if I apply and do not hear back until after the 60 day grace period is complete?**

Your status will be considered "pending," and you will be allowed to remain in the United States until a decision has been made about your OPT application. If you are accepted, then you may begin your OPT. However, if you are denied, you will have no other option except to leave the United States. (This is why it is better to apply earlier.)

### **What if I can't find employment within 90 days?**

If you accrue more than 90 days of unemployment during your OPT, you will be considered to have violated your status. If you cannot secure employment, you must protect your status by enrolling in a new degree program before this occurs.

**What dates should I write for my start and end dates of employment?**

Your employment start date must be within your 60 day grace period after your program end date. You may apply to start working immediately, or you may apply to wait a few weeks or longer as long as you start within your 60 day grace period.

**When can I begin working?**

You may only begin working on or after the date posted on your EAD card (work permit) once you are approved for OPT. You may NOT begin working until you are approved.

**Do I have to inform Stanton University of employment, address, and/or phone number changes?**

Yes. You must inform Stanton University of any employment, address or phone number changes within 10 days of the relevant changes. USCIS requires you to update this information to maintain your F-1 student status while engaging in OPT.

**What can I do after the completion of OPT?**

You have another 60 days from your OPT end date to decide whether to return to your home country or start a new program of study.

**Can I travel outside the U.S. after I receive my EAD card?**

Yes, once you receive your EAD card you are safe to travel outside the U.S., however, you will want to make sure to have the following documents in your possession to be granted re-entry:

- (1) a valid EAD card
- (2) a valid passport
- (3) a valid F-1 visa
- (4) the original signed I-20 with OPT authorization and a recent travel signature from the Designated School Official (DSO), and
- (5) Letter from your employer verifying your employment.

**Can I leave the U.S. while my OPT is processing?**

Technically, you can re-enter the U.S. with the following documents:

- (1) proof of the pending OPT application
- (2) a valid passport
- (3) a valid F-1 visa
- (4) the original signed I-20 with OPT authorization and recent travel signature from the DSO, and
- (5) a proof of non-immigrant intent (i.e.: spouse or children living in your home country, a future job offer from your home country, etc.).

Please note: Leaving the U.S. during the OPT process may pose a risk, and it is recommended that you not travel abroad during this time, unless absolutely necessary.

**IMPORTANT:**

- Applications must be received by USCIS within 30 days of the OPT recommended I-20 issuance date.
- Applications cannot be received by USCIS more than 90 days before the I-20 end date.
- Applications cannot be received by USCIS more than 60 days after the I-20 end date.
- You should receive notification by email that your application was received within 2-4 weeks.
- You should receive notification of a result within 2-3 months.

**After you are approved:**

- If you are approved, you will receive an EAD card in the mail.
- Your card will have your authorized employment start date and end date.
- We will give you the Employment Job Offer Letter and Employment Verification Form.
- After you find a job, submit to SU International Student Advisor:
  - a signed Job Offer from your employer
  - the Employment Verification Form
  - a copy of your EAD Card

- the SU Employer Survey (after a month of employment)
- You must secure and report your OPT employment within 90 days. If you accrue more than 90 days of unemployment, you will be out of status.
- If you change jobs, change address, change phone numbers, etc., you must report changes to Stanton University International Student Advisor within 10 days to SU so that we can update your SEVIS page.
- 6 weeks before you complete your OPT, please have your employer complete the
- "Employee Satisfaction Survey" that evaluates your job performance.
- After you complete your OPT, you will have another 60 days "grace period" to either return to your home country or start a new program of study.

**If you are denied:**

- If you are denied, and you are still within your 60 day "grace period" from your I-20 end date, you can apply for a new program of study in order to maintain your student status.
- If your 60 day "grace period" has concluded, then you are required to leave the United States immediately.

## Requesting 1098T Form

A Student may request a 1098T Request form between the months of the tax filing year. The student can request via self-serve from [stanton.edu](http://stanton.edu) under forms and download. Students must fill out the 1098T request form. The student must provide a social security number or employer ID number along with the current address. Once received as a hard-copy or emailed at [info@stanton.edu](mailto:info@stanton.edu), the forms are process within one business week. The 1098T Request form usually states the student's yearly tuition payment within that tax year.

## Curricular Practical Training

**Curricular Practical Training (CPT)** is a type of work-authorization used for F-1 students to complete off-campus training experiences. The primary purpose of CPT is to gain practical experience in the student's field of study. The training experience must be an integral part of an established curriculum and directly related to the student's major area of study. Since CPT is curricular in nature, the student must also enroll for a course that requires an off-campus training experience. CPT is not possible for all F-1 students because it is dependent on the academic requirements of a specific.

**CPT Eligibility Requirements:**

- You are currently in F-1 status and maintaining status.
- You have been enrolled full-time for at least one academic year (three quarters) in your current field of study/major.
- You have an internship/training experience offer that is directly related to your field of study and integral to your curriculum.
- You are registered for a course that requires the practical training experience. This course must be listed in the course catalog, specifically designed for a practical training experience, and be a minimum of one credit.
- The training experience will be evaluated by a faculty member at Stanton University, will be graded and will appear on your transcript.
- CPT will not be authorized in situations where Optional Practical Training is more appropriate or for work to be done after completion of your degree requirements.

**Be in good academic standing**

- No academic probation from previous quarter

- o Passing grade in previous CPT internship
- Be in good financial standing**
- o No unpaid tuition debt from previous quarter(s)

Please Read CPT FAQs carefully:

**When is the application deadline for CPT?**

The application deadline is one week BEFORE the start of the quarter.

**Do I need a job before I can be approved for CPT?**

Yes. You must gain employment to receive CPT approval. It is best to start looking for a job early.

**How long am I authorized to work for each CPT?**

Each CPT is ONLY 3 months long and the authorized CPT employment dates are as follows:

- Winter Quarter CPT: January 1- March 31
- Spring Quarter CPT: April 1- June 30
- Summer Quarter CPT: July 1- September 30
- Fall Quarter CPT: October 1- December 31

**Can I be approved for CPT while taking Leave of Absence?**

No. you must be enrolled full-time in addition to enrolling in the CPT Internship Course for which you must submit documents and reported as required by your program director.

Students that are in their last quarter and only have one class remaining, must submit the Reduced Course Load Petition

**How many CPT's can I participate in?**

You may participate in as many CPT's as you are eligible for, however, you MUST re-apply each quarter.

**Can my work experience be in any field?**

No. Your CPT work experience must be "directly related" to your degree (Business, Golf, KCA). Your job description must explain in detail how your work is related to your degree.

**Can I work full-time (more than 20 hours per week)?**

No. You are only allowed to work part time (20 hours or less).

**Can I continue at the same job for subsequent CPT's?**

Yes. However, you need to re-apply every quarter, remain eligible, and receive approval (see CPT Renewal Form).

**Can I begin working before I receive approval?**

No. You must receive approval from USCIS and a new I-20 for each specific CPT employment.

**What is the CPT Internship Course?**

It is an online (1-unit) course with your program director. The purpose of this course is to integrate your work experience and your course learning with a meaningful assignment.

**Will the CPT Internship Course count towards academic credit?**

No. Each of the CPT Internship courses will count give you 1 unit but will not go count towards your degree curriculum.

**What happens if I fail my CPT Internship course?**

You will be ineligible for CPT for the next quarter. You can re-apply the following quarter after that and receive approval as long as you are eligible.

- Example: If you fail Winter CPT Internship Course, you will not be eligible to apply for spring quarter. However, you may re-apply during summer quarter.

**Is there a fee for CPT?**

Yes. There is a one-time CPT fee of \$100 for first time applicants for each degree level. In addition, the CPT course is the cost of one (1) unit.

**When is the CPT Internship fee due?**

You must pay for your CPT Internship course by the first day of the start of the quarter that you applied.

**How do I get my Social Security card?**

After you have been approved for CPT, take the following items to the Social Security Administration Office to apply:

your new I-20 along with your Job Offer Letter, passport, visa, I-94, AND the CPT Social Security recommendation letter from the International student advisor

What happens if I fail my CPT Internship course?

- o You will be ineligible for CPT for the next quarter. You can re-apply the following quarter after that and receive approval as long as you are eligible.
- o Example: If you fail Winter CPT Internship Course, you will not be eligible to apply for spring quarter. However, you may re-apply during summer quarter

**Warning for BBA Students-**For bba students enrolling in or currently working for CPT, please note that more than three to 4 quarters of consecutive CPT may prompt USCIS to ask for more evidence if you plan to apply for OPT. **This does not mean a Denial.**

## Work Authorization Based on Economic Hardship

Work authorization based on economic hardship is a temporary, part-time work authorization granted for up to one year. This provides students time within which to resolve to resolve financial problems without having to withdraw from their studies. Students are not eligible for work authorization based on economic hardship unless they have completed three (3) consecutive terms of study in active status and are in good academic standing as determined by the DSO. USCIS will determine a student's eligibility on a case by case basis, and students must submit a Form I-765, "Application for Employment Authorization" and request approval for new form I-20. Additional information regarding off-campus employment is available at [http://www.ice.gov/sevis/employment/faq\\_f\\_off1.htm](http://www.ice.gov/sevis/employment/faq_f_off1.htm).

## Off-Campus Employment under Sponsorship of Certain International Organizations

Certain international organizations are eligible to sponsor international students for employment. Students must obtain written certification from the organization that the proposed employment is within the scope of the organization's sponsorship. Students eligible for off-campus employment under this program must submit this information to the Student Affairs Office at Stanton University. This work authorization is not bound by the nine-month residency requirement and does not need to be related to the student's course of study.

## On-Campus Employment

Students are authorized to work on-campus without an EAD card only at the institution that has granted their Form I-20. New students may begin work no earlier than thirty (30) calendar days prior to the start of the quarter. Transfer students may not begin work until the transfer process is complete. Students between academic levels may continue on-campus employment with confirmation of intent to enroll in the next academic term. Students may not engage in on-campus employment during the sixty-day grace period following graduation without an EAD card. Students may only work part-time (20 hours per week) while classes are in session and must maintain full-time enrollment status. In between academic terms, and during a vacation term, students may work a full-time schedule (40 hours per week), as long as they remain in status.



# Registration Policies and Tuition Policies

## Registration Policy

Registration is the process whereby students sign up for specific classes and pay all assessed fees. A non-refundable fee of \$25 will be assessed each time a student register for classes per quarter. Registration instructions for students are included in the Class Schedule issued prior to the beginning of each quarter. All students must register for certain courses in keeping with their academic plans. Students will get full instruction on how to register every quarter. All enrolled SU students are given login information for the student portal account on Populi, a college management software. Students will usually go through the process of registering online through the university's student portal (Populi), which can be accessed at [stantonuniversity.populiweb.com](http://stantonuniversity.populiweb.com).

Credit for a course is given only when a student is properly registered and successfully completes the course. An individual is not properly registered until all required registration forms have been submitted and all fees have been paid. A student who does not register during the official registration period will be assessed a Late Registration Fee of \$100. A student who registers late during the first week of the start of the quarter will be assessed a Late Registration Fee of \$200.

The Academic Calendar at the front of the General SU Catalog gives the academic schedule for each quarter of the academic year.

## Add and Drop Policy

The Add/Drop period allows you to drop a course, add a course, and withdraw from the University. Once the deadline for online registration is reached, a fee of \$5.00 will be charged for any students that need to add/drop or make changes to their class schedule. The Add/Drop deadline is the last day to drop classes without courses being recorded in the Academic Calendar for that quarter. You are not allowed to make any schedule adjustments after this deadline and are responsible for knowing the current quarter date for this deadline, which can be found on the academic calendar and the class schedule registration notice. Deadlines will vary by session. Consult the Class Schedule for specific dates.

