

Catalog Addendum – Dated Changes

2018-2019 Virginia Catalog

2018-2019 Maryland Catalog



This document contains the dated changes to the Online Stratford University 2018-2019 Catalog.

January, 2019

Changes to Virginia Catalog

Stratford University's Virginia 2018-2019 catalog is now in effect. Since this catalog's original publication on October of 2018, the following changes have been implemented. **Page numbers reference paper catalog.

*Date is effective as noted.

Date*	Page	Change
Dec 13, 2018	47	Undergraduate Graduation Requirements: Achieve a minimum GPA of 2.00 ; 2.8 for Bachelor of Science in Nursing
Dec 13, 2018	82	Add: MED 200 –Medical Office Practice and EMR: The course introduces students to the administrative functions of the medical office practice while giving students exposure to computer software applications. Emphasis is placed on practice management programs used to organize the medical practice. Students have an in-depth review of patient interaction, education, and communication, scheduling and maintaining accurate patient records. Students examine various bookkeeping systems in order to manage an efficient billing cycle. Students will learn banking procedures including balancing the office checkbook. The importance of taking inventory is discussed, as well as the steps in making a purchasing decision. This course has a computer lab fee. Prerequisite: SCI 115. Lecture Hours: 30; Lab Hours: 30.
Dec 13, 2018	82	Add: MED 265 EKG and Invasive Procedures: This course is a review of laboratory and clinical procedures in a medical office. The course enables students to perform electrocardiography (EKG), venipuncture, and capillary sticks using proper safety procedures. Students will be able to recognize and interpret basic cardiac rhythms, respond appropriately to life threatening cardiac arrhythmias, troubleshoot complications with phlebotomy. In addition, administration of medication is taught and practiced. The course has lab and supplemental instructional fees. Prerequisite: MED 210. Lecture Hours: 30; Lab Hours: 30.
Dec 13, 2018	81	Change in Prerequisite: MAT 111- Modern Math with Algebra: Prerequisite: MAT099 or an ACCUplacer score of 250 or greater on the Next Generation Arithmetic test. MAT210 - College Algebra: Prerequisite: MAT111 MAT 111 - Modern Math with Algebra: Prerequisite: ACCUplacer assessment; workshop recommended for those scoring below 250 on the Next Generation Arithmetic test.
		FROM TO
Dec 13, 2018	105 106 111	CIS632 Auditing and Incident Response Cyber Security Leadership CIS694 Cyber Security Leadership Auditing and Incident Reporting SOF685 Computer Forensics Digital Forensics
Dec 14, 2018	91	Change credit for 150% completion to 81: Students are required to complete their program of study within a maximum time frame. Federal guidelines state credits attempted may not exceed 150% of the required credits for completion. A student has exceeded the maximum time frame when they have taken 150% of the credits required to complete a program. For example, an master's program needs 54 credits for completion; multiplied by 150% is 81 credits which means a student must graduate from their program with no more than 81 attempted credits. Attempted credits include all transfer credits, credits by exam, previous experience credits, pass/fail credits, course withdrawals, and repeated courses. Students may not exceed the maximum time frame, even if the student is not receiving financial assistance. If a student enrolls in another program, the MTF is reset to the second program. Transfer courses, credits by exam, previous experience credits, and failed courses applicable to the subsequent program are deducted from the MTF of the subsequent program. The MTF reset is granted for subsequent programs regardless of whether the student graduated from the previous program. For instance, a student in a master's degree program is allowed 81 credits (54 credits x 150%) to complete the program; if the student does a program change to a second master's program and transfers credits, the MTF for the second program is reset and the transfer credits are used toward the 81 credit allotment for MTE. The student will have to complete the remaining credits needed to earn their master's degree in the second program within the maximum, time allowed.
Dec 23, 2018 Jan 23, 2019 Jan 30, 2019	10	Legal Control (additional board member & credentials): Daniel Woodley, Chairman of the Board, Craig Quigley, Vice Chairman of the Board Richard R. Shurtz, II, PhD - Secretary to the Board Richard Anderson Veer V. Bhartiya Gerald L. Gordon, PhD Michael Hillyard, DPA Tariq Khan Ed Meehan Frank Turnage, EdD (<i>Emeritus</i>)

		Mary Ann Shurtz
Jan 9, 2019	41	<p>Change ACCUplacer Information: Stratford University is committed to the academic success of its students. Academic advisors use test scores and academic history to determine a student's preparedness for college-level courses and/or if preparatory course(s) are required. Students who are required to take arts and sciences courses in their programs must take the placement test. Students may take the required assessment test up to three times. See arts and sciences course descriptions for score requirements. Students who do not meet the minimum scores for placement into credit earning courses are enrolled into remedial courses to ensure preparedness for college-level courses. Students may elect not to take the placement test and enroll directly into the remedial courses. The decision to opt-out of the placement test must be made in writing and included in the student's academic file. Remedial courses are charged full tuition, but earn no academic credit. Students who have no previous college education must take the placement test prior to their first term of enrollment. All other students must take the placement test within 30 calendar days of the start of the term unless they have transferred mathematics and/ or English credit. The tests are available during Learning Resource Center (LRC) hours; <u>however, testing must begin at least two hours before the LRC closes.</u> Students may direct questions about the test to the Office of Admissions or their academic advisor. Online students who are not able to come to campus to take the placement tests need to contact the Office of Admissions. Students may take the placement test via an online proctored exam or at a remote testing site. <u>The student completes the appropriate test and the scores are generally available to the University immediately; however, a delay can sometimes occur.</u></p>
Apr 9, 2019		<p>ACCUplacer Information: Stratford University is committed to the academic success of its students. Academic advisors use test scores and academic history to determine a student's preparedness for college-level courses. Students who are required to take arts and sciences courses in their programs must take the placement assessment test. Students may take the required assessment test up to three times. See arts and sciences course descriptions for score requirements. Students who have no previous college education must take the placement test prior to their first term of enrollment. All other students must take the placement test within 30 calendar days of the start of the term unless they have transferred mathematics and/ or English credit.</p> <p>Because Stratford University understands that it is not uncommon for students to need extra assistance adjusting to their coursework, the University provides 1 hour weekly non-credit workshops to provide additional instruction, tutoring, and support for college-level coursework. Based on ACCUplacer test score, Stratford University may recommend attendance at these workshops to gain the additional skills and confidence to be successful in their academic studies. Any student, regardless of ACCUplacer score, is eligible to register for and attend the workshops.</p> <p>The ACCUplacer tests are available during Learning Resource Center (LRC) hours; <u>however, testing must begin at least two hours before the LRC closes.</u> Students may direct questions about the test to the Office of Admissions or their academic advisor. Online students who are not able to come to campus to take the placement tests need to contact the Office of Admissions. Students may take the placement test via an online proctored exam or at a remote testing site. <u>The student completes the appropriate test and the scores are generally available to the University immediately; however, a delay can sometimes occur.</u></p>
Jan 9, 2019	38, 88	<p>Undergraduate/Graduate Policies Admission: Submit official transcripts <u>or equivalent</u> from all colleges or universities attended, if applicable. All degrees in a language other than English must be translated for U.S. equivalency for purposes of transcript evaluation</p>
Jan 11, 2019	106	<p>Course Description Addition: EBM554 Global Economies and Markets 4.5 credits This course examines key dimensions of the global economy and global economics, including international business opportunities and risks, economics simulations, trade theory and policy, the balance of payments, foreign exchange markets, exchange rate systems and risks, and international payment systems. Additional topics such as foreign direct investments are discussed in addition to the changing role of multinational corporations and elements of international corporate strategies. Prerequisite: None.</p>
Jan 11, 2019	79	<p>Prerequisite Notation: HOS490 Hospitality Capstone 4.5 credits The capstone course provides a culminating experience for students to integrate their knowledge, skills and dispositions into a student centered independent project. This course should be taken at the end of the student's program. Students work under the supervision of a faculty advisor to develop the capstone. For hospitality, the students critically analyze course work and experiences to demonstrate a range of abilities. The capstone projects may include, but are not limited to, writing a research paper, designing a catered event, designing and preparing a multi-course menu, designing and teaching a course to faculty and students, and creating a system that could be applied to a hospitality operation for greater efficiency or effectiveness. Prerequisite: Completed program course work and approval of the advisor.</p>
Jan 11, 2019 May 31, 2019	83	<p>Prerequisite Notation: MIB290 Medical Insurance, Billing, and Coding Externship 4.5 credits This course provides experience as a medical insurance biller and coder in an in-service or virtual setting. Students practice direct application of</p>