## Auditing a Course

Students who wish to attend a class for personal enrichment, and not for academic credit, may be granted auditor' status and be assigned the symbol (AU) for the class. Auditors attend class with no obligation to actively participate in a course's activities. However, an Auditor must qualify as a Regular Standing student to audit courses in a degree program, as well as meet any course prerequisite or co-requisite requirements. Only courses in which the instructor approves auditors may be audited. An abbreviated admission process is necessary to receive this status, and audit fees are required for each class in which a student enrolls.

**To Audit a course**, a student must fill out the Stanton University's admissions' application and the Course Add/Drop Form. Upon the instructor's approval, the student will then be enrolled as an auditor after completing any financial dues (application fee - \$100 per unit for audit-only students) for the class.

**Rights and privileges of auditing:** Once enrolled in an audited course, auditors have the same rights and privileges as any student taking the course for credit. Their names appear on the class list with a notation that they are auditing the course. Audited courses do not appear on the student's permanent record except by special request from the student. Audited classes are subject to a special tuition rate and have no effect on Cumulative GPA calculations or Satisfactory Academic Progress (SAP).

## Distance Learning Policy

### **Mode of Instruction**

Stanton University offers both on campus and asynchronous (not in real time) online instruction (distance education) programs. Online and hybrid courses are delivered over the Learning Management System (LMS) known as Canvas, which is a secure web-based platform that employs modern multimedia technologies and is accessible 24 hours a day via the Internet. The Canvas system is used to view video content, receive and submit coursework and assignments, take tests and quizzes, communicate with instructors and classmates, and review grades and course progress. Zoom is used for synchronous seminars.

### **Receipt of Distance Learning Materials**

All lessons and materials for distance learning courses will be transmitted to the student via the Canvas LMS if the student has fully paid for the educational program, and after having received the first lesson and initial materials, the student requests in writing that all of the materials be sent. If the school transmits the balance of the material as the student requests, the school shall remain obligated to provide the other educational services it agreed to provide, but shall not be obligated to pay any refund after all of the lessons and materials are transmitted.

## Transfer of Credit Policy

Stanton University accepts for transfer credit coursework if the units were earned at institutions approved by the Bureau for Private and Post-Secondary Education (BPPE), public or private institutions of higher learning accredited by an accrediting association recognized by the U. S. Department of Education, or any institution of higher learning, including foreign institutions, if the institution offering the undergraduate program documents that the institution of higher learning at which the units were earned offers degree programs equivalent to degree programs approved by the Bureau or accredited by an accrediting association recognized by the U.S. Department of Education. Stanton University reserves the right to determine if a course meets the transfer requirements of the program to which a course is being transferred, or whether the course will serve as elective coursework credit in meeting the Stanton University program's degree unit requirement.

Stanton University does not automatically award transfer credit coursework. It is the student's responsibility to apply for the transferring of credits to the Office of Admissions and Records, and to consult with the appropriate academic personnel.

## Process to Submit a Transfer of Credit Form

To submit a transfer of credit, the student must first fill out the "Transfer Credit Application Form" via Stanton University website under "Forms and Downloads" or in person at the Office of Admissions and Records. The student must submit the form along with a copy of the student's official transcript that would verify the courses the student is applying to transfer the credit from.

Upon approval from the Department of Academic Affairs within five business days, the student's transfer credit will be posted to their student Populi account under degree audit. The student can check to see the approved credits listed under their student tab and degree audit.

In accordance with the California Code of Regulations 5CCR§71770(b) and the University's Transfer Credits Policy:

a) A maximum of forty-five (45) quarter units are accepted in transfer from another institution in associate degree programs. Grades must be at least a "C" or higher. Credits earned through AP exams will count toward these credits.

b) A maximum of one hundred twenty-eight (128) quarter units are accepted in transfer from another institution in bachelor's degree programs. Grades must be at least a "C" or higher. Credits earned through AP exams will count toward these credits.

c) A maximum of twelve (12) graduate quarter units awarded by another institution may be transferred for credit toward a master's degree. Grades must be at least a "B" or higher. Notes: (1) These criteria may not apply to programs that lead to a profession or occupation requiring state licensure where the licensing agency has a regulation permitting a different standard. (2) In some cases, Stanton University may still transfer the course but not award the full credit toward graduation. For example, a 3-unit quarter course can satisfy a 4-unit quarter course requirement; however, it will still transfer as 3 units. Therefore, you may be short a few credits in overall requirements for graduation and may still need to take additional courses.

4. NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION: The transferability of credits you earn at Stanton University is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in your major program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Stanton University to determine if your credits or degree, diploma or certificate will transfer.

## Transcript, Verification, and Supplementary Document Requests

Each student who has an academic record on file at Stanton University must submit a request form to obtain his or her official transcript. Official copies of the transcript may be obtained at a fee, payable in advance. Due to requirements of the Family Educational Rights and Privacy Act of 1974, any requests for transcripts must be submitted in writing and include the student's signature and student number. A transcript will be issued after the student has settled all financial obligations to the University.

Students can submit an SU Document Request form that can be found on the website under Forms and Download or submit the form in person at the main office of admissions and records. Please note that if there are any outstanding balances pertaining to past due tuition, Stanton University will not issue any documents until those overdue balances are paid. This process can take up to five business days. If there is an urgent need, a student can pay a rush fee( \$), which will be processed within one business day.

## Tuition Policy

All students are required to pay their tuition and fees in full by the appropriate due date. Failure to do so may result in the cancellation of the student's registration. Furthermore, a student will not be allowed to receive transcripts, certificates, diplomas, or participate in graduation ceremonies until all financial obligations have been satisfied.

## Tuition Fees

Degree Program	Fee
Undergraduate Per Unit	\$210
Undergraduate Lab Courses Per Unit	\$220
KCA Lab Fee	\$280 additional per lab classes
Graduate Per Unit	\$315
Audit Tuition Per Unit	\$100

## Other Fees

List of items	Fee
Application Fee (Resident)	\$100
Application Fee (Non-Resident)	\$200
CPT and OPT Fee	\$100
CPT class unit course fee per unit	\$150 undergrad and \$225
Registration Fee	\$25
Late Registration Fee	\$200
Late Tuition Fee (Per Month) – added weekly after 15 <sup>th</sup>	\$50
KCA Lab Uniform Fee	\$40
Food Managers Certification Exam Fee	\$74
English Proficiency Exam Fee	\$60
English Proficiency Exam Retake	\$45
Student Tuition Recovery Fund (STRF) Fee	\$0*
Student ID Card Fee (First Copy Free)	\$20
Transcript Fee	\$15
Syllabus Reprint Copy Per Class	\$10
Verification of Enrollment Fee	\$10
Verification of Graduation Fee	\$10
I-20 Reprint Fee	\$10
I-20 Extension Fee	\$100
Add/ Drop/ Change of classes Fee	\$5
Returned Check Fee	\$25
Processing Fee for Clearance of Hold on a Student's Record	\$25
Duplicate Diploma Fee: Associate, Bachelor's, Master's Degree	\$100
Re-entry or Reinstatement Fee	\$30
Make Up Fee for Midterm and Final Exams	\$50
Master of Business Administration Project Fee	\$150
Master of Science in Information Management System Project Fee	\$150
Certificate Fee (Certificate Programs)	\$50
Graduation Fee (Associate Degree Programs)	\$100
Graduation Fee (Bachelor's Degree Programs)	\$150
Graduation Fee (Master's Programs)	\$200

## Monthly Deferred Payment Plan

Deferment of Tuition Payment: Students may apply for payment plans by submitting a Deferred Payment Plan form and have it approved by the Director of Business Affairs.

## Process for Deferment Payment Plan

Students with financial hardship may apply for monthly payment plans by submitting a Deferred Payment Plan form and have it approved by the office of admissions and records.

In order to enroll in the Deferred Payment Plan, the student must agree to the terms and conditions of the plan in which the school will charge any unpaid balance. Since the school is providing this service as a courtesy, students unable to make payments in a timely manner will be disqualified from the deferment plan and will be required to pay the full quarter's tuition.

The deferred payment does not apply to registration fee and any other fees charged to the student for requested documents (i.e. transcripts, letters, etc.). - In compliance with the California Education Code, the refund policy for students who have completed 60 percent or less of the course of instruction is pro-rated. The effective date of withdrawal used in determining the amount of tuition to be refunded is the date on which the student submits his or her withdrawal petition form to the Office of Admissions and Records. Therefore, students who submit the withdrawal form after 60% of the quarter has elapsed are responsible for the payment of the full amount of tuition for the quarter they intend to withdraw from.

There will be a LATE FEE of \$50 assessed WEEKLY for EACH past due payment. (15<sup>th</sup> of every month)

\*\*\* Students with an overdue balance during any Leave of Absence, must still make minimum payments, or they will be charged the \$50 LATE FEE WEEKLY after the 15<sup>th</sup> of every month past due.

\*\*\* Students enrolled in more than the minimum of 2 MBA courses or 3 BBA / PGM/ KCA courses, will have their quarterly tuition increased per additional course AND their minimum payment increased accordingly.

\*\*\* If a student withdraws from the school without completing 9 months in Stanton University, the student must pay the full or pro-rated amount of tuition for the quarter he or she was enrolled in.

<b>\$2520 per Quarter (minimum)</b>	<b>Based on 3 classes for undergrad and 2 classes grad</b>	<b>\$7635 per academic Year (minimum)</b>
MBA and MSISM courses = \$1260 / course BBA, BSISM, PGM, KCA courses = \$840/		
1 <sup>st</sup> Installment	\$865 (\$840 + \$25 Reg. Fee)	Must pay first in order to register.
2 <sup>nd</sup> Installment	\$840	Due by the 15 <sup>th</sup> of 1 <sup>st</sup> month of quarter
3 <sup>rd</sup> Installment	\$840	Due by 15 <sup>th</sup> of 2 <sup>nd</sup> month of quarter

<b>\$3805 per Quarter (minimum)</b>	<b>Based on extra classes after the minimum full-time</b>	<b>\$11415 per academic Year (minimum)</b>
MBA and MSISM courses = \$1260 / course BBA, BSISM, PGM, KCA courses = \$840/		
1 <sup>st</sup> Installment	\$1285 (\$1285 + \$25 Reg. Fee)	Must pay first in order to register.
2 <sup>nd</sup> Installment	\$1260	Due by the 15 <sup>th</sup> of 1 <sup>st</sup> month of quarter
3 <sup>rd</sup> Installment	\$1260	Due by 15 <sup>th</sup> of 2 <sup>nd</sup> month of quarter

## Student Tuition Recovery Fund (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student was enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd Ste 225, Sacramento, CA 95834, (888) 370-7589 or (916) 574-8900.

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

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

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

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

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

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

The state of California, Student Tuition Recovery Fund) is set up for students to recover economic loss when the school or **institution has closed down**.

**You must pay** the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

You are a student, who is a California resident and prepays all or part of your tuition either by cash, credit card, guaranteed student loans, or personal loans, and

Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

(a). Two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is zero dollars (\$0).

Note: Authority cited: Sections 94877, 94923 and 94924, Education Code. Reference: Sections 94843, 94911(b), 94923 and 94924, Education Code.

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

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

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

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code. Stanton University STRF Fee Per Degree program covers the entire length of program at \$2.50 per \$1000 paid:

KCA and PGM	BBA & BSISM	MBA & MSISM
<ul style="list-style-type: none"><li>• <b>\$30</b> for entire program length at:<ul style="list-style-type: none"><li>• Every \$1000 tuition charged, a fee of \$2.50 is charged: <math>\\$2.50 \times 2 \times 6</math> quarters</li></ul></li></ul>	<ul style="list-style-type: none"><li>• <b>\$60</b> for entire program length at:<ul style="list-style-type: none"><li>• Every \$1000 tuition charged a fee of \$2.50 is charged: <math>\\$2.50 \times 2 \times 12</math> quarters</li></ul></li></ul>	<ul style="list-style-type: none"><li>• <b>\$35</b> for entire program length at:<ul style="list-style-type: none"><li>• Every \$1000 tuition charged a fee of \$2.50 is charged: <math>\\$2.50 \times 2 \times 7</math> quarters</li></ul></li></ul>

**"NOTICE"**

"YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE."

## Withdrawal Policy

Withdrawal from a class is defined as the formal cancellation of enrollment in the class. Withdrawals completed prior to the start date of the quarter are not recorded on your permanent record/transcript. A "W" will be annotated on the student's permanent record/transcript once the quarter begins and attendance has posted. A grade of "W" will be applied to the transcript/permanent record if withdrawal takes place after Last Day to Drop without Academic Penalty.

An official withdrawal from classes may be requested by the student or initiated on his or her behalf by the instructor. Students desiring to officially withdraw from a class must submit a Class Add/Drop Form to the Office of Admissions and Records. It is the student's responsibility to officially drop any class which should not be in his or her program and before any stated deadline. This is true even if the student has never attended the class. The following conditions apply to official withdrawal:

1. For regular classes, no record of the class will be entered on the student's permanent record if the official withdrawal is made on or before the last day to drop a class without it being recorded — the date given in the university's Academic Calendar and Schedule of Classes.
2. If the withdrawal is made after the deadline for withdrawing without a W, and prior to the deadline for a withdrawal without the automatic assignment of an academic grade as listed in the academic calendar for that session, a W will be recorded on the student's permanent record.
3. A student attending a session after the deadline for withdrawal will not be eligible to receive a W. The instructor must then assign an academic grade or an administrative symbol. Exceptions to this policy will be made only upon verification of extreme circumstances beyond the control of the student. Petitions requesting exceptions must be filed in the Admissions and Records Office.

Withdrawal grades are not included in the calculation of GPA.

### Process for Withdrawing from a Course(s)

If a new or continuing student requests to withdraw from a course(s), the following procedures must be followed for ALL students:

- The student must submit a "Class Add/Drop Form" via self-service on our official website under forms and downloads or in person at the main campus office of admissions and records.
- Students will receive a follow-up response within 3-5 days of processing. Please be advised, this request DOES NOT withdraw students from courses or programs. Students must contact Stanton University's main campus to discuss potential financial and academic ramifications due to the decision to withdraw.
- Students are encouraged to receive both financial and academic counseling prior to completing the request for withdrawal, since it is important for students to fully understand the academic and financial consequences of a decision to withdraw.

### Process for Withdrawing from the University

A student has the right to cancel the Enrollment Agreement at any time and obtain a refund of charges paid (except for the application fee) through attendance at the first class session, or the seventh day after enrollment, whichever is later. Refunds after this date will be based on a pro rata basis. (See Student Eligibility for Tuition Refunds and Schedule of Refunds). A petition for withdrawal from the University may be obtained from the Office of Admissions and Records. It is the responsibility of the student to secure the



required signatures, to be cleared of all obligations and to file the withdrawal form with the Office of Admissions and Records. When this has been accomplished, the student will be eligible for withdrawal. Any refunds due to the student will be made by the University's Director of Business Affairs in compliance with the student's Enrollment Agreement and the University's Refund Policy. In the event of a verified medical condition which necessitates complete withdrawal from college, the student will be given approval for a medical withdrawal. Please refer to the Refund Tuition Chart for detailed policy and refund amount.

### **Administrative Withdrawal from Course(s)**

Enrollment may be administratively canceled and the student dropped from class for any of the following reasons:

1. invalid enrollment;
2. failure to attend the first class meeting or exceeding the limit of the university's class non-attendance policy, A student must submit an "Excused Absence Form" if a student is unable to attend the first class meeting of the quarter, he/she will be automatically dropped from the course the first week.
3. failure to make tuition payments on time or have a late overdue balance to Stanton University.

### **Process for Rescinding a Withdrawal Request**

In the event a student chooses to discontinue the withdrawal process, the student is required to submit a statement and include the following:

*Please accept this as my official request to rescind my previous submission of a withdrawal request from my course(s) during the <<insert academic quarter>>. As of this date, it remains my intent to remain in academic attendance through the end of the payment period or period of enrollment of <<insert academic quarter>>.*

(The statement can be submitted by the student in person, electronically or via fax.)

### **Refund Policy**

The student has a right to a full refund of all tuition and other refundable charges if he/she cancels this agreement on or before the first day of instruction. Please refer to the Refund Tuition Chart for detailed policy and refund amount.

In addition, the student may withdraw from a course after instruction has started and receive a pro rata refund for unused portion of the tuition and other refundable charges if the student has completed 60% or less of the instruction. If the student has completed 60 percent or greater of the term, there will be NO refund.

The University will also refund money collected sending documents to a third party on the student's behalf such as license or application fees. If the University cancels or discontinues a course or educational program, the University will make a full refund of all charges. Refunds will be paid within 30 days of cancellation or withdrawal.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- (2) The student may not be eligible for any other federal student financial aid at another institution or for other government assistance until the loan is repaid.

## Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress Standards: A student must make successful progress toward the completion of his/her program of study in order to continue. The University has set standards in the areas of grade point average and cumulative credits earned within an established time frame as a measure of satisfactory progress for financial aid.

1. Grade Point Average – The table below provides an explanation of the grade point average standard and the timing of the student's SAP calculation.

Career Level	GPA Per Quarter	Timing of Calculation
Undergraduate	2.000	Calculated after each quarter
Graduate	3.000	Calculated after each quarter

2. Pace of Completion – The pace of completion ("pace") measures the rate of progress toward the degree, based on how many credits were successfully completed out of all credits attempted at a given career level. A successful attempt is defined as a course in which a passing grade is earned, as defined in the University catalog under "Degree Conferral Requirements". All other grades earned are unsuccessful attempts. Please note that all credits attempted at a given career level are included in the calculation, even if the attempted courses are not funded by federal student aid.

Stanton University requires all students to maintain the following standards of Satisfactory Academic Progress in order to progress satisfactorily through an educational program and graduate.

### Maximum Program Length

All students must complete their program within the Maximum Time Frame (MTF). If a student cannot complete the program within the Maximum Time Frame (MTF), the student will be dismissed.

Undergraduate Degree Programs	Units Required for Graduation	Standard Program Length	Maximum Time Frame (MTF)
Associated of Applied Science in Professional Golf and Golf Complex Management	92	2.5 years / 8 quarters	4 Years
Associated of Applied Science in Korean Culinary	92	2.5 years / 8 quarters	
Bachelor of Arts in Business Administration	180	4 years / 12 quarters	6 Years

<b>Graduate Degree Programs</b>	<b>Units Required for Graduation</b>	<b>Standard Program Length</b>	<b>Maximum Time Frame (MTF)</b>
Master of Business Administration	60	2.5 years / 8 quarters	4 Years
Master of Science in Information System Management	60	2.5 years / 8 quarters	4 Years

## Academic Recognition

Stanton University students are recognized and placed on a Dean's list and President's list every quarter. Undergraduate students who completed 12 or more graded course units with a quarterly GPA equal to or greater than 3.50 but less than 3.75 are placed on the Dean's List. Graduate students who have completed at least two quarters of 12 or more graded course units with a quarter GPA equal to or greater than 3.50 but less than 3.75 are placed on the Dean's List. For the President's list, an undergraduate student who accumulate 12 or more graded course units with an academic quarter GPA of 3.75 to 4.0 will be placed and recognized. A graduate student that has at least two quarters of completed 12 or more graded course units with a GPA of 3.75 to 4.0 will be placed on the President's list. All Stanton University students that are recognized under the Dean's list will be sent an email. Student recognized on the President's list will be given a certificate via email (digital copy) for each of the quarters in which the honor is received.

## Academic Degree Latin Honor Recognition

Stanton University in undergrad Bachelor's degree programs are recognized and placed in Latin Honors distinction. Latin Honors will be noted on the diploma and transcript. The following grade-point average (GPA) criteria are used to identify Bachelor's degree students eligible for the honors specified:

- Summa Cum Laude: an overall cumulative undergraduate grade point average of 3.9 or above and a grade point average of 3.9 or above in all work attempted at Stanton University. These students are entitled to wear a gold cord at the commencement ceremony.
- Magna Cum Laude: an overall cumulative undergraduate grade point average of 3.75 to 3.89 and a grade point average of 3.75 or above in all work attempted at Stanton University. These students are entitled to wear a maroon cord at the commencement ceremony.
- Cum Laude: an overall cumulative undergraduate grade point average of 3.5 to 3.74 and a grade point average of 3.5 or above in all work attempted at Stanton University. These students are entitled to wear a blue cord at the commencement ceremony.

## Academic Probation

Students who do not maintain satisfactory academic progress will be placed on academic probation for one quarter. For associate and bachelor's degree programs, every student is required to maintain a 2.0 GPA or better every quarter he/she is enrolled. For a master's degree program, he/she is required to maintain a 3.0 GPA or better every quarter he/she is enrolled. If in one of the quarters the student cannot maintain that average, then he/she will be placed on academic probation. The student cannot be on academic probation for more than two quarters. Students will be notified by email or phone. All students placed on probation will be counseled by their academic advisor and will be given assistance, if needed, in order to improve their GPA. At the end of the one quarter probation period, if the academic record is not in compliance with the standards of satisfactory progress, the student will be dismissed. A student who receives Academic Probation two (2) consecutive times will be dismissed.

## Dismissal

The decision to dismiss a student who is subject to dismissal rests with SU and entails a thorough review of the student's academic record, progress and plan. Students whose academic standing is classified as 'subject to dismissal' must meet with their academic advisor to discuss their academic standing, progress and plans.

Students who remain on academic probation for more than two consecutive semesters are subject to academic disqualification. Undergraduate students on academic probation are subject to academic disqualification.

Graduate students are subject to disqualification if, while on probation they fail to earn grades of sufficient quality to remove themselves from probationary status. Disqualification will bar such students from any further enrollment at Stanton University.

## Appeal Process

A student has the right to appeal a dismissal decision. He/she may do so by submitting a petition with the Office of Admissions and Records. The form must be completed and filed by the student within seven (7) days of having been notified in writing that he or she is being dismissed from SU and in no case later than the first day of classes in the term in which the dismissal is to take effect.

Upon submitting the petition to appeal the dismissal decision, the student will be scheduled to meet with the Academic Dean in order to discuss his or her academic progress and plan. A final decision regarding the outcome of the student's appeal will be addressed at this meeting.

If a student seeks to be reinstated for the term into which the dismissal is to take effect, he/she must meet with the Academic Dean before end of the first week of the term. After that date, appeals will be considered for the subsequent term.

For more information regarding TERMS OF REINSTATEMENT AFTER DISMISSAL please see page 43 of the Stanton University General Catalog.

# Student Rights and Responsibilities

This statement of rights and responsibilities is designed to clarify those privileges which the student may expect to enjoy as a member of the student body of Stanton University and the obligations which admission to the University places upon the student.

## Rights and Responsibilities

Application for admission to Stanton University represents a voluntary decision on the part of the prospective student to participate in the programs offered by the institution pursuant to the policies, rules, and guidelines of the University as established or approved by the Board of Trustees. Approval of that application, in turn, represents the extension of a privilege to join the University community and to remain a part of it so long as the student meets the required academic standards and abides by the policies and procedures of the University.