		administrative and coding functions of a professional medical biller and coder. Prerequisite: MIB240, MIB250, and MIB260 . Lecture Hours: 0; Externship Hours: 135.
Jan 14, 2019	78	Prerequisite Notation: HOS271 Hotel and Restaurant Externship I Prerequisite: Completed program course work and approval of the advisor HOS272 Hotel and Restaurant Externship II Prerequisite: Completed program course work and approval of the advisor HOS273 Hotel and Restaurant Externship III Prerequisite: Completed program course work and approval of the advisor
Jan 15, 2019	34	Delete: Short-Term Scholarship The University periodically offers short-term, program- or campus-specific scholarships with varying criteria for those who qualify. These scholarships are offered during specific terms and on a limited availability basis. The University website captures information for these scholarships including criteria for the scholarship, the application procedures and deadlines, and the amount of the scholarship.
Jan 15, 2019	88	International Graduate Admissions Policy International applicant applying to a graduate degree program may be required to submit an updated copy of their resume. <ul style="list-style-type: none"> - Acceptance requires a student meet one of the following two criteria: - A 2.5 grade point average on a 4.0 scale for undergraduate work supportive of their field of study - Evidence of graduate potential demonstrated by relevant professional work experience related to the field of study. This requires evaluation of work experience by the designated department representative, a personal interview, or submission of employment documentation or resume is required. The student may be required to complete undergraduate foundation courses⁶.
Jan 15, 2019	Back Cover	Delete: Online Division (703) 539-6890
Jan 17, 2019	59	Add objective to AAS Medical Insurance Billing & Coding program: <ul style="list-style-type: none"> • Use ICD-10, CPT, and HCPCS as resources in identifying, administrating, and processing insurance billing and coding
Jan 17, 2019	40	FROM: All international students must provide an original or notarized bank statement/balance certificate as well as an Affidavit of Support (AOS) or letter from their sponsor (if applicable) issued within the last six months. The sources of support must be dependable sources. The University is unable to assume financial responsibility for its students and there is no federal student aid available for international students. Therefore, it is the responsibility of the student to meet all expenses incurred while in the U.S. TO: All international students must provide an original or notarized bank statement/balance certificate issued within the last six months. If the document is not in the student's name, they must also provide an Affidavit of Support (AOS) or letter from their sponsor. Sources of support must be dependable sources. The University is unable to assume financial responsibility for its students and there is no federal student aid available for international students. Therefore, it is the responsibility of the student to meet all expenses incurred while in the U.S.
Jan 25, 2019	10	University Administration Natasha Walker University Controller
Feb 7, 2019	39	FROM: Students test out of the ESL program with an Oxford Online Placement Test score of 80. TO: Students test out of an ESL program with an Oxford Online Placement Test score of 80.
Feb 7, 2019	39	FROM: A TOEFL waiver may be granted if the student can provide proof of satisfactory completion of an ESL or college-level English course taken at a recognized postsecondary institution or graduation from a secondary or postsecondary educational institution or if the student registers in the University's ESL program. TO: A TOEFL waiver may be granted if the student can provide proof of satisfactory completion of an ESL or college-level English course taken at a recognized postsecondary institution or graduation from a secondary or postsecondary educational institution or if the student registers in the Stratford Language Institute.
Feb 7, 2019	40	FROM: This exception can only be made by the ISO. Applicants who receive conditional acceptance based on English requirements either need to test out upon their arrival; complete ESL program; or satisfy the dean, director, or advisor, as appropriate, through an interview. TO:

		<p>This exception can only be made by the ISO. Applicants who receive conditional acceptance based on English requirements either need to test out upon their arrival; complete an ESL program; or satisfy the dean, director, or advisor, as appropriate, through an interview.</p>																														
<p>Dec 19, 2018; Jan 11 2019; Feb 13, 2019; May 23, 2019 June 19, 2019</p>	<p>43-47; 91-94</p>	<p>REMOVE: ENTIRE Satisfactory Academic Progress Section REPLACE WITH: Academic Progress Policy for All Students All students must maintain satisfactory progress toward completion of their academic program. Academic progress is reviewed at the end of each term in which a student matriculates in an academic program at the University, regardless of whether financial aid was received for that term. Each student's status is determined during that review, and a status is assigned for the next term in which a student enrolls. Students whose academic performance is consistent with all academic standards are deemed to be in "good academic standing".</p> <p>This policy is based upon, and is consistent with, all the other academic and grading policies of the University. The details and examples of grading, GPA calculations, etc. provided below are for illustrative and explanatory purposes only and should not be construed as superseding any of the University's policies regarding grading, transfer of credit, proficiency, or other issues.</p> <p>Basis of Measurement The Academic Progress Standards are measured through mathematical calculations based upon the data in each individual student's record. There are three different standards which are explained below:</p> <p>Qualitative Requirement: (Grade Point Average or "GPA" in program): Students must maintain a specified minimum cumulative grade point average within their program as listed in the Satisfactory Progress Table. Courses carrying grades standard grades (A, A-, B+, B, B-, C+ etc. including F) are considered in the GPA calculation. Grades of I, W, or P, transfer credits, credits by proficiency, or other courses specifically excluded due to change of program or other administrative action, do not affect the GPA. Grade point averages will be recalculated when an "incomplete" (I) grade is resolved. If a class is repeated, only the highest grade will be calculated in the GPA.</p> <p>Quantitative Requirement: (Completion Rate or "Pace" in program): In addition to maintaining a satisfactory GPA, students must also maintain "pace" toward the completion of their program by earning a minimum percentage of credit hours attempted, as shown in the Satisfactory Academic Progress Table. All University-level (non-remedial) credits for courses taken at the University or accepted as transfer credit by the University, and applicable to the student's current program, are considered "attempted credits" regardless of the grade received. "Earned credits" include all of the student's "attempted credits" for which credit has been earned (passing grades). This includes courses for which standard grades (A, A-, B+, B, B-, C+ etc.) have been earned, as well as P grades and TC (transfer credits). Completion rates may be recalculated when an "incomplete" (I) grade is resolved. If a class is repeated, it will be counted as "attempted" for each incidence but may only be counted as "earned" once.</p> <p>Maximum Timeframe Standard: In addition to the qualitative and quantitative requirements, all students complete their academic program within one and one-half times the standard program length as measured in credit hours. All "attempted credits" applicable to the student's program are included in the maximum timeframe calculation. The maximum timeframe for students with dual majors shall be adjusted proportionately to the total credits required for the completion of both programs.</p> <p>Standards of Academic Progress <i>Evaluation Interval: All students are evaluated at end of each academic term.</i></p> <p>Undergraduate Diploma/Certificate Programs</p> <table border="0"> <tr> <td>Attempted Credits in Program:</td> <td>Minimum GPA</td> <td>Minimum Pace</td> </tr> <tr> <td>0 or more attempted credits</td> <td>2.0 GPA</td> <td>50%</td> </tr> <tr> <td colspan="3">All Other Undergraduate Programs</td> </tr> <tr> <td>Attempted Credits in Program:</td> <td>Minimum GPA</td> <td>Minimum Pace</td> </tr> <tr> <td>0-36 attempted credits</td> <td>1.0 GPA</td> <td>33%</td> </tr> <tr> <td>36.5 - 72 attempted credits</td> <td>1.5 GPA</td> <td>60%</td> </tr> <tr> <td>Greater than or equal to 72.5 attempted credits</td> <td>2.0 GPA</td> <td>66%</td> </tr> </table> <p>Graduate Programs</p> <table border="0"> <tr> <td>Attempted Credits in Program:</td> <td>Minimum GPA</td> <td>Minimum Pace</td> </tr> <tr> <td>0-29.5 attempted credits</td> <td>2.3 GPA</td> <td>40%</td> </tr> <tr> <td>Greater than or equal to 30 attempted credits</td> <td>3.0 GPA</td> <td>66%</td> </tr> </table> <p>Transfer Credits, Credit by Examination, AP Credit, etc.: Each transfer student shall have his/her academic status evaluated at the beginning of his/her first term of enrollment at the University (once all transfer credits have been posted). Credits accepted for transfer and applicable to the student's enrolled program are considered both "attempted" and "earned" for the quantitative requirement, but do not affect the GPA calculation (qualitative requirement). Credits earned by examination, AP, CLEP, or other similar credits are not considered "attempted" or "earned", and do not affect the GPA calculation.</p>	Attempted Credits in Program:	Minimum GPA	Minimum Pace	0 or more attempted credits	2.0 GPA	50%	All Other Undergraduate Programs			Attempted Credits in Program:	Minimum GPA	Minimum Pace	0-36 attempted credits	1.0 GPA	33%	36.5 - 72 attempted credits	1.5 GPA	60%	Greater than or equal to 72.5 attempted credits	2.0 GPA	66%	Attempted Credits in Program:	Minimum GPA	Minimum Pace	0-29.5 attempted credits	2.3 GPA	40%	Greater than or equal to 30 attempted credits	3.0 GPA	66%
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Change of Program: Students who change academic programs will have their academic progress re-evaluated based solely on those classes/credits which are applicable to the student's current enrolled program(s). Such evaluation will include all applicable coursework, regardless of grade received. Such re-evaluation shall not occur during a term in which the student is actively enrolled, but before the beginning of the following term.