Each student is guaranteed the privilege of exercising his/her rights within University and Federal policies without fear of reprisal. Such rights include the following:

1. Students are free to pursue their educational goals, both inside and outside the classroom. The University provides opportunities for learning through appropriate curricula offerings.
2. Academic evaluation of student performance shall be fair and clear; it shall not be arbitrary.
3. Free inquiry, expression, and assembly are guaranteed to all students, provided their actions do not interfere with the rights of others or violate established University policies.
4. No disciplinary sanctions may be imposed upon any student without following the procedures as outlined in this Handbook.
5. Members of the University community have the right to expect safety, protection of property, and the continuity of the educational process.

## COVID-19 Policy

Stanton University is implementing procedures and guidelines on how to handle the COVID-19 for the safety of its students, faculty members, and staff as it gradually resumes on-campus classes at Anaheim and Los Angeles campuses.

The following guidelines shall apply on all Stanton University classrooms, offices, and facilities:

- Wearing a facial mask is strongly recommended when in the presence of an individual or a group at any of the Stanton University campuses.
  - Please Note: If the city or county (e.g. Los Angeles, Orange) issues a mandatory mask mandate, members of Stanton and its guests must adhere to the city's or county's mask mandate.
- While the COVID-19 vaccines are not mandatory, the University encourages everyone to be up to date in their vaccinations as soon as possible.
- Wash hands often with soap and water for at least 20 seconds or use hand sanitizer especially after being in a public place, or after blowing your nose, coughing, or sneezing.
- Follow social distancing guideline as recommended by the CDC.
- Vaccinated students, faculty members, and staff are encouraged to submit their vaccination records.
- Unvaccinated students, faculty members, and staff may be asked to submit their most recent COVID-19 test with negative results.

- Should an individual not comply with the faculty or staff, they are to leave the premises immediately.
- When an individual has symptoms of COVID or reports being exposed to someone who has tested positive, they must notify Campus Health immediately by emailing [campushealth@stanton.edu](mailto:campushealth@stanton.edu)
- Faculty members are not allowed to ask about the student's vaccination status.

#### **When You Have Been Tested Positive for COVID-19**

- If you, a member of Stanton University or guest, tests positive before coming to campus, you will be asked to provide a recent COVID test result and current vaccination record to Campus Health. If you have visited the campus while you were positive with COVID, you must immediately inform Campus Health; you will be asked questions that will help Campus Health to determine the infectious period, the places on campus that you have visited and which students, faculty members, staff members, and guests you have been in contact with during that time.
- If you are a student or faculty, please view Section 7, Actions to Take and COVID Tests for additional instructions and guidelines.
- If applicable, the area you have visited will be disinfected.

#### **When You Report Having COVID-like Symptoms**

- If you, a member of Stanton University or guest, are experiencing symptoms of COVID, you must take a COVID test immediately and contact Campus Health.
- If you are experiencing any of these signs, which includes trouble breathing; persistent pain or pressure in the chest; new confusion; inability to wake or stay awake; pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone, you are to seek emergency medical care immediately.
- If you are a student or faculty member, please view Section 7, Actions to Take and COVID Tests, for additional instructions and guidelines.
- You need to refer to the CDC guidelines regarding What to Do When You Are Sick:
  - Link: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>
- Campus Health will review your case and advise what actions to take.

#### **When You Report Being Exposed to Someone Who Tested Positive with COVID**

- If you, a member of Stanton University or guest, were exposed to someone who tested positive with COVID, you are to first contact Campus Health and review the CDC guidelines for What to Do When Exposed to COVID-19.
  - Link: <https://www.cdc.gov/coronavirus/2019-ncov/your-health/if-you-were-exposed.html>
- According to CDC regulations, you need to wait five full days, and then take a COVID test.
- Campus Health will ask you to fill out the COVID Status Report and will review your case and advise on what to do next.
- If you have been tested positive with COVID-19, you will need to contact Campus Health at [campushealth@stanton.edu](mailto:campushealth@stanton.edu) for instructions in providing a copy of COVID-19 test results.

## **Actions to Take and COVID Tests**

The following guidelines shall apply to students, faculty members, staff members, and guests on how to proceed:

- **Actions to Take**

- For Students: For their absence to be excused, they need to either provide a doctor's note or proof of COVID results with positive results according to the guidelines in COVID Tests below.
  - They are responsible for following up with their course content in Canvas, completing any assignments, and contacting their instructors. Depending on the Campus Health's review, they will inform and provide instructions.
  - If they are unable to provide proper evidence within 72 hours of being sick due to COVID, their absence will not be excused.
- For Faculty Members: They must inform the Academic Dean and Campus Health. The Academic Dean will review their case and advise whether to hire a substitute, to hold the class online, or to cancel class & follow-up with students.
  - They are responsible for posting any course materials or assignments in Canvas and inform their students with any updates via email or Announcements in Canvas.
- For Staff Members: They will need to inform Campus Health, the Main Office, and the Director of Human Resources.
- For Guests: They will need to reschedule another day to visit the campus.

- **COVID Tests**

- Results from viral tests such as NAATs (e.g. PCR-based tests) and antigen tests are accepted. They must have the individual's name.
- At-Home COVID-19 antigen tests can produce false negative and the FDA recommends repeat testing following a negative result.
  - Link for more information: <https://www.fda.gov/medical-devices/safety-communications/home-covid-19-antigen-tests-take-steps-reduce-your-risk-false-negative-fda-safety-communication>
- When a student or faculty member has been tested positive for COVID, they will need to submit COVID test results with positive results, and Campus Health will review their case and determine whether their absence is excused or not. After day 5 of testing positive, if they have no symptoms, they can resume attending or teaching classes; they will need to wear a mask when on-campus for the next five days.

## ON-CAMPUS CLASSES (COVID-19 Policy Continued)

The following guidelines shall apply to students, faculty members, staff, and guests who are present at the Anaheim or the Los Angeles campuses.

- Stanton University strongly recommends for everyone visiting the campus to wear masks when within proximity of others, whether it is attending class, teaching, or visiting one of the campus offices.
  - Please Note: If the county or city (e.g. Los Angeles, Orange) issues a mandatory mask mandate, members of Stanton and guests must adhere to the city's or county's mask mandate.
- During their visit at one of the campuses, if an individual is experiencing symptoms<sup>1</sup> related to COVID-19, which includes a cough; fever or chills; shortness of breath or difficulty breathing; fatigue; muscle or body aches; headache; sore throat; congestion or runny nose, they will need to follow the guidelines listed in Section 6, COVID Guidelines.

## Code of Student Conduct

Stanton University expects its students to conduct themselves as business professionals as they progress toward their goals of academic achievement and career success. Stanton University also expects its students to act responsibly in all areas of personal conduct when on University premises and to take full responsibility for their actions. Generally, Stanton University limits disciplinary action to conduct which adversely affects the University community's pursuit of its educational objectives. Conduct subject to disciplinary action includes, but is not limited to, the following:

1. Dishonesty
  - a. All forms of dishonesty, including cheating, plagiarism, forgery, knowingly furnishing false information to the University, and alteration and/or use of University documents, financial instruments, or identification cards with intent to defraud.
  - b. Violation of the University's Academic Integrity Policy.
2. Unprofessional Conduct
  - a. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other University activities conducted by a Stanton official.
  - b. Disrespect of, or, insubordination to University personnel.
  - c. Use of oral or written profanity.
  - d. Physical and/or psychological abuse or the threat of such abuse of any person on University premises or at University activities. This includes "hazing," which is defined as initiation or discipline of fellow students by means of horseplay, practical jokes, and tricks, often in the nature of humiliating or painful ordeals.
  - e. Sexual harassment of other students, faculty, or staff.
  - f. Breach of the peace on any Stanton University premises.
  - g. Repeatedly contacting faculty or staff when the person contacted has indicated that a response is pending or requests not to be contacted.
3. Misuse of University Property
  - a. Unauthorized use of, damage to, theft or seizure of any property or facilities of the University, or emergency equipment located within the boundary of University premises, or threat to do so, or refusal to depart from any property or facilities of the University upon direction by University officials or other persons authorized to represent the University.
  - b. Littering, defacing, destroying, or damaging property of the University or property under its jurisdiction.
  - c. Unauthorized entry into, presence in, or use of any University building or facility.

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<sup>1</sup> For the full, up-to-date list of symptoms, please visit the link provided on the CDC website.



- d. Violation of the University computer use policy please refer to the SU Library Handbook available in the library.
- e. Violation of the University's policy on solicitation and sales.
- f. Improper use of library materials, including damage to materials and failure to return materials when due. This may include misuse, damage or failure to return materials used by a student for his or her disability accommodation plan.

#### 4. Alcohol and Drug Violations

- a. Use of alcoholic beverages, including the purchase, consumption, possession, or sale of such items, except where specifically authorized in the policies and guidelines of the University.
- b. Possession, use, sale, or distribution of any type of drugs for illegal purposes.
- c. Appearing at any Stanton University premises while intoxicated or while under the influence of an illegal substance.
- d. Violation of the University policy pertaining to smoking.

#### 5. Criminal Activity and Violent or Dangerous Behavior

- a. Violation of any local, state, or federal law.
- b. Possession on University property or, at any University campus, resorting in activity involving weapons such as knives, firearms, or any dangerous chemical or explosive elements or their component parts.
- c. Physical detainment or restraint of another person or the removal of such person from any place where he is authorized to remain or to in any way obstruct the free movement of persons or vehicles on University premises or during University activities.
- d. Threatening any member of the Stanton University community.
- e. Violation of University fire policies, e.g., tampering with fire protection apparatus or failure to comply with emergency evacuation procedures.
- f. Gambling or holding of a raffle or lottery on University premises.
- g. Participation in unauthorized and/or disorderly assembly or incitement of a riot.

#### 6. Other Violations

- a. Violation of any other University rule or policy not contained in official University publications but announced as administrative edict by a University official or other person authorized by the President.
- b. Willful encouragement of others to commit any of the acts herein prohibited.

## Sanctions

The following sanctions may be imposed, separately or in conjunction with other sanctions:

1. Admonition: A written statement to a student that he/she is violating or has violated University rules and may be subject to more severe disciplinary action.
2. Disciplinary Probation: Exclusion from the privilege of participation in extracurricular activities of the University, including the holding of any office, for a period of time not exceeding one academic year.
3. Restitution: Required reimbursement for damage to or misappropriation of property. This may take the form of appropriate services or other compensation.
4. Discretionary Sanctions: Sanctions that combine one or more of the listed sanctions or sanctions specific to a particular violation.
5. Interim Suspension: If, in the opinion of the Dean of Students or designee, the presence of a student poses a serious threat to others, the Dean of Students or designee may suspend the student immediately. If the student requests an appeal of the decision, a hearing shall be held at the earliest reasonable time.
6. Suspension: Exclusion from the University for a definite period.
7. Expulsion: Termination of student status with the University for an indefinite, or permanent, period of time.

8. Withdrawal without refund: A student will be administratively withdrawn from the current or future quarters at Stanton University and the course withdrawal refund policies described in the catalog will be followed.

## Suspension for Mental Instability or Violence

Any campus leader may immediately remove a student from Stanton University if the student is a threat to another student, to Stanton University property, or to any other person on University premises or through Stanton University online. Furthermore, the University President or Office of Student Affairs personnel may immediately suspend a student if he/she has a good faith belief that the student poses a danger to any other person on University premises or through Stanton University online, or to Stanton University property. Such a determination may occur if the student exhibits behavior including, but not limited to, extreme mental confusion or delusions, disruptive or disorderly conduct, threats of physical harm to individuals, damage or threats to damage any property, or any other violent or serious behavioral problems. In such situations, Office of Student Affairs personnel, in consultation with the legal department, may immediately bar the student from all Stanton University premises and activities and refer the student to mental health treatment resources.

A student suspended under, or barred from campus under the above policy may submit a written appeal to the Office of Student Affairs within ten (10) business days of the decision. Office of Student Affairs personnel will forward the appeal to the Disciplinary Committee, who will schedule a disciplinary hearing via teleconference, giving the student reasonable time to prepare for the hearing. Such a decision following an appeal may include re-admission of the student on campus on the condition that the student submit evidences that has been in a course of treatment with a licensed mental health provider and that the mental health believes that the student is no longer a danger or threat to themselves or others. The decision of the Committee is final.

## Disciplinary Procedures

Any academic or administrative official, faculty member, or student may file a complaint with the Office of Student Affairs against any student for violations of University policies and procedures.

If a student poses a threat to any person on Stanton University premises, or through Stanton University online, is disruptive or uncontrollable, damages or threatens to damage any property, or some other serious behavioral issue exists, the Dean of Students or designee may immediately suspend the student and may have the student escorted from Stanton University premises, or removed from Stanton University online, in accordance with the University's policy on Suspension for Mental Instability or Violence. If none of the above behaviors is involved, the following procedure will be followed:

**Level I (Warning)** – If a Stanton University Administrator observes, or is told by a faculty member or staff member, of a violation of the Student Code of Conduct, the Administrator will immediately investigate the matter. If the Administrator finds that the Code of Conduct has been violated, the Administrator will issue a written admonition to the student. The student will have the opportunity to submit his or her written response to the admonition within five (5) business days after receiving the admonition. The Office of Student Affairs will maintain a record of admonition letter and student response. Violations of a serious nature may proceed to Level II or Level III without a warning.

**Level II** – If additional disciplinary action is warranted, due to a violation of the Student Code of Conduct by a student, the Administrator will immediately investigate the matter. The Administrator will also immediately inform the applicable next level Administrator (i.e. Director) of the possible violation. If the Director finds that the Code of Conduct has been violated, then the Chief Academic Officer will issue a sanction to the student. The student will have the opportunity to submit his or her response to the sanction. The student must put his or her response in writing to the Chief Academic Officer within five (5) business days of receiving the sanction. The Office of Student Affairs will maintain a record of the sanction letter and any student response.

**Level III** - If additional disciplinary action is warranted, due to a violation of the Code of Conduct then the Director of Student Affairs will forward the case to the Chief Academic Officer or designee for further action. Within ten (10) business days after receiving the referral, the Office of Student Affairs will provide written notice to the student that the matter has been referred to the Office of Student Affairs, the section of the Code of Conduct the student has been charged with violating, and the sanction that will be imposed. The Chief Academic Officer or designee will also provide the student with the opportunity to appeal the decision within ten (10) days after receiving notice.

## Appeal to Disciplinary Committee

The Disciplinary Committee shall consist of the University Provost, the Vice President and The Dean of the applicable College.

1. If a student requests an appeal, the request must be in writing to the Dean of Students. The request must be postmarked within ten (10) business days of the disciplinary decision letter. The Dean of Students will forward the appeal to the Disciplinary Committee along with all other information collected in the matter.
2. The Disciplinary Committee will schedule a disciplinary hearing via teleconference, giving the student reasonable time to prepare for the hearing. The student has the right to be accompanied by counsel and/or other advisers such as parents or relatives. The counsel and/or advisers will attend at the student's own expense. (No more than three of the aforementioned shall be present in the hearing at any one time.) Although counsel and/or advisers may be present for the teleconference hearing, counsel and/or advisers may not speak or participate directly in the hearing. The student must speak for him or herself. A student also has the right to remain silent at disciplinary hearings; such silence will not be used as a factor in the determination or outcome of the matter.
3. Witnesses may be called on the student's behalf or on the University's behalf and the student may confront all adverse witnesses. Witness names should be presented to Stanton University at least 24 hours in advance of the hearing.
4. A recording of the hearing will be kept by the University. A copy of the recording will be furnished to the student upon request and at the student's own expense.
5. A written decision will be issued by the Disciplinary Committee within ten (10) business days after the hearing. This decision will be final.

## Other Non-Academic Grievance Procedures

The grievance procedure described below is applicable to non-academic student complaints, including complaints of unlawful discrimination or unfair treatment on the basis of the following:

Title VI and Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; The Family Rights and Privacy Act of 1974; The Age Discrimination Act of 1975; and The Americans with Disabilities Act of 1990.

**Level 1** — Since grievances should be raised and settled promptly, a grievance shall be raised as soon as the event occurs or the student gains knowledge of it and in no event more than **60 days** after the event occurred.

If a complaint cannot be resolved informally, the student may file a written grievance following a written response from the Stanton University administrative official. The written grievance is filed with the Director of Student Affairs and shall contain the name of the complainant, the date of the filing, and a brief, specific description of the grievance and the redress sought.

The Director of Student Affairs shall provide a written response to the student within thirty (30) calendar days of receipt. All discrimination or sexual harassment matters should be brought immediately to the attention of the Dean of Students.

**Level 2** — If not satisfied with the grievance disposition at Level 1, the student may file a written grievance with the Vice President within thirty (30) calendar days of receipt of the written decision from the Director of Student Affairs. The written grievance shall contain the name of the complainant, the date of the filing, a brief, specific description of the

grievance and the redress sought, and the results of the disposition of the grievance at Level 1.

The Vice President will contact the student upon receipt of the written grievance and will issue a written response within thirty (30) calendar days of receipt.

**Level 3** — If not satisfied with the grievance disposition at Level 2, the student may submit a written request to the Dean of Students, who coordinates the appeal at this level, within thirty (30) calendar days of receipt of the written decision from the Vice President. The written grievance shall contain the name of the complainant, the date of the filing, a brief, specific description of the grievance and the redress sought, and the results of the disposition of the grievance at Level 2. Contact information for the Office of Student Affairs is as follows: Stanton University 888 S. Disneyland Dr., Suite 400 Anaheim, CA 92802.

Personnel who review the appeal at this level include the Chief Academic Officer and any additional personnel the Director of Student Affairs deems relevant to the appeal, e.g., Senior Financial personnel, Registrar, or any other appropriate senior level personnel, who will reply in writing typically within the thirty (30) calendar days after receipt of the written request. The decision of the Chief Academic Officer will be final.

Please note that all discrimination and sexual harassment matters will be heard by the Chief Academic Officer, whose decision shall be final. Both parties have the right to copies of all information presented at the grievance proceeding. A recording will be made of the discrimination and sexual harassment grievance hearings and retained for future reference. The student is entitled to a copy of this recording at his/her expense. In discrimination and sexual harassment cases, revision of the deadlines for filing appeals and rendering responses may be made by mutual agreement, in writing, between the student and the Chief Academic Officer.

## Concerns About Quality of Instruction

### Complaint Process

Concerns regarding quality of instruction by faculty in Stanton University courses (i.e. lack of timely response, grading, etc.) should be reported to the Student Academic Services representative promptly during the quarter in which the class is active. After the class is over, the University will not evaluate instructor-related complaints from the student unless there are extenuating circumstances. The student should clearly state the areas of concern, give examples, and provide specific documentation. The Student Academic Services representative will investigate and convey to the student in writing his/her detailed evaluation of the complaint and, if appropriate, a solution to the problem.

If further investigation is warranted, the Student Academic Services representative will create a case (with supporting documentation and information) and escalate to the Office of Student Affairs. The Office of Student Affairs representative will investigate the case appropriately and provide a written response to the student via the case. The Office of Student Affairs' decision will be final, and no other appeals will be accepted.

Complaints that an instructor engaged in discrimination, sexual harassment, or sexual relationships with students, or denied an accommodation previously negotiated under the Americans with Disabilities Act (ADA) should be communicated verbally and in writing directly to the Dean of Students, who may be reached by phone at (714) 539-6561, by fax at (714) 539-6542, and by e-mail to [studentaffairs@stanton.edu](mailto:studentaffairs@stanton.edu).

# Policies and Procedures

The current University Catalog contains explanations of the following policies and procedures. All Stanton University students should be familiar with them and are required to comply with them. Please note that, from time to time, the University may adopt new policies and revise or supplement existing policies.

The University will disseminate any new or revised policies, which must also be complied with by students at Stanton University. Information on such changes will be available on the Stanton University website at <http://www.stanton.edu>. Failure to comply with University policies and procedures will result in disciplinary sanctions, including suspension or expulsion from the University.

## Academic Advising

A student's first learning experience begins with academic advising. At Stanton University, our advising program helps students make critical decisions that inform their choices about academic programs of study, paths to program completion, and provides access to tools and resources which students will require for success.

Students can contact our academic advisors to further discuss educational goals, learn about degree programs and graduation requirements, and review course selection. In addition to program planning, advisors assist students as they consider the appropriateness of alternative credit options and consider mode of study choices. Advisors offer strategies to guide students who are meeting challenges in their academic programs and they direct students to a range of university resources that will be beneficial in a student's academic achievement.

Stanton University has a range of targeted advising initiatives to support every new and readmitted Stanton University student, any student identified by faculty who appear to be meeting challenges in their course performance, students whose midterm grades place them at-risk for not meeting academic requirements or goals for the quarter, students in academic jeopardy whose academic standing may be probation or suspension, and students who are nearing graduation.

## Academic Integrity Policy

Stanton University holds its students and employees to high standards of academic excellence and views academic integrity as the essential foundation of that excellence. Consequently, acts of academic falsification, misrepresentation, or deception constitute academic failure and merit the full consequences of such failure, up to and including immediate suspension, expulsion, or degree revocation. The following policy states the Honor Pledge requirements and defines what types of acts the University considers to be intellectually dishonest. The policy further provides a procedure for reporting such acts, as well as the consequences that may follow the commission of such acts. The Academic Integrity Policy may at times be revised, and in all such instances students agree to remain apprised of developments and abide by the most recent version of the Academic Integrity Policy. In all circumstances, the University reserves the right to sever the relationship with, or terminate the enrollment of, any student from the University for any appropriate reason at any time without notice, a hearing, an explanation, or any other process. The University claims every favorable inference in the interpretation and application of the academic integrity policy.

### Acts of Intellectual Dishonesty

- A. The University has determined the following acts to be intellectually dishonest; these acts include but are not limited to:
1. Cheating;
  2. Plagiarism;

3. Fabricating data or citations;
4. Stealing examinations;
5. Using instructor editions of textbooks without authorization;
6. Copying and pasting discussion posts or other work without proper citation;
7. Having another student or non-student perform some or all of a project, take some or all of an exam, take an entire course or submit any work assigned in a course as though he or she were the student;
8. Facilitating another student's act of academic dishonesty, i.e., performing a project or taking an exam;
9. Using technology or other means to disseminate exam questions and answers; to other students
10. Tampering with the academic work of another student; and
11. Resubmitting work completed in another course (with the exception of compiling previous coursework, if approved, into a Directed Research Project).
12. The University reserves the right to review any assignment or exam submitted by a student during his or her entire academic career at Stanton for the purposes of this policy.

### Procedures for Reporting Academic Integrity Violations

Stanton University does not tolerate intellectual dishonesty, whether intentional or unintentional. The Office of Student Affairs receives, investigates, and tracks all incidents of intellectual dishonesty. Violations or suspected violations of the University's Academic Integrity Policy may be reported by students, faculty, or any member of the University community, including incidents brought to their attention by any outside parties. Students may report violations by e-mail to [studentaffairs@stanton.edu](mailto:studentaffairs@stanton.edu), or by contacting any member of the Stanton University faculty or staff. An instructor or administrator must corroborate evidence that a student provides of another student's violation. When an instructor discovers an academic integrity violation through review of a student's submitted work, the instructor will carefully document and/or collect evidence of the violation if a student is accused of violating the Academic Integrity Policy, then any consequences will apply in accordance with the procedures outlined below.