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

Student Status and the Evaluation Process:

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

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

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

Academic Warning Status: Students who are in good academic standing during a term and subsequently fail to meet the minimum GPA (qualitative) and/or the minimum percentage of hours earned (quantitative) standards at the end of the term will be placed in **Academic Warning** status for the next term.

Students placed in this status have one term to correct or improve the deficiency. Students in Academic Warning status are expected to seek assistance through their Campus Program Lead, Advisor or other Faculty/Staff Member at their home campus.

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

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

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

For financial aid recipients/applicants, Academic Suspension includes Financial Aid Suspension status and a corresponding loss of academic eligibility for federal student financial aid.

A student in Academic Suspension status may continue to be enrolled, but is subject to a number of restrictions/penalties until returning to Good Academic Standing, including the following:

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

Regaining Academic Eligibility after Academic Suspension

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

		<p>Appeal letters should be addressed to the Campus President at your campus and must include a complete description of the circumstances that led to the academic difficulty, how those circumstances have changed, and a plan for future academic success. Copies of supporting documentation should be included. It is strongly advised that each student filing an appeal meet with their Faculty Lead or Advisor before submitting their appeal letter. The Faculty Lead or Advisor will assist the student, provide guidance, and suggest appropriate documentation to include with the letter submission.</p> <p>A form is available for this purpose (<i>Satisfactory Academic Progress – Student Appeal Form</i>) which guides the student through the proper format and documentation for an appeal. It can be downloaded from the University’s website or obtained from the Registrar’s Office. If the appeal cannot be approved at the campus, it is automatically forwarded to a committee of administrative staff (known as the SAP Appeals Committee). At this time, the student may be asked to submit additional documentation or explanation to the committee which could benefit the student’s appeal review. Decisions of the SAP Appeals Committee are final and not subject to additional appeal.</p> <p>Appeal Granted Status: Students whose appeals have been approved will be placed in Appeal Granted status. A student in this status is required to meet with his/her Faculty Lead or Advisor at least once each term until returning to Good Academic Standing status. The meeting with the Faculty Lead or Advisor will include discussion of:</p> <ul style="list-style-type: none"> • The resolution of the mitigating circumstances (reason for the appeal) and any necessary accommodations that the University might be able to provide, • The student’s need (if any) for tutoring, counseling, reduced course load, or other appropriate accommodations, • The appropriateness of the student’s current program to the student’s goals, personality, and skill set; and options for changing programs/career paths, and • Any other issues potentially affecting the student’s success. <p>At the conclusion of the meeting, the Faculty Lead or Advisor and the student will work together to create an Academic Plan for the student designed to promote the student’s successful completion of a program at the University. The Academic Plan is a set of requirements that are designed to return the student to good academic standing before graduation (generally within the maximum timeframe standard, but not necessarily). The Faculty Lead or Advisor will then ensure and certify to the Registrar each term that the student is meeting the terms of his/her Academic Plan.</p> <p>For student financial aid recipients/applicants, Appeal Granted status means the student is on Financial Aid Probation and remains academically eligible to receive financial aid as long as he/she continues to meet the objectives of his/her academic plan, as certified each term by the student’s Faculty Lead or Advisor. Students who fail to meet the terms of their academic plan will lose eligibility for future financial aid (return to Financial Aid Suspension status).</p> <p>Regaining Eligibility Other Than Through Appeal: Students who have lost federal financial aid eligibility may potentially also regain academic eligibility by making up the academic deficiencies and returning to Good Academic Standing without benefit of federal financial aid.</p> <p>Return to Good Standing: Once a student has returned to good academic standing, any previous academic difficulty, shall have no future bearing on the student’s status. Hence, such students will have benefit of all provisions of this policy, including a warning term and an opportunity to submit an SAP Appeal.</p>
Mar 5, 2019	38	<p>Change Undergraduate Admissions Requirements for International Credentials and English Language Requirement</p> <p>The application process requires the following steps for domestic undergraduate students. Interested students may submit documents in person, via fax, e-mail, or U.S. post. For application documents, please contact the Office of Admissions at the appropriate campus.</p> <ul style="list-style-type: none"> • All applicants must complete an Application for Admission and pay the non-refundable application fee. This may be completed on the University’s website or in the Office of Admissions. • Complete the Enrollment Agreement which includes emergency contact information, acknowledgement of University policies, and student information release. • Meet English language requirement, if English is not the primary language. • Submit documentation certifying successful completion of a secondary school program of studies, the attainment of satisfactory scores on the GED, or another state specified examination. Note: A 2.0 high school graduating GPA (using a 4.0 scale) or its equivalent is required for enrollment in Maryland. An average GED test score of 450 or higher is required in Maryland. The admission criterion may be waived by the department representative, (e.g., faculty lead, campus president) for an individual student; additional documentation provided by the student may be required. See below for additional information. • Students submitting international educational credentials must provide an original or certified copy of the documentation, along with an official evaluation from an evaluation agency that is a member of the National Association of Credential Evaluation Services - NACES (www.naces.org) or the Association of

		<p>International Credential Evaluators – AICE (www.aice-eval.org), or completed by the American Association of College Registrars and Admissions Officers (AACRAO) own International Education Services. Education credentials recorded in a language other than English must be accompanied by an official translation completed by one of the aforementioned agencies. The evaluation alone will not serve as a translation.</p> <ul style="list-style-type: none"> • Submit official transcripts or equivalent from all colleges or universities attended, if applicable.
Mar 5, 2019	38-39	<p>Change Adult Learners Requirements</p> <p>Adult Learners: Students of all ages and backgrounds may apply to Stratford University as long as they meet the admissions requirements. Students eligible for domestic undergraduate admission to Stratford University must have a high school diploma or equivalent. High school credentials issued from an international school are acceptable if the credential is equivalent to a U.S. high school diploma as determined by a credential evaluation. General educational development or GED certificate has the recognized equivalent of a high school diploma. Home-schooling at the secondary level as defined by state law; or completed secondary school education in a home-school setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a home-schooled student to receive a credential for their education is equivalent to a high school diploma.</p> <ul style="list-style-type: none"> • For Virginia campuses, permissible documentation of high school graduation or equivalent may include a copy of or original high school transcript or diploma; GED transcript or certificate; documentation of home-schooling following the guidelines of the state in which the home-schooling was completed; or a college transcript or honorable discharge DD-214 indicating high school completion. The University recognizes a completed associate’s degree or higher from an institution accredited by a DOE recognized accreditor as equivalent to U.S. high school graduation and must be documented with an official transcript. • Students submitting international educational credentials must provide an original or certified copy of the documentation, along with an official evaluation from an evaluation agency that is a member of the National Association of Credential Evaluation Services - NACES (www.naces.org) or the Association of International Credential Evaluators – AICE (www.aice-eval.org), or completed by the American Association of College Registrars and Admissions Officers (AACRAO) own International Education Services. Education credentials recorded in a language other than English must be accompanied by an official translation completed by one of the aforementioned agencies. The evaluation alone will not serve as a translation. <p>It is the student’s responsibility to provide this documentation within 30 days of the first day of the term in which the student begins if it cannot be submitted prior to admission. A student who does not or cannot provide the documents may be dismissed from the University. If a student’s currently legal name is different than what is on the high school documentation, the student must provide a written statement indicating the difference and reason for the difference.</p>
Mar 5, 2019	39-40	<p>Change International Student Admissions Requirements</p> <p>Stratford University welcomes applications from international students (all visa holders). The University accepts first time international students as well as transfers from other institutions. In addition to domestic student admissions requirements, international students may be required to complete additional requirements for English language skills, transcript translation, transcript evaluation, and a student visa to study in the U.S.</p> <ul style="list-style-type: none"> • Submit an original copy of an official TOEFL or IELTS test result. This is required for all students whose native language is not English. <ul style="list-style-type: none"> ○ Students test out of an ESL program with an Oxford Online Placement Test score of 80. ○ Stratford University requires a minimum TOEFL (IBT) of 79 or (CBT) of 213, a minimum IELTS of 6.5, or a minimum PTE score of 53. Applicants who score lower than the minimum may be considered for conditional acceptance. Students who are already on a visa in the U.S. may be exempted from the language and graduate testing requirements. Citizens of the United Kingdom, Canada, Australia, and New Zealand may be eligible for a waiver of proof of English language proficiency. Such applicants should provide a copy of the student visa and diplomas/transcripts for verification. Students who are already in the U.S. and will be joining Stratford University as a transfer student may be exempt from the language testing requirements. Change of status applicants are not required to submit proof of English proficiency. Note: If needed, applicants may be required to provide the original Affidavit of Support and bank statement prior to issuing I-20. Exception: If verified by Funds-V, originals are only required at the time of reporting with all other supporting documents. ○ A TOEFL waiver may be granted if the student can provide proof of satisfactory completion of an ESL or college level English course taken at a recognized postsecondary institution or graduation from a secondary or postsecondary educational institution or if the student registers in the Stratford Language Institute.