In order to preserve the integrity of Stanton's grading and to ensure that the grades reflected on a student's transcript are accurate, the University will not honor any requests for the official or unofficial transcripts of a student until the conclusion of the Academic Integrity proceedings. Should a student appeal any of the consequences herein, transcripts will not be released until the conclusion of the appeals process. If the final disposition involves a change to a final grade, transcripts will be released after a reasonable period of time to adjust the student's grade accordingly.

### Consequences for Academic Integrity Violations

Violations of the Academic Integrity Policy will be evaluated based on several factors, including the following:

- Whether the student is a first-time offender or a repeat offender;
- Whether the violation was intentional or due to carelessness or a lack of knowledge;
- Whether the student acknowledges the failure when presented with overwhelming evidence;
- Whether the failure occurs early or late in the student's academic program;
- Whether the failure involves a minor assignment or a major endeavor toward a degree, such as the Directed Research Project for graduate students; and
- Whether the failure has a major impact on the learning environment at the University.

The Academic Integrity Committee, through the review process, may ascertain that the matter under review or the student's record of failure merits the full consequences of academic failure, including administrative course failure, suspension, expulsion, and/or revocation of a degree awarded. Should the Academic Integrity Committee conclude that a student who is also an employee of Stanton University failed to conform to the standards established in its Academic Integrity Policy, then said employee will also face corrective action in accordance with the Stanton University Employee Handbook, including possible termination of employment.

Sanctions may include, but are not limited to:

- Written warning – Upon making a reasonable determination that a student unintentionally violated the academic integrity policy, the instructor or other personnel within the Office of Student Affairs may issue a written warning to the student. The warning shall include a description of the violation and the corrective action needed to prevent further violations. The Office of Student Affairs will maintain a copy of the warning in the student's file for future reference. The student may resubmit the assignment for 80% credit

up to fifteen (15) days following receipt of the written warning.

- **Written Admonition and Assignment Grade Reduction** – Upon making a reasonable determination that a student intentionally violated the academic integrity policy, the Dean of Students may issue a written admonition to the student. The written admonition shall include a description of the violation and the corrective action needed to prevent further violations. The Office of Student Affairs will maintain a copy of the written admonition in the student's file for future reference. Depending on the seriousness of the violation, the student may: (a) have an opportunity to resubmit the assignment for half credit up to fifteen (15) days after receipt of the written admonition; (b) receive a zero grade on the assign; or (c) receive an administrative failing grade for the course.
- **Referral to the Academic Integrity Committee for Suspension, Expulsion, or Revocation of an Awarded Degree** – If the Dean of Students makes a reasonable determination that a failure to satisfy the requirements of the academic integrity policy warrants additional consequences, then the Dean of Students may refer the matter to the Academic Integrity Committee for determination of the appropriate consequence. Upon making a referral to the Committee, the Dean of Students will promptly notify the student. The student may submit a statement to the Committee within 15 days after receiving notice of the referral. The Committee may at its discretion review the evidence of the violation. It is not required to do so. If the Committee determines that additional consequences are appropriate, then the Committee may: (a) suspend the student from the University for up to one calendar year; (b) permanently expel the student from the University; and/or (c) revoke any or all degrees awarded to the student from the University. The Committee may also administer any grade reduction described above. It is anticipated that the student should receive notice of the Committee's decision within 30 days of the referral. The Office of Student Affairs will note the Committee's decision in the student's file.

Once the Dean of Students initiates proceedings, a student subject to those proceedings is permitted to enroll for subsequent quarters while the case is pending. The Committee may administer suspension or expulsion, which may in some cases be upheld on appeal. Once such a sanction is upheld, the student's suspension or expulsion will be effective immediately, and the student will be financially responsible for all related tuition charges and other fees incurred consistent with Stanton policy on institutional charges and refunds during the quarter of enrollment in which the final determination is made. The Committee will strive to conclude its proceedings before the start of the next academic quarter, but this may not be possible in all cases. As a result, it is the student's sole responsibility to determine whether to re-enroll in a new quarter knowing that, while the Committee's proceedings are pending, suspension or expulsion from the University is a possible outcome.

### **Academic Integrity Committee**

The Academic Integrity Committee will have primary responsibility for review of cases presented by course instructors and University Administration for evaluation of disciplinary actions that include course failure, suspension, expulsion, and/or revocation of a degree.

The Academic Integrity Committee shall be chaired by the Dean of Students or appropriate designee. The Committee will be comprised of representatives from the Stanton University faculty and academic administration. Faculty members for the Committee will be selected by the Dean of Students from a standing pool of faculty members that have been recommended by the academic administration. If any member of the Committee is unavailable or unable to render an impartial judgment in a given case, the Dean of Students is authorized to select alternate Committee members from the faculty.

### **Appeals**

A student may appeal an admonition, suspension, expulsion, or revocation of the degree, or a grade reduction, or a grade reduction associated with any of the foregoing. The only grounds for appeal shall be if: (a) new evidence was discovered; (b) the consequences were not commensurate with the offense; and/or (c) the failure to follow procedure constituted an error. The student must submit the appeal in writing to the Provost, within 15 days after the student was notified of the original decision. The Provost's decision on the appeal will be final.

A student may not appeal a written warning or grade reduction associated with a written warning other than in the context of a final grade dispute.

# Alcohol and Drug Policies

## Alcohol Policy

The possession, consumption, or sale of alcohol on campus or at University-sponsored activities is prohibited, unless specifically sanctioned by the University and allowed by state and local alcoholic beverage regulations. The use of alcoholic beverages in the following instances must be approved by the President or his or her designee: (1) on campus and at functions sponsored by, or primarily for, students; and (2) at off-campus student functions sponsored by recognized student organizations.

Non-alcoholic beverages and food items must be available at the same place as the alcoholic beverages and readily accessible as long as alcoholic beverages are available. Advertisements for social functions may not describe the availability of alcohol as a promotional tool nor promote consumption of alcohol by minors.

All persons must have proof of age at any activity involving the consumption of alcoholic beverages. If alcoholic beverages are served, the sponsoring organization must implement precautionary measures to ensure that alcoholic beverages are not accessible or served to persons under the legal drinking age or to persons who appear to be intoxicated.

Individuals involved in the illegal use or distribution of alcohol are subject to arrest and University disciplinary action.

## Alcohol Violations

The legal drinking age in the United States is 21 in all 50 states and the District of Columbia. Legal drinking age is 18 in the U.S. Virgin Islands, Puerto Rico and Guam. Persons possessing or consuming alcohol under the legal drinking age may face fines or jail time. Many states impose severe penalties for persons using false identification to purchase or consume alcohol. Driving while under the influence of alcohol is a serious offense.

## Drug Policy

Stanton University prohibits the possession, use, or distribution of illegal drugs on University property. Possession, sale, use, or distribution of controlled substances, including marijuana, is a violation of federal and state laws and University policy. Students and employees who violate state or federal drug laws will be referred by Stanton University to the appropriate authorities for criminal prosecution, and, if convicted, may be subject to suspension, termination, or expulsion from the University.

## Drug-Free Policy

The possession, use, or distribution of alcohol and illicit drugs by members of the Stanton University community on any campus facility during class, study, or work periods is incompatible with the goals of the University. No student or employee should report to work or class while under the influence of illegal drugs. Violators of these rules are subject to evaluation/treatment for a substance use disorder, or to disciplinary action as set forth in the Student Handbook, up to and including suspension or expulsion from the University.

## Drug Violations

Possession of any controlled substance, including drugs such as marijuana, cocaine, LSD, and ecstasy, as well as unauthorized prescription medications, drug paraphernalia, and materials used to manufacture or distribute illegal drugs, can result in serious penalties under federal and state laws, including imprisonment and large fines. Penalties increase sharply if the conviction involves possession, distribution, or manufacture of controlled substances while on the grounds of a school or college.

In addition, students convicted of possessing or selling illegal drugs (not including alcohol and tobacco) may be ineligible to participate in federal student loan programs offered by the U.S. Department of Education.

## Non-Smoking Policy

To protect the health and safety of Stanton University students, faculty, staff, and visitors, smoking, including



the use of electronic cigarettes, is prohibited inside all campus facilities and smoking is only permitted in designated areas outside of the campus facilities.

## Health Risks of Alcohol and Drug Use

Health risks associated with use of alcohol and illicit drugs include physical and psychological addiction; permanent damage to vital organs, such as the brain and liver; complications during pregnancy; loss of motor coordination; psychological and mood disorders; and increased risk of several types of cancers.

For additional information on alcohol- and drug-related health risks, please visit [www.drugfree.org](http://www.drugfree.org) and [www.whitehousedrugpolicy.gov](http://www.whitehousedrugpolicy.gov).

## Legal Sanctions for Unlawful Possession of Alcohol and Drugs

In addition to violating University policy, unlawful possession of alcohol and drugs may violate federal and state laws. Students and employees entering University property under the influence of alcohol or drugs will be referred to treatment and/or reported to local authorities. All other persons will be reported to local authorities immediately.

## Treatment Resources for Alcohol and Drug Addiction

Students or employees who need assistance in overcoming alcohol- or drug-related problems are encouraged to contact the substance abuse organizations listed below:

### *Substance Abuse and Mental Health Services Association*

1-800-662-HELP, [www.samhsa.gov](http://www.samhsa.gov)

SAMHSA is the Federal agency charged with improving the quality and availability of prevention, treatment, and rehabilitative services in order to reduce illness, death, disability, and cost to society resulting from substance abuse and mental illnesses. The SAMHSA Web site has a treatment facility locator searchable by type of treatment, form of treatment, and forms of payment accepted.

### *Alcoholics Anonymous*

[www.aa.org](http://www.aa.org)

Alcoholics Anonymous is worldwide, with meetings in almost every community. Contact a nearby central office, intergroup, or answering service to find specific locations. Telephone numbers for Alcoholics Anonymous are often listed in local telephone directories. Outside of the United States and Canada, contact the International General Services Office.

### *Narcotics Anonymous*

[www.na.org](http://www.na.org)

Narcotics Anonymous is an international, community-based association of recovering drug addicts with more than 31,000 weekly meetings in over 100 countries worldwide. To find a meeting in your area, contact one of the registered Narcotics Anonymous service committees and groups.

## Alumni Services

Stanton University graduates are encouraged to use the robust resources of the Alumni Program in support of their career success, personal growth and lifelong learning. Through the Alumni Program, Stanton University graduates can stay connected with the University and with other graduates. The program seeks to provide networking, lifelong learning, and volunteer opportunities for graduates. Stanton University recognizes all graduates with a degree, diploma or certificate as alumni and provides membership in the Alumni Program. For questions regarding Alumni Services, please contact [studentaffairs@stanton.edu](mailto:studentaffairs@stanton.edu).

## Animals on Campus

Animals are not permitted in campus buildings, except for service animals (any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability). The work or task that a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as a service animal. The University may remove a service

animal from University premises if the animal is not housebroken or is out of control, unruly, disruptive, or otherwise poses a threat to others and the animal's handler does not take effective action to control it. If a service animal is excluded from campus, the University will give the student an opportunity to participate in courses without having the animal present. Students will be given notice of the exclusion of the service animal and the reason for the exclusion.

## **Bicycles on Campus**

Bicycles and skateboards are not permitted inside campus buildings or outside on sidewalks or ramps.

## **Career Services**

Stanton University is committed to helping students reach their career goals. Through the Career Center, students have access to complimentary services and resources. These resources have been carefully selected to assist students in preparing for future professional positions. Although the intent is to actively engage students in the career development process, participation in career development activities and/or completion of any Stanton University program does not guarantee a student will find employment after graduation.

## **Computer and Network Use**

Stanton University provides a variety of computer services to students. The University has three computers available at the library that are connected to the Internet. Printing is available and each page will cost \$0.10 to print. The computer labs also have connections to online databases for use in research and related projects. They include LIRN and JSTOR. The librarian can assist students with any questions they may have. See Technology Use Policy for more information. The University's networks and computers may only be used for educational-related objectives of the University. See the University's Computer Use Policy. University networks and computers may not be used to operate file sharing programs, including peer-to-peer file sharing applications for the illegal downloading of copyrighted materials.

Use of file sharing applications can harm student users and the University. A student who runs a file sharing application may be inadvertently sharing personal information, such as e-mail messages and credit card information. In addition, virus writers often target file sharing applications. Finally, file sharing programs may disrupt Internet access and performance of programs used for academic work on University networks.

## **Commencement**

The commencement is held for the graduating classes of Stanton University at the Garden Grove Community Meeting Center unless planned otherwise. It is held in the month of June. Please visit Stanton University website for the updated information. A graduation fee of \$100 (Associate Degree), \$150 (Bachelor's Degree), and \$200 (Master's Degree), is required for all graduates obtaining the degree. Even if a student does not participate in the commencement ceremony, this fee is required for the student's degree to be granted.

Students participating in the ceremony are provided with a rental cap and gown free of charge. They are required to attend the photo shoot usually held at the main campus. Students must sign up for time slots and depending on availability, we will assign them on a first-come first served basis. The time of the photo shoot will be announced by email and on the website.

## **Copyrighted Materials, Unauthorized Electronic Distribution of**

All use of University networks and computers, including e-mail accounts, may be monitored by the University at any time without notice to identify and mitigate usage in violation of federal copyright laws, and for other purposes. Computers found to be engaging in peer-to-peer activity on University networks will be automatically blocked from accessing the network for 30 minutes.

What is the unauthorized electronic distribution of copyrighted materials and peer-to-peer file sharing?

The University prohibits students from using its computer systems and networks to violate copyright law. Copyright owners have the right to control, within certain limits, how their works are published, distributed, and sold, and the right to be paid for the use of a work. Unless a student is the copyright holder or has express permission to share someone else's copyrighted works, the distribution of copyrighted works to the Internet to share via a peer-to-peer network is almost certainly violating another person's copyrights.

Peer-to-peer file sharing occurs when individuals store files on their computers and enable their computers as servers so that others may download the files. The University strictly forbids peer-to-peer file sharing applications or any application used to violate copyrights or any federal or state law. Violations include copying or distributing copyrighted media such as songs, movies, software, video games, text messages and pictures, without authorization from the copyright owner.

### **Legal Alternatives to Unauthorized Distribution of Copyrighted Materials**

There are many legal alternatives for obtaining music and video on the Internet. The Recording Industry Association of America (RIAA) provides students with a list of legal alternatives for listening to or downloading music (<https://www.riaa.com/resources-learning/music-services/>) The Motion Picture Association of America (MPAA) also maintains a growing list of legal alternatives to accessing videos at <https://www.motionpictures.org/what-we-do/fostering-innovation/#where-to-watch>.

### **Disciplinary Action and Legal Penalties**

Violation of this policy may result in an immediate suspension or loss of computer or network privileges at the University and will also subject a student to disciplinary action, up to and including suspension or expulsion from the University. If appropriate, violations may also be reported to local or federal law enforcement agencies for prosecution.

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject copyright infringers to civil and criminal liabilities. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

### **Cellular Telephones and Pagers**

To prevent disruption or obstruction of teaching, cellular telephones, pagers, and other such electronic devices must be turned off or placed in silent mode during classroom instruction and during use in the library.

### **Children on Campus**

To maintain an environment conducive to learning, children are not permitted on campus. Any exception to this policy must be approved ahead of time by the Vice President, and if such an exception is granted children will not be permitted to be left unsupervised on campus.

### **Degree Conferral Process and Diplomas**

Students who are set to graduate must complete the following documents: Application for Graduation, and Graduate Exit Form. Then they must submit them to the Director of Student Affairs. Once they have been received and processed, they can pick up their diplomas at the library. For students who request their diplomas to be mailed to them, mailing services will be applied and assessed a separate fee.

## Grade Appeals

Grade appeals may be raised only on **FINAL** grades. The University will not review appeals of individual assignment grades. A final grade can only be changed by persons other than the instructor of the course if there is (1) a mathematical error in calculating the grade or (2) if a grade was awarded in an arbitrary and capricious fashion.

"Arbitrary and capricious" means any or all the following:

- The grading procedures used to award the grade were not those outlined in the course syllabus.
- The grade was awarded on a basis other than academic merit, such as blatant favoritism, discrimination of any type, or romantic or sexual relationships between students and faculty.

Before a student may appeal a final grade, the student must first raise any concerns about the grade to the instructor in writing within thirty (30) calendar days after the end of the course or after the grade was awarded, whichever is later. The University will not consider a grade appeal raised outside this timeframe. The instructor must respond to the student in writing within ten (10) business days after receiving notice of the student's concern. The instructor's response must include a detailed explanation of the grade calculation (with reference to the grading scale as stated in the course guide) and notice of the student's right to appeal.

If the instructor's response does not resolve the student's concern or if the instructor does not respond within ten (10) business days after receiving notice of the student's concern, then the student may appeal the final grade in writing to the Office of Student Affairs (for an online class) or the student's home Chief Academic Officer (for a campus class). The student must present the appeal in writing with supporting documentation, including any response received from the instructor. The Office of Student Affairs or the student's home Chief Academic Officer must respond to the appeal in writing within ten (10) business days. The response must include a detailed explanation of the grade calculation (with reference to the grading scale as stated in the course guide). The decision of the Office of Student Affairs or the student's home Chief Academic Officer is final.

## Health Insurance

Stanton University strongly recommends that all students maintain health insurance coverage during their enrollment. Students should call local agents in their area to receive quotes for medical insurance.

## Identification Cards

Students can request their school ID cards. Once they are enrolled at Stanton University, they can submit to the Director of Student Affairs via email the following information: Name, Student ID, and a portrait photograph of themselves. The photo must feature the student's face clearly and have a plain backdrop. Once the ID card is ready, they will be notified that it is available for pickup at the library.

## Library

The Stanton University Library houses a representative collection of books, periodicals and journals in the disciplines relevant to the university's course offerings and programs as well as leisure materials. With the growth of the University, the library's collections are continually being updated and expanded to meet the needs of new programs and curricula. The students have access to the University's online library catalog on Populi, which can be accessed anywhere and at any time on a computer with Internet connection. Students can use this to search for books available at the Stanton University Library.

Students are encouraged to utilize the library's materials and services in support of their academic requirements and professional development goals. The library is a major resource in the development of information literacy skills – skills needed to find, retrieve, analyze, and use information. These skills are gained and improved through classroom instruction as well as through independent use of the library's collections and services. Library orientation sessions are scheduled throughout the quarter to acquaint users with these available collections and services; please contact your librarian to arrange a tour.

Many local public libraries and some academic libraries open to the public may offer borrowing and inter-library loan privileges for which the student may be eligible. Hours of operation for the library is posted on campus and the university website. During the quarter breaks, the hours may vary and are identified accordingly.

## Parking

At the Anaheim Campus, limited parking is provided free of cost to students, faculty, staff, and visitors at Stanton University. At our satellite campus in Los Angeles, students may be able to park in nearby garages for discounted rates. Students are encouraged to utilize public transportation whenever possible.

## Posting, Solicitation, and Distribution of Materials

Posting of printed materials to the University community by students or non-students must comply with established University procedures as to location, time limits, distribution procedures, and removal requirements. Normally, permission to post or distribute an item is granted by the Chief Academic Officer. Officials of the University may require materials printed in a foreign language to be translated into English prior to approving them.

1. Failure to adhere to these guidelines will lead to loss of posting or distribution privileges.
2. Decisions on requests to distribute and/or solicit on University premises will be based on University policies and procedures.
3. The University reserves *the right to restrict, remove, or prohibit posted or distributed materials.*

### Non-Commercial Distribution

Students may not distribute printed materials (e.g., brochures, pamphlets, newspapers, tabloids, flyers, or petitions) or make other distributions of materials through e-mail to members of the University community unless they have prior written approval from the Chief Academic Officer.

When no special facilities or equipment (e.g., room space, audiovisual equipment, copy machine, maintenance setup services, or use of University e-mail) are requested by students, then the following apply:

1. Distribution of approved printed material may be made in student lounges and on authorized bulletin boards.
2. Distribution must be consistent with all student conduct guidelines.
3. Any material remaining after distribution must be properly discarded.

### Commercial Distribution and Solicitation

Solicitation is defined as any sale or offering of services, the solicitation of donations for any purpose, or the recruitment of students for any non-University organization.

1. No commercial distribution is permitted except through the sponsorship of a University organization and with the written approval of the Dean of Students or designee. All requests for commercial distribution will be reviewed in light of existing University contracts, and approval may be subject to conditions related to time, place, and manner to ensure non-interference with operations of the University.
2. Obtaining approved sponsorship and registering the event must be accomplished in accordance with the policies specified by the Dean of Students.
3. Solicitation may occur only in approved areas on Stanton University property.
4. All solicitation must comply with University policies and procedures and any additional rules established by the Student Activities Committee.

## Release of Student Information Policy

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. These rights include the following:

1. The right to inspect and review your educational records within 45 days of the University's receipt of a request for access. You should submit to the University Registrar a written request that identifies the record(s) you wish to inspect. The Registrar will make arrangements for access and notify you of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the Registrar will advise you of the correct school official to whom the request should be addressed.
2. The right to request the amendment of your educational records that you believe are inaccurate, misleading, or otherwise in violation of your privacy rights under FERPA.

If you wish to ask the University to amend a record, you should notify the University Registrar in writing, clearly identifying the part of the record you seek to change and specifying why you believe it should be changed. If the University decides not to amend the record as requested, you will be notified in writing of the decision and your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided in the notification.

3. The right to provide written consent before the University discloses personally identifiable information (PII) from your educational records, except to the extent that FERPA authorizes disclosure without consent.

The University discloses educational records without your prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position; a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official may also include a volunteer or contractor outside of the University who performs an institutional service or function for which the University would otherwise use its own employees and who is under the direct control of the University with respect to the use and maintenance of PII from educational records. This could include an attorney, auditor, or collection agent or student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibilities for the University.

Upon request, the University discloses educational records without your consent to officials of another school in which you seek or intend to enroll.

Additionally, FERPA permits the University to comply with information requests from the Department of Homeland Security (DHS) and its Immigration and Customs Enforcement Bureau (ICE) in order to comply with the requirements of the Student Exchange and Visitor Information System (SEVIS).

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

5. The right to opt out of the release of "Directory Information." Under FERPA, certain information within your student record is called "Directory Information" because it is not generally considered to be harmful or an invasion of privacy if disclosed. Directory Information includes the following: name, address, telephone number, e-mail address, date and place of birth, major field of study; grade level; enrollment status (undergraduate or graduate, full-time or part-time); dates of attendance; participation in officially recognized activities; degrees, honors and awards received, and most recent educational agency or institution attended.

FERPA permits Directory Information to be released to third parties without your consent. However, you have the right to notify the University of your refusal to let the University designate any or all of the above listed information as Directory Information. You must do so by notifying the University Registrar within 30 days of the FERPA notice that you do not want any or all of the above listed information to be designated as Directory Information in your student file.