		<ul style="list-style-type: none"> ○ All international students must provide an original or notarized bank statement/balance certificate issued within the last six months. If the document is not in the student's name, they must also provide an Affidavit of Support (AOS) or letter from their sponsor. Sources of support must be dependable sources. The University is unable to assume financial responsibility for its students and there is no federal student aid available for international students. Therefore, it is the responsibility of the student to meet all expenses incurred while in the U.S. ○ All applicants are required to submit the copy of a valid passport. Applicants applying within the U.S. are also need to submit copy of visa and I-94. ○ Undergraduate students submitting international educational credentials must provide an original or certified copy of the documentation, along with an official evaluation from an evaluation agency that is a member of the National Association of Credential Evaluation Services - NACES (www.naces.org) or the Association of International Credential Evaluators – AICE (www.aice-eval.org), or completed by the American Association of College Registrars and Admissions Officers (AACRAO) own International Education Services. Education credentials recorded in a language other than English must be accompanied by an official translation completed by one of the aforementioned agencies. The evaluation alone will not serve as a translation. ○ The University strongly suggests students provide two recommendation letters attesting to ability to succeed in college and highlighting examples of the strengths and weakness of the candidate to strengthen the student's application. ○ International students may be interviewed before an I-20 is issued to them. This interview may be conducted in person or through video conference.
Mar 5 2019	41	<p>Change in Transfer Credit Evaluation for Undergraduate Students</p> <p>Stratford University has established a transfer credit policy which is consistent with accreditation requirements. The policy is designed to facilitate the transfer of students and credits from one college or university to another, assure maximum utilization of prior learning, and encourage students to advance as far through the educational system as they can in pursuit of their goals. The evaluation of transfer courses to determine the award of University transfer credit is a multistep process initially driven by an assessment of the institutional source and educational quality of the course work. Transfer credits are determined by the timeliness, relevance of content, acquired skills, and knowledge obtained from the course(s).</p> <p>Transfer credits may be awarded for courses taken from nationally or regionally accredited institutions. Transferred courses must be three or more credits, completed with a grade of C or higher, and coincide with the University's program outline. For courses in quickly evolving disciplines, the amount of time elapsed since the courses were taken may affect the transferability of courses. The length of time since the course was taken and the student's background determines whether the courses can be transferred. Courses with other grades may be transferred in at the discretion of the designated department representative. Additional documentation in the form of course descriptions, syllabi, or a competency test may be requested, if needed, to assure the transferred course is equivalent to one of the courses required for completion of a certificate, diploma, or degree at Stratford University. Credits based on clock hours are not transferrable to Stratford University.</p> <p>Students submitting international educational credentials for evaluation of transfer credit must provide an original or certified copy of the documentation, along with an official evaluation from an evaluation agency that is a member of the National Association of Credential Evaluation Services - NACES (www.naces.org) or the Association of International Credential Evaluators – AICE (www.aice-eval.org), or completed by the American Association of College Registrars and Admissions Officers (AACRAO) own International Education Services. A course by course evaluation may be required. Education credentials recorded in a language other than English must be accompanied by an official translation completed by one of the aforementioned agencies. The evaluation alone will not serve as a translation.</p> <p>During the admission process, students must disclose which colleges, institutions, and universities from which they wish to submit transcripts for transfer credit evaluation. Official transcripts from each college, institution, or university must be submitted for evaluation within 30 calendar days of the start of the term. It is the responsibility of the student to provide the University with all postsecondary transcripts and applicable evaluations detailing courses taken at other institutions.</p> <p>Transfer credits from courses completed at institutions other than Stratford University are noted on the transcript with a posting of TC. Transfer courses are not counted under the qualitative measurement of GPA; however, transfer courses are counted as attempted credits under the quantitative measurement, which includes the completion percentage and the maximum time frame requirement.</p>
Mar 5, 2019	88	<p>Change Graduate Admissions Requirements for International Credentials and English Language Requirement</p>

		<p>The application process requires the following steps for domestic graduate students. Interested students may submit documents in person, via fax, e-mail, or U.S. post. For application documents, please contact the Office of Admissions at the appropriate campus.</p> <ul style="list-style-type: none"> • All applicants must complete an Application for Admission and pay the non-refundable application fee. This may be completed on the University’s website or in the Office of Admissions. • Complete the Enrollment Agreement which includes emergency contact information, acknowledgement of University policies, and student information release. • Meet English language requirement, if English is not the primary language. • Submit official bachelor’s degree transcript, official master’s degree transcript, or equivalent. • Submit official transcripts or equivalent from all colleges or universities attended, if applicable. • Students submitting international educational credentials must provide an original or certified copy of the documentation, along with an official evaluation from an evaluation agency that is a member of the National Association of Credential Evaluation Services - NACES (www.naces.org) or the Association of International Credential Evaluators – AICE (www.aice-eval.org), or completed by the American Association of College Registrars and Admissions Officers (AACRAO) own International Educational Services. Education credentials recorded in a language other than English must be accompanied by an official translation completed by one of the aforementioned agencies. The evaluation alone will not serve as a translation. • If Stratford University is the first university an international student attends in the U.S., a GMAT or GRE score is required. Exceptions to this requirement may be discussed with an admissions officer. Transfer students from accredited U.S. colleges and universities may have the GMAT or GRE requirement waived. Change of status applicants are not required to submit GMAT/GRE requirement. • International applicants applying to a graduate degree program may be required to submit an updated copy of their resume. Acceptance requires a student meet one of the following two criteria: <ul style="list-style-type: none"> ○ A 2.5 grade point average on a 4.0 scale for undergraduate work supportive of their field of study ○ Evidence of graduate potential demonstrated by relevant professional work experience related to the field of study. This requires evaluation of work experience by the designated department representative, a personal interview, or submission of employment documentation or resume is required. The student may be required to complete undergraduate foundation courses.
Mar 5, 2019	89	<p>ADD: International Student Graduate Admissions Requirement</p> <p>Stratford University welcomes applications from international students (all visa holders). The University accepts first time international students as well as transfers from other institutions. In addition to domestic student admissions requirements, international students may be required to complete additional requirements for English language skills, transcript translation, transcript evaluation, and a student visa to study in the U.S.</p> <ul style="list-style-type: none"> • Submit an original copy of an official TOEFL or IELTS test result. This is required for all students whose native language is not English. <ul style="list-style-type: none"> ○ Students test out of an ESL program with an Oxford Online Placement Test score of 80. ○ Stratford University requires a minimum TOEFL (IBT) of 79 or (CBT) of 213, a minimum IELTS of 6.5, or a minimum PTE score of 53. Applicants who score lower than the minimum may be considered for conditional acceptance. Students who are already on a visa in the U.S. may be exempted from the language and graduate testing requirements. Citizens of the United Kingdom, Canada, Australia, and New Zealand may be eligible for a waiver of proof of English language proficiency. Such applicants should provide a copy of the student visa and diplomas/transcripts for verification. Students who are already in the U.S. and will be joining Stratford University as a transfer student may be exempt from the language testing requirements. Change of status applicants are not required to submit proof of English proficiency. Note: If needed, applicants may be required to provide the original Affidavit of Support and bank statement prior to issuing I-20. Exception: If verified by Funds-V, originals are only required at the time of reporting with all other supporting documents. ○ A TOEFL waiver may be granted if the student can provide proof of satisfactory completion of an ESL or college level English course taken at a recognized postsecondary institution or graduation from a secondary or postsecondary educational institution or if the student registers in the Stratford Language Institute. ○ All international students must provide an original or notarized bank statement/balance certificate issued within the last six months. If the document is not in the student’s name, they must also provide an Affidavit of Support (AOS) or letter from their sponsor. Sources of support must be dependable sources. The University is unable to assume financial responsibility for its students and there is no federal student aid available for international students. Therefore, it is the responsibility of the student to meet all expenses incurred while in the U.S.

		<ul style="list-style-type: none"> ○ All applicants are required to submit the copy of a valid passport. Applicants applying within the U.S. are also need to submit copy of visa and I-94. ○ Graduate students submitting international educational credentials must provide an original or certified copy of the documentation, along with an official evaluation from an evaluation agency that is a member of the National Association of Credential Evaluation Services - NACES (www.naces.org) or the Association of International Credential Evaluators – AICE (www.aice-eval.org), or completed by the American Association of College Registrars and Admissions Officers (AACRAO) own International Educational Services. Education credentials recorded in a language other than English must be accompanied by an official translation completed by one of the aforementioned agencies. The evaluation alone will not serve as a translation. ○ International students may be interviewed before an I-20 is issued to them. This interview may be conducted in person or through video conference.
Mar 5, 2019	89	<p>Change in Transfer Credit Evaluation for Graduate Students</p> <p>Stratford University has established a transfer credit policy which is consistent with accreditation requirements. The policy is designed to facilitate the transfer of students and credits from one college or university to another, assure maximum utilization of prior learning, and encourage students to advance as far through the educational system as they can in pursuit of their goals. The evaluation of transfer courses to determine the award of University transfer credit is a multistep process initially driven by an assessment of the institutional source and educational quality of the course work.</p> <p>Transfer credits are determined by the timeliness, relevance of content, acquired skills, and knowledge obtained from the course(s). Transfer credits may be awarded for courses taken from nationally or regionally accredited institutions. Transferred courses must be three or more credits, completed with a grade of C or higher, and coincide with the University’s program outline. Courses with other grades may be transferred in at the discretion of the designated representative. Additional documentation in the form of course descriptions, syllabi, or a competency test may be requested, if needed, to assure the transferred course is equivalent to one of the courses required for completion of a certificate, diploma, or degree at Stratford University. Credits based on clock hours are not transferrable to Stratford University. Students may transfer credits earned from another program within the University after approval of the designated department representative.</p> <p>Students submitting international educational credentials for evaluation of transfer credit must provide an original or certified copy of the documentation, along with an official evaluation from an evaluation agency that is a member of the National Association of Credential Evaluation Services - NACES (www.naces.org) or the Association of International Credential Evaluators – AICE (www.aice-eval.org), or completed by the American Association of College Registrars and Admissions Officers (AACRAO) own International Educational Services. A course by course evaluation may be required. Education credentials recorded in a language other than English must be accompanied by an official translation completed by one of the aforementioned agencies. The evaluation alone will not serve as a translation.</p> <p>During the admission process, students must disclose which colleges, institutions, and universities from which they wish to submit transcripts for transfer credit evaluation. Official transcripts from each college, institution, or university must be submitted for evaluation within 30 calendar days of the start of the term. It is the responsibility of the student to provide the University with all postsecondary transcripts detailing courses taken at other institutions. Transfer credits from courses completed at institutions other than Stratford University are noted on the transcript with a posting of TC. Transfer courses are not counted under the qualitative measurement of GPA; however, transfer courses are counted as attempted credits under the quantitative measurement, which includes the completion percentage and the maximum time frame requirement.</p>
Mar 7, 2019	9	<p>REMOVE:</p> <p>The Stratford University Language Institute English as a Second Language Program is accredited by the Commission on English Language Program Accreditation for the period August 2016 through August 2017 and agrees to uphold the CEA Standards for English Language Programs and Institutions. CEA is recognized by the U.S. Secretary of Education as a nationally recognized accrediting agency for English language programs and institutions in the U.S. For further information about this accreditation, please contact CEA, 1001 N. Fairfax Street, Suite 630, Alexandria, VA 22314, (703) 665-3400, www.ceaaccrredit.org.</p>
Mar 7, 2019	9	<p>ADD:</p> <p>As a result of ACICS Council action on April 4, 2017, the Stratford University doctoral programs have been placed on permanent moratorium. ACICS will no longer accept applications for any of its accredited institutions to offer doctoral programs. Therefore, Stratford University’s existing doctoral programs will be taught out by December 31, 2019. This includes Stratford University’s certificate programs which will no longer issue any academic credit towards existing doctoral programs or any other programs. Current Stratford students with questions or concerns are invited to contact compliance@stratford.edu.</p>
Mar 7, 2019	17	<p>CHANGE:</p> <p>FROM: All online courses are open to students from all campuses.</p>

		TO: Students are welcome to enroll in any online course that is available at their campus.
Mar 7, 2019	45 61 62	REMOVE: SCI1115 from Arts and Sciences Courses ADD to Arts and Sciences Courses: (MD Catalog Only) SCI230 Human Biology SCI231 Diseases of the Human Body REPLACE: SCI115 Introduction to Computer Literacy with: SCI210: Environmental Science REPLACE (BS Health Information Management Arts and Sciences Requirements) SCI115 Introduction to Computer Literacy with: SCI210 Environmental Sciences REPLACE (BS Healthcare Administration Arts and Sciences Requirements) SCI115 Introduction to Computer Literacy with: SCI210 Environmental Sciences
Mar 7, 2019	81	CHANGE Prerequisite: MED160 Medical Computer Applications FROM: SCI115 TO: None
Mar 7, 2019	65, 83, 84	Nursing Program Progression Plan CHANGE: MATXXX Mathematics Course (100 or 200 level) REPLACE WITH: MATXXX Mathematics Course (111 or higher) Nursing Program Elective Pool Options CHANGE (ELECTIVE POOL ONE) FROM: NSG290, NSG291, NSG490, NSG491, NSG493 REPLACE WITH: NSG290, NSG291, NSG292, NSG293, NSG294, NSG296, NSG490, NSG491, NSG493, NSG494, NSG496 CHANGE (ELECTIVE POOL TWO) FROM: BUS135, BUS210, BUS310, BUS380, CIS103, HCA401, HCA402, HCA404, HCA405, HIM210, MED130, SCI115 REPLACE WITH: SCI115, and/or courses from BUS, CIS, HCA, HIM, HSC, or MED with approval of advisor Prerequisite Change: NSG220 Pharmacology and Therapeutics Modalities I Current Prerequisite: NSG210, SCI360. Co-requisite: NSG240 New Prerequisite: NSG210, SCI260 with a B- or higher. Co-requisite: NSG240 Prerequisite Change: NSG240 Adult Health Nursing I Current Prerequisite: NSG110, NSG120, NSG210, SCI360, and a drug screening at student expense. Co-requisite: NSG220. New Prerequisite: NSG110, NSG120, NSG210, SCI260 with a B- or higher, and a drug screening at student expense. Co-requisite NSG220. Prerequisite Change: NSG320 Nursing Care of the Childbearing Family Current Prerequisite: NSG245 New Prerequisite: NSG315 Prerequisite Change: NSG325 Nursing Care of Children Current Prerequisite: NSG245, PSY320 New Prerequisite: NSG315, PSY220 Prerequisite Change: NSG420 Nursing in the Community Current Prerequisite: NSG320, NSG325, NSG350, NSG360 (can be co-requisite) New Prerequisite: HUM250, NSG320, NSG325, NSG350; and NSG360 (can be co-requisite) Prerequisite Change: NSG491 Special Topics in Nursing II Current Prerequisite (or co-requisite): NSG350 New Prerequisite: None New Courses:

		<p>NSG293 Current Topics in Nursing IV 4.5 credits This course addresses current topics in the field of nursing. Course topics vary based on student interest, evolving issues, and priorities in practice. The exact topic is announced in the term schedule. Prerequisite: None</p> <p>NSG294 Current Topics in Nursing V 4.5 credits This course addresses current topics in the field of nursing. Course topics vary based on student interest, evolving issues, and priorities in practice. The exact topic is announced in the term schedule. Prerequisite: None</p> <p>NSG296 Current Topics in Nursing VI 4.5 credits This course addresses current topics in the field of nursing. Course topics vary based on student interest, evolving issues, and priorities in practice. The exact topic is announced in the term schedule. Prerequisite: None</p> <p>NSG494 Special Topics in Nursing IV 4.5 credits This course concentrates on special topics in nursing. Topics vary according to student interest and may include, but are not limited to, current trends, technological advances, best practices, and practical applications within the nursing profession. Prerequisite: None</p> <p>NSG496 Special Topics in Nursing V 4.5 credits This course concentrates on special topics in nursing. Topics vary according to student interest and may include, but are not limited to, current trends, technological advances, best practices, and practical applications within the nursing profession. Prerequisite: None</p> <p>CHANGE: (p. 65) XXXXXX.....Elective (Pool 1 or 2) <i>SCI115 strongly advised</i>..... 4.5 TO: XXXXXX.....Elective (Pool 1 or 2) 4.5</p>
Mar 8, 2019	83-84	<p>Prerequisite Changes to NSG Courses</p> <p>NSG330 Health Assessment and Diagnostic Reasoning Current prerequisite: NSG315 New prerequisite: NSG 315 or NSG399</p> <p>NSG410 Research and Evidence-Based Nursing Practice Current prerequisite: MAT211, NSG320, NSG325, NSG350, NSG360 (can be co-requisite). New prerequisite: MAT211, NSG320, NSG325, NSG350, NSG360 (can be co-requisite), or NSG399</p> <p>NSG420 Nursing in the Community Current prerequisite: NSG320, NSG325, NSG350, NSG360 (can be co-requisite) New prerequisite: NSG320, NSG325, NSG350, NSG360 (can be co-requisite), or NSG399</p> <p>NSG470 Leadership, Management, and Contemporary Issues in Nursing Current prerequisite: NSG350, NSG360 New prerequisite: NSG350, NSG360, or NSG399</p> <p>NSG480 Nursing Capstone Current prerequisite: NSG360, NSG420, NSG430 New prerequisite: NSG360, NSG420, NSG430, or NSG399</p>
Mar 8, 2019	33-34	<p>REMOVE: ENTIRE Scholarship Programs Section REPLACE WITH:</p> <p style="text-align: center;">Scholarship Programs</p> <p>Disclosure:</p> <p>Recipients of any one Stratford University Institutional tuition reduction in the form of an institution grant, discount, scholarship or other award cannot participate in any other Stratford University Institutional tuition reduction. Students can only participate in one Stratford University Institutional tuition reduction. The granting of an institutional tuition reduction has no impact on an applicant admissions decision to Stratford University as all applicants for these awards must meet the University's degree specific eligibility requirements and be admitted to a degree-seeking program at Stratford University. Employees of Stratford University and their immediate families are ineligible to participate in these award programs. Full details of terms and condition are available at https://www.stratford.edu/services/first-scholarships</p>

Alumni Advantage Award:

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

Professional Affiliate Grant:

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

Stratford Extra Rewards:

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

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

previously earned awards and will not be eligible for future participation in the program. Award application must be submitted prior to the first day of the term in which the applicant is seeking to use the award. Applications can be submitted at: https://stratfordedu.formstack.com/forms/su_extra_rewards

Stratford First scholarship

The Stratford First Scholarship is designed for eligible high school seniors who enroll at Stratford University during the summer and fall terms following their high school graduation. Up to five recipients are selected at each campus each year to receive \$10,000 to be applied toward tuition and fees. The Stratford First Scholarship provides financial assistance to graduating High School Seniors pursuing a post-secondary education for the first time. In order to qualify, applicants must meet the following: **Scholarship application must be completed and submitted by 11:59 p.m., May 1st** of the calendar year. Application must be accompanied with at least a 500-word essay explaining the student's choice of study and how it will benefit their community. Please include current extra-curricular activities and community services. Applicant must have graduated from high school with a minimum cumulative GPA of 2.5 as evidenced on their official high school transcript. Applicant must have a letter of recommendation from counselor or teacher. Applicant must be a U.S. Citizen or Legal Permanent resident. Applicant must enroll in a Bachelor's degree program at Stratford University. Student will have up to one (1) year after approval to use the scholarship. Enrollment status must be full-time (3 classes per quarter). Applications can be submitted at: https://stratfordedu.formstack.com/forms/stratford_first_scholarship_application

Stratford Culinary Competition Scholarship

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

Amounts:

Culinary: 1st place \$15,000; 2nd place \$10,000; 3rd place \$5,000.

Hospitality: 1st place \$10,000; 2nd place \$5,000; 3rd place \$2,500.

If a recipient of this scholarship is admitted in the Bachelor's program and changes to the AAS program prior to completing the BS degree, while remaining eligible for the award, previously awarded credits will be adjusted to the AAS level as if the student was originally in the AAS program. If a recipient of this scholarship is admitted in the AAS program and changes to the BS program prior to completing the AAS degree while remaining eligible for the award, previously awarded credits will be adjusted to the BS level as if the student was originally in the BS program.

The Stratford University Athletic Scholarship

The Stratford University Athletic scholarship is offered to any student at the Newport News or Virginia Beach Campus who participates in an eligible sports program at Stratford University the time of admission and remain active in that program for the duration of studies at Stratford University. Student must be a new student admitted for the first time to Stratford University after term 3 2018 with a cumulative high school or college transfer GPA of at least 2.0. Discontinuing participation in the sports program will result in the loss of any unused portion of the award, with no possibility of reinstatement. Award recipient must be enrolled in at least two classes each term. Student must maintain satisfactory academic process defined as a 2.5 cumulative GPA and agree to participate in an acceptable community service project that is associated with the program of study at least once each academic year, (Acceptability will be determined by the athletic director or coach) and also participate in an appropriate financial counseling workshop at least once each academic year. (Acceptability will be determined by the SFS advisor.) Transfer students with more than 50% of the credits required to complete their degree are ineligible for this program. No portion of this award can be earned for classes repeated at or transferred in to Stratford University. The award amounts are as follows:

AAS Degree: the award will be up to \$4,000.00, payable in \$200.00 increments for every class completed at Stratford University for eligible undergraduate AAS degree programs. The degree must be the one the student-athlete is accepted to on admission to Stratford University.

Bachelor's Degree: the award will be up to \$10,000.00 payable in \$250.00 increments for every class completed at Stratford University for eligible undergraduate Bachelor's degree program. The degree must be the one the student-athlete is accepted to on admission to Stratford University.

Application must be submitted prior to the start of the first term of enrollment to Stratford University. Applications can be submitted at: https://stratfordedu.formstack.com/forms/athletic_scholarship_application

Stratford Guarantee:

The Stratford Guarantee program allows a eligible students to receive a complimentary course one time at the recommendation of an instructor if the student does not attain a passing grade in the course but completes all the requisite course work for the class and attended all class sessions up through the end of the term and wishes to repeat the course at no additional tuition charge. Lab and supplemental instructional fees must be paid for each course repetition as the Stratford Guarantee program only covers the cost of tuition. There is no limit to the number of different complimentary courses received in a program duration, as long as student maintains in compliance to Rate of Progress (ROP) and Satisfactory Academic Progress (SAP) requirements. Refer to the Catalog for ROP and SAP requirements. However each course is eligible for a Stratford Guarantee only once.

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

Corporate Alliance:

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

Private Scholarship Programs

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

International Student Scholarships

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

The Diplomat Scholarship:

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

Global Diversity Scholarship:

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

Criteria/regulations: Eligible for newly enrolling students from a designated set of countries (Countries listed in the table). Applicants for undergraduate programs must demonstrate high school GPA minimum

		<p>of 3.0 on a 4-point scale. Applicants for graduate program must demonstrate minimum undergraduate GPA of 3.5. Applicants must meet all admission criteria to their desired program.</p> <p>Deadlines: Scholarship application must be submitted upon application to the university. A maximum of 15 awards can be granted per term. Award will be credited to the student's tuition for the third quarter of enrollment. Initial status students must enroll within 6 months of the award of the scholarship to avail the award. Award value: \$1,500.00</p> <p>Students eligible for this scholarship must be new or transfer students from one of the following countries: Haiti, Cuba, Jamaica, Bahamas, South America, Afghanistan, Europe, Sri Lanka, Yemen, Jordan, Oman, Palestine, Mongolia, Canada, Sudan, Korea, Taiwan, Libya, Tunisia, Ghana, Kenya, Zimbabwe, Japan, Thailand, Equatorial Guinea, Kazakhstan, Tajikistan, Ukraine, Malaysia, Indonesia, Pakistan. Applicants must start their program during term 2, 3, or 5.</p> <p><u>Stratford Merit Scholarship:</u></p> <p>Offered to new initial status and new transfer international students who demonstrate academic excellence.</p> <p>Criteria/regulations: Eligible for newly enrolling students who have gained admission to Stratford University. Applicants for undergraduate program must demonstrate minimum high school GPA of 3.85 and English language proficiency score of 7.5 IELTS and 90 TOEFL or higher. Applicants for graduate program must demonstrate minimum undergraduate GPA of 3.85, English language proficiency score of 7.5 IELTS and 90 TOEFL or higher, and GRE score of 310 or higher. Transfer students may not qualify if they are transferring in 3 or more courses to Stratford University. Transfer students must be in valid F-1 status.</p> <p>Deadlines: Scholarship application must be submitted upon application to the university. A maximum of fifteen awards can be granted per term. Award will be credited to the student's tuition after completion of third term of enrollment. Initial status students must enroll within 6 months of the award of the scholarship to avail the award.</p> <p><u>Stratford Language Institute Scholarship:</u></p> <p>Offered to target new international students who enroll in The Stratford Language Institute program and matriculate to degree programs. Scholarship will be applied towards their degree programs tuition after the second quarter of enrollment. Ten awards available per year for students continuing with Stratford University for the third quarter.</p> <p>Criteria/regulations: Eligible for current students who have been enrolled in The Stratford Language Institute program for at least two quarters and have successfully completed both quarters</p> <p>Deadlines: Deadline to apply is in week 5 of the student's second quarter of enrollment. Awards will be granted during week 8 of the term in which the application was submitted. Award will be credited to the student's tuition after completion of the third term of enrollment. Award can be credited to further study in The Stratford Language Institute program or to an academic program at Stratford University.</p>
Mar 23, 2019	86	<p>REMOVE NOTE: SCI115 Introduction to Computer Literacy 4.5 credits <i>Note: This course does not fulfill open SCI arts and sciences requirements.</i></p>
April 5, 2019	8	<p>Change SAA Language</p> <p>From: The Virginia State Approving Agency (VSAA) has approved undergraduate and graduate programs for the training of veterans.</p> <p>To: This institution is approved to offer GI Bill® educational benefits by the Virginia State Approving Agency.</p>
April 5, 2019	127-128	<p>Formal Grievance Procedures Addition</p> <p>The Virginia State Approving Agency (SAA), is the approving authority of education and training programs for Virginia. Our office investigates complaints of GI Bill beneficiaries. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact the Virginia SAA via email saa@dvs.virginia.gov.</p>
April 9, 2019	81	<p>REMOVE MAT099 COURSE: (No longer offered)</p> <p>MAT099 Fundamentals of Mathematics This course provides an introduction to the basic techniques of mathematics and the application to problem solving in different areas of business and industry. The course is intended for remediation of incoming students only; it is not intended to prepare students for College Algebra, Statistics, or Introduction to Calculus. Prerequisite: None. Note: This course is intended as a remedial class and carries no degree credit. It is equivalent to 4.5 credit hours for purposes of student status and tuition cost.</p>
April 9, 2019	76	<p>REMOVE ENG099 COURSE: (No longer offered)</p>

		<p>ENG099 English Enhancement This course focuses on the acquisition of the reading, writing, and listening skills necessary to survive in a college setting. The focus is on advanced note taking; paraphrasing skills; and reviewing grammar, sentence structure, punctuation skills, and style as required for effective written communication. Throughout all class meetings, elements of critical learning skills are addressed to insure a command of English is recalled, understood, and applied. Prerequisite: None. <i>Note: This course is intended as a remedial class and carries no degree credit. It is equivalent to 4.5 credit hours for purposes of student status and tuition cost.</i></p>
April 9, 2019	76	<p>Change in Prerequisite: ENG111 - College Composition: Prerequisite: ENG099 or higher or a score of 5 or greater on the WritePlacer test.</p> <p>ENG111 - College Composition: Prerequisite: ACCUplacer assessment; workshop recommended for those scoring below a 5 on the WritePlacer test.</p>
April 24, 2019	103	<p>Prerequisite Changes to Graduate Accounting Courses</p> <p>ACC565 Advanced Auditing Current prerequisite: ACC335 New prerequisite: None</p> <p>ACC566 Forensic Accounting Current prerequisite: ACC335 New prerequisite: None</p>
April 30, 2019	75, 76	<p>Prerequisite Changes to Culinary Courses</p> <p>CUL271 Culinary Skills Externship I Current prerequisite: None New prerequisite: Completed coursework and approval of advisor</p> <p>CUL490 Culinary Arts Capstone Current prerequisite: None New prerequisite: Completed coursework and approval of advisor</p>
May 11, 2019	39	<p>REMOVE: Undeclared Students Section</p>
May 11, 2019	50	<p>Remove: SCI115 from Arts and Sciences Courses</p>
May 17, 2019	29	<p>CHANGE in “Transfer/Withdrawal Fee for International Students” FROM: The withdrawal form, paying an administrative fee which can be found in the catalog addendum, and submitting the proper documentation to the International Student Office before the end of week nine of any academic term. Failure to do so may result in a late charge of one term’s tuition. TO: The withdrawal form, paying an administrative fee which can be found in the catalog addendum, and submitting the proper documentation to the International Student Office before the end of week eight of any academic term. Failure to do so may result in a late charge of one term’s tuition.</p>
May 19, 2019	17	<p>FROM: Students are welcome to enroll in any online course that is available at their campus. TO: Although students are welcome to enroll in any online course that is available at their campus, courses may be administered by a campus other than the student’s identified campus location.</p>
May 21, 2019	15	<p>ACADEMIC CALENDARS: ADD: July 5, 2019 – University Closed</p>
May 24, 2019	1	<p>WELCOME TO STRATFORD UNIVERSITY From: We have design our programs using input from ... To: We design our programs using input from</p>
June 3, 2019	19-20	<p>CHANGE TO WITHDRAW POLICY The process by which students are removed from courses is a withdrawal. Withdrawals may be University or student initiated and may affect all or individual courses. Additionally, withdrawals affect new or continuing students, reflect on student transcripts, and are appealable. The effect on student charges are determined by the last date of attendance (LDA) and refunds are issued based on the date of determination (DOD) which is published in the refunds section of this catalog, except when a student does not return after a term of STNA.</p> <p>Student-Initiated-Withdrawal</p> <p>Pre-Start Cancel: A new student who intends to withdraw prior to the first day of the term will be considered a “Pre-Start Cancel” and not reflect in any institutionally registered measurement.</p> <p>Cancel: A student attending for the first time who intends to withdraw from the University during the first term he/she is registered should submit a cancellation form to the Director of Admissions. Students who withdraw from</p>

the University during their first term on or after the day of the term start, and up to the start of the fourth week for A and B session courses or the ninth week for C session courses will be considered a “cancel”. A student may only “cancel” once regardless of how long between terms of enrollment, degrees, or levels. Readmit students are not eligible for a cancellation. Cancellations and withdraws of international students is decided by the International Student Office. For “cancel” students, the transcript does not reflect enrollment in any courses, charges are reversed, and any funds returned. Any stipend funds received by the student are owed back to Stratford University.

A new student who does not attend any classes is cancelled; non-attendance constitutes student-initiation. Student Support Services contacts these students to notify them of the cancellation.

Drop: Continuing students may drop all or individual courses from the first day after Add/Drop Period to the end of seventh week in C session, end of in the second week of the A session, and end of second week of the B session. Courses dropped before these dates receive a W grade; courses dropped after these dates receive grades based on student achievements. Withdrawal forms are available in the Office of the Registrar. The last date of attendance is the last recorded date of attendance. Refunds are based on the refund policy published in this catalog.

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

Administrative Withdrawal/University Initiated

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

University-Initiated

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

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

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

For A and B sessions, if the two consecutive absences occur at or before the fourth week, the student receives a W grade. If any or all of the absences occur after these dates, the student will not be withdrawn from the class and a grade is awarded based on student achievement.

The last date of attendance is the last recorded as present. Refunds are based on the refund policy published in this catalog. Students may appeal this action based on the attendance appeals process published in the catalog.

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

Military Withdrawal

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

		<p>suspend studies due to service requirements, Stratford University will take additional steps to accommodate any short absence due to the service commitment. Additional steps can include granting an extension to complete all required assignments.</p> <p>Re-Entry after Withdrawal</p> <p>Students who have been withdrawn from all courses or the University entirely must complete a re-entry form prior to registering for a subsequent term. Re-entry students are those who have been away from the University less than one year based on the Last Date of Attendance (LDA); this includes students who are reentering after a successful appeal to a withdrawal. A student on STNA is considered to be enrolled. Students who enroll into the same program enter into their original catalog year unless a program change or program upgrade is requested by the student. This form is available from the student's program department or the Office of the Registrar.</p>
June 3, 2019	60	<p>CHANGE TO BS IN HEALTH INFORMATION MANAGEMENT CURRICULUM REMOVE: HIM 430 CHANGE: CIS103 to CORE REQUIREMENT ADD: Open Arts and Sciences course to Arts and Sciences</p>
June 5, 2019	84	<p>REMOVE NSG485 Nursing Capstone Project</p>
June 6, 2019	54	<p>REMOVE Stratford Language Institute Scholarship</p>
June 6, 2019	60	<p>FROM: A TOEFL waiver may be granted if the student can provide proof of satisfactory completion of an ESL or college level English course taken at a recognized postsecondary institution or graduation from a secondary or postsecondary educational institution or if the student registers in the Stratford Language Institute.</p> <p>TO: A TOEFL waiver may be granted if the student can provide proof of satisfactory completion of an ESL or college level English course taken at a recognized postsecondary institution or graduation from a secondary or postsecondary educational institution or if the student concurrently registers in an ESL program.</p>
July 8, 2019	140	<p>PREREQUISITE ADDITION: NSG420 Nursing in the Community FROM: Prerequisite: NSG320, NSG325, NSG350, NSG360 (can be co-requisite), or NSG399. TO: Prerequisite: NSG320, NSG325, NSG330, NSG350, NSG360 (can be co-requisite), or NSG399.</p>
July 18, 2019		<p>ADDITION TO VETERANS BENEFITS: Effective August 1, 2019 any eligible student that has provided appropriate documentation to the institution will have full access to classes, libraries, and all other institutional facilities and benefits in the event that VA funding disbursement is delayed under chapter 31 or 33. No financial penalties will be imposed on the student by Stratford University while awaiting VA funding. Once VA funding is received, any balance not covered by the VA benefit disbursement is the responsibility of the student.</p>
July 18, 2019		<p>ADDITION TO NURSING PROGRAM RN to BSN Curriculum/Program</p>
July 25, 2019		<p>CHANGE IN LENGTH OF PROGRAM Error, corrected in BS Accounting, MS Accounting length of program</p>
August 6, 2019		<p>REMOVE NSG296 from Nursing Curriculum Elective Options</p>
August 7, 2019		<p>Update contact info for ACICS, complaint links Add statement about MOU for online course delivery</p>

Changes to Maryland Catalog

Stratford University's Maryland 2018-2019 catalog is now in effect. Since this catalog's original publication on October of 2018, the following changes have been implemented.

*Date is effective as noted.

Date*	Page	Change
Dec 14, 2018	67	<p>Change credit for 150% completion to 81: Students are required to complete their program of study within a maximum time frame. Federal guidelines state credits attempted may not exceed 150% of the required credits for completion. A student has exceeded the maximum time frame when they have taken 150% of the credits required to complete a program. For example, an master's program needs 54 credits for completion; multiplied by 150% is 81 credits which means a student must graduate from their program with no more than 81 attempted credits. Attempted credits include all transfer credits, credits by exam, previous experience credits, pass/fail credits, course withdrawals,</p>

		<p>and repeated courses. Students may not exceed the maximum time frame, even if the student is not receiving financial assistance.</p> <p>If a student enrolls in another program, the MTF is reset to the second program. Transfer courses, credits by exam, previous experience credits, and failed courses applicable to the subsequent program are deducted from the MTF of the subsequent program. The MTF reset is granted for subsequent programs regardless of whether the student graduated from the previous program. For instance, a student in a master's degree program is allowed 81 credits (54 credits x 150%) to complete the program; if the student does a program change to a second master's program and transfers credits, the MTF for the second program is reset and the transfer credits are used toward the 81 credit allotment for MTE. The student will have to complete the remaining credits needed to earn their master's degree in the second program within the maximum, time allowed.</p>
Dec 17, 2018 Jan 30, 2019	8	<p>Legal Control (additional board member & credentials):</p> <p>Daniel Woodley, Chairman of the Board, Craig Quigley, Vice Chairman of the Board Richard R. Shurtz, II, PhD - Secretary to the Board Richard Anderson Veer V. Bhartiya Gerald L. Gordon, PhD Michael Hillyard, DPA Tariq Khan Ed Meehan Frank Turnage, EdD (<i>Emeritus</i>) Mary Ann Shurtz</p>
Jan 9, 2019	37	<p>Change ACCUplacer Information: Stratford University is committed to the academic success of its students. Academic advisors use test scores and academic history to determine a student's preparedness for college-level courses and/or if preparatory course(s) are required. Students who are required to take arts and sciences courses in their programs must take the placement test. Students may take the required assessment test up to three times. See arts and sciences course descriptions for score requirements. Students who do not meet the minimum scores for placement into credit earning courses are enrolled into remedial courses to ensure preparedness for college-level courses. Students may elect not to take the placement test and enroll directly into the remedial courses. The decision to opt-out of the placement test must be made in writing and included in the student's academic file. Remedial courses are charged full tuition, but earn no academic credit. Students who have no previous college education must take the placement test prior to their first term of enrollment. All other students must take the placement test within 30 calendar days of the start of the term unless they have transferred mathematics and/ or English credit. The tests are available during Learning Resource Center (LRC) hours; <u>however, testing must begin at least two hours before the LRC closes.</u> Students may direct questions about the test to the Office of Admissions or their academic advisor. Online students who are not able to come to campus to take the placement tests need to contact the Office of Admissions. Students may take the placement test via an online proctored exam or at a remote testing site. <u>The student completes the appropriate test and the scores are generally available to the University immediately; however, a delay can sometimes occur.</u></p>
April 9, 2019		<p>ACCUplacer Information: Stratford University is committed to the academic success of its students. Academic advisors use test scores and academic history to determine a student's preparedness for college-level courses. Students who are required to take arts and sciences courses in their programs must take the placement assessment test. Students may take the required assessment test up to three times. See arts and sciences course descriptions for score requirements. Students who have no previous college education must take the placement test prior to their first term of enrollment. All other students must take the placement test within 30 calendar days of the start of the term unless they have transferred mathematics and/ or English credit.</p> <p>Because Stratford University understands that it is not uncommon for students to need extra assistance adjusting to their coursework, the University provides 1 hour weekly non-credit workshops to provide additional instruction, tutoring, and support for college-level coursework. Based on ACCUplacer test score, Stratford University may recommend attendance at these workshops to gain the additional skills and confidence to be successful in their academic studies. Any student, regardless of ACCUplacer score, is eligible to register for and attend the workshops.</p> <p>The ACCUplacer tests are available during Learning Resource Center (LRC) hours; however, testing must begin at least two hours before the LRC closes. Students may direct questions about the test to the Office of Admissions or their academic advisor. Online students who are not able to come to campus to take the placement tests need to contact the Office of Admissions. Students may take the placement test via an online proctored exam or at a remote testing site. The student completes the appropriate test and the scores are generally available to the University immediately; however, a delay can sometimes occur.</p>
Jan 9, 2019	59	<p>Change in Prerequisite: MAT 111- Modern Math with Algebra: Prerequisite: MAT099 or an ACCUplacer score of 250 or greater on the Next Generation Arithmetic test.</p>

April 9, 2019		<p>MAT210 - College Algebra: Prerequisite: MAT111</p> <p>MAT 111 - Modern Math with Algebra: Prerequisite: ACCUplacer assessment; workshop recommended for those scoring below 250 on the Next Generation Arithmetic test.</p>
Jan 9, 2019	34, 63	<p>Undergraduate/Graduate Policies Admission: Submit official transcripts <u>or equivalent</u> from all colleges or universities attended, if applicable. All degrees in a language other than English must be translated for U.S. equivalency for purposes of transcript evaluation</p>
Jan 10, 2019	50	<p>Calculation error, BS HCA Arts and Sciences Requirements, Bachelor of Science Healthcare Administration Total Arts and Sciences Requirements: 14 courses, 63 credits</p>
Jan 11, 2019	73	<p>Course Description Addition: EBM554 Global Economies and Markets 4.5 credits This course examines key dimensions of the global economy and global economics, including international business opportunities and risks, economics simulations, trade theory and policy, the balance of payments, foreign exchange markets, exchange rate systems and risks, and international payment systems. Additional topics such as foreign direct investments are discussed in addition to the changing role of multinational corporations and elements of international corporate strategies. Prerequisite: None.</p>
Jan 11, 2019	58	<p>Prerequisite Notation: HOS490 Hospitality Capstone 4.5 credits The capstone course provides a culminating experience for students to integrate their knowledge, skills and dispositions into a student centered independent project. This course should be taken at the end of the student's program. Students work under the supervision of a faculty advisor to develop the capstone. For hospitality, the students critically analyze