You may also contact the University Registrar regarding your right to inspect or seek to amend your educational record, or to opt out of the release of Directory Information, by sending written notice to:

Stanton University Registrar  
888 S. Disneyland Dr., Suite #400  
Anaheim, CA 92802

## Security Policy

Student safety is of the utmost importance at Stanton University and we all must work together to maintain a safe and secure campus community. Students should maintain awareness of campus safety, and immediately report issues and circumstances that may reduce safety and security for our students.

**Any person in immediate danger due to crime or emergency should contact local police immediately by dialing 9-1-1.** When the emergency has subsided, the victim should also report the crime as soon as possible to the Director of Student Affairs, the Chief Academic Officer, or a faculty member.

For non-emergency situations, any person who is a victim, witness, or has knowledge of any criminal activity or other emergency on campus should report it immediately to any campus professor or administrator.

Anaheim Police Department: (714) 765-1900  
Los Angeles (Olympic Community Police Station): (213) 382-9102

Persons reporting possible crimes, or other emergencies, or violations of the Student Code of Conduct may be asked to complete incident or witness statements, which may be distributed to other appropriate University officials as the situation warrants.

Acts of aggression or violence by a student towards other students, staff, and/or faculty will not be tolerated. If a professor or staff member believes that a student is being disruptive, acting inappropriately or poses any threat to a classroom or campus, the professor or staff member may request the student to leave the classroom and/or campus. This may include threats to health or general welfare of the campus community.

Violations of the law and/or of the Student Code of Conduct by a student may be referred to outside law enforcement agencies and/or, when appropriate, to the Office of Student Affairs for disciplinary action. When a potentially dangerous threat to the University community arises, reports or warnings may be issued through e-mail or text communications, the posting of flyers at campuses, in-class announcements, or other appropriate means.

**Security Cameras.** Stanton University, in its discretion, may install security cameras in campus locations to provide increased security monitoring. Cameras will be placed in visible locations in publicly accessible areas and will not record audio signals. Viewing of footage recorded by security cameras is restricted to authorized Stanton University personnel and outside law enforcement, as needed.

**Security Guards.** The security guards play an important role at Stanton University campus security operations. They help students, staff and faculty with safety and security on our campuses. In an emergency, students can request the security guard to call 9-1-1 and report incidents to authorities.

**Weapons on Campus.** Students may not control or possess any weapon or firearm on Stanton University premises. A student who is a law enforcement officer required to carry a weapon or firearm as part of his/her law enforcement duties may carry a weapon or firearm on Stanton University premises only with prior notice to, and approval of, the Director of Student Affairs and only if the student provides proof of

his/her legitimate law enforcement position by presenting valid law enforcement credentials. Upon receiving such a request, and at the beginning of each subsequent academic term in which the student is enrolled, the Director of Student Affairs must verify these credentials with the student's agency and provide the Vice President with a list of students permitted to carry weapons under this policy.

## Sexual Harassment Policy

It is university policy that all employees and students have a right to work and learn in an environment free of discrimination, and which encompasses freedom from sexual harassment. Stanton University prohibits sexual harassment of its employees and students in any form.

Sexually harassing conduct, whether physical or verbal, committed by supervisors, non-supervisory personnel or faculty members, is prohibited. This includes repeated offensive sexual flirtation, advances, propositions, continued or repeated abuse of a sexual nature, sexually-oriented humor, graphic-verbal comments about an individual's body or clothing, sexually-degrading words to describe an individual, the display in the workplace or learning environment of sexually-degrading objects or pictures and any undesired physical contact. Overwhelmingly, the victims of sexual harassment are women; however, men are also victims of sexual harassment by women, and same sex harassment occurs.

No supervisor shall threaten or insinuate, either explicitly or implicitly, that any employee's or student's submission to, or rejection of, sexual activities will in any way influence any decision regarding that individual's grade, class standing, employment, evaluations, wages, advancement, assigned duties, shifts or any other condition of employment or career development.

Sexual harassment occurs when it is indicated, explicitly or implicitly, that sexual interactions will have an effect on grades, performance evaluations, letters of recommendation, customary referrals or references. A sexual harassment experience can affect all aspects of a person's life. It can threaten emotional well-being, impair academic progress and inhibit the attainment of career goals.

- Students, faculty or staff of Stanton University who believe that they have been subjected to any form of sexual harassment should promptly contact the Office of the Vice President regarding complaint resolution or grievance procedures.
- Students, faculty and staff who are victims of a sexual assault committed upon the grounds of the university, or upon off-campus grounds or facilities maintained by affiliated student organizations, are required by law to be advised of specified-remedial information which should include any treatment which may be available.

## Student Illness Policy

When a student misses class (or is unable to sign in to an online class) due to illness, the student must contact the professor and, as a secondary contact, such as the school administrator as soon as possible. If the student wants to make up missed assignments, the student must provide the professor and/or the Chief Academic Officer with medical documentation supporting the claim of illness and showing the dates of illness. The professor and/or Chief Academic Officer will discuss possible options with the student and determine if make-up work will be given. Make-up work will not be given if the Chief Academic Officer determines that too much work or class time has been missed. In such a case, the Chief Academic Officer will notify the student of other appropriate solutions.

**Student will be automatically dropped if they failed to attend the first class meeting** or exceeding the limit of the university's class non-attendance policy. A student must submit an "Excused Absence Form" if the student is unable to attend the first class meeting of the quarter, otherwise they will be dropped automatically from the course the first week.

When considering whether to withdraw from a class due to illness, please note that all policies on refunds and/or withdrawal fees described in the Catalog will be followed.



## Student Organizations

Student organizations may be established within the University. The following policies apply to all student organizations recognized by Stanton University.

1. The entire program of student activities, including student organizations, shall be under the review of the Office of Student Affairs.
2. All student organizations must have a faculty advisor, approved by the Chief Academic Officer.
3. Each student organization must provide a full membership list, names of organization officers, and copies of the organization's Constitution and By-Laws to the Chief Academic Officer and the Office of Student Affairs. All amendments to the Constitution and/or By-Laws must be submitted for approval before they become effective.
4. Organizations must be open to all members of the Stanton University student community regardless of race, ethnicity, gender, age, political affiliation, religion, physical challenges, national origin, marital status, or sexual orientation.
5. Student organizations may use University facilities to hold regular club meetings, social events, and activities that are open to the Stanton University community. However, the use of University facilities must be approved by the Chief Academic Officer.
6. Invited guests must have the written approval of the organization's faculty advisor and the Chief Academic Officer.
7. No individual, group, or organization may use the University's name, logo, or specific applications thereof (e.g., official stationary) without the express authority of the Office of the President.
8. Any organization engaging in illegal activities, on or off campus, is subject to sanctions, including admonition, probation, or withdrawal of University recognition.
9. Private clubs and associations are not authorized or recognized at Stanton University.
10. Establishment of a new student organization may require authorization by the Dean of the School under which the organization would be recognized by the Office of Student Affairs.

### Recognition of Student Groups

The following policies and procedures govern the formation of student groups, provide a mechanism to clearly recognize the existence of these organizations, and establish a support system for their successful operation.

Small groups of students may wish to meet regularly on a short-term basis to support a curriculum or recreational interest. Due to the informal or temporary nature of the group's status, development of a constitution and formal structure may not be necessary.

Such an interest group may be formed by obtaining written approval from the Student Activities Committee. Special interest student groups that anticipate a more permanent existence must go through the official recognition process.

This process includes a period of interim recognition of one academic quarter, during which time the leaders of the group become familiar with student activity procedures and University policies, write the constitution, and solicit membership.

### Official Recognition

After the quarter of interim recognition, the student organization must apply to become a University-recognized club or organization. All official recognition applications should include the following:

1. *Names, permanent addresses, e-mail addresses, and telephone numbers of at least ten currently enrolled Stanton University students;*
2. *Names, permanent addresses, e-mail addresses, and telephone numbers of the organization's major officers who were selected according to the organization's constitution;*

3. *A constitution approved by a majority of the organization's members;*
4. *Statement of acceptance from the faculty advisor;*
5. *Statement of acceptance of the faculty advisor from the Chief Academic Officer; and*
6. *Submission of an outline of organization activities that has been approved by the faculty advisor.*

All information must be sent to the Student Activities Committee at [studentaffairs@stanton.edu](mailto:studentaffairs@stanton.edu). The Student Activities Committee will approve or disapprove the request for official recognition within thirty (30) business days.

## Technology Use Policy

1. All use of University network and computer resources, including e-mail accounts, may be monitored by the University at any time without notice.
2. Only current applicants, enrolled students, faculty, staff, and authorized alumni are eligible to access University networks and computers. Individuals may be requested to present student identification or other University authorization. At no time shall any student, faculty or staff member assist unauthorized users in accessing University resources, networks or computers.
3. Access to University network and computer resources is secured through the use of individual accounts and passwords. Passwords may be used only by the authorized user. Passwords or accounts should never be shared with anyone. Stanton University employees will never ask for a password. The account owner will be held responsible for all actions performed using the account, whether the actions were performed by the account owner or by another individual using the account.
4. The University's networks and computers may only be used for education-related objectives of the University and not for any other purposes. Unauthorized uses include, but are not limited to, the following:
  - a. Use of the University's network and computer resources to gain unauthorized access to the accounts of other University students, faculty, or staff or unauthorized access to computers and networks located outside of the University.
  - b. Use of the University's network and computer resources, including e-mail, to view, download or distribute obscene, offensive, threatening, harassing, intimidating or otherwise inappropriate material.
  - c. Installing, or attempting to install, on any University network and computer resource, viruses, spyware (including password sniffing software), "Trojan horse" programs or other similarly destructive programs.
  - d. Use of University network and computer resources to operate file sharing programs, including downloading of copyrighted materials.
  - e. Use of the e-mail addresses of University faculty, students and staff for any unauthorized, non-educational purpose, especially the distribution of unsolicited commercial e-mail (i.e. "spam") or chain letters. Such e-mail addresses are privileged and confidential information and the University reserves the right to discard incoming mass mailings without notifying the sender or recipient and block all communications from sites or e-mail addresses with a known history of sending unsolicited mass mailings.
5. Only authorized IT staff may install software and/or hardware on the University's network and computer resources. At no time may students install, or remove software from, or otherwise modify the configuration of a Stanton University computer or network resource.
6. The University may provide Wi-Fi access to Stanton University network and computer resources for student personal devices while on-campus. The University's physical LAN is for University-owned devices only. Under no circumstances should a student's personal or other non-University-owned device be plugged into the University's physical network.
7. The University reserves the right, at any time and without notice, to limit bandwidth available to a Wi-Fi connection, limit access to internal and external resources available to personal devices connected via a Wi-Fi connection and/or outright block access to any network resource.
8. Students are individually responsible for the content of postings they make in University-sponsored websites, discussion boards, chat rooms, and other forums. No one shall use the University's computers or networks to transmit content that is defamatory, libelous, harassing, obscene, threatening or otherwise inappropriate or illegal.

Violation of this policy may result in an immediate suspension or loss of computer or network privileges at the University and will also subject a student to disciplinary action, up to and including suspension and expulsion from the University. If appropriate, violations will also be reported to local or federal law enforcement agencies for prosecution.

## Website

Stanton University maintains a website at [stanton.edu](http://stanton.edu). Information is available regarding academic programs, admissions requirements, campus locations, student services, career services, and more. From the student portal, (Populi), students can perform many functions, including the following:

- View current class schedules
- Register for classes
- Access library resources
- Apply for financial assistance and scholarships
- Check grades
- Utilize career services
- Make suggestions and/or provide feedback to Stanton University concerning offerings and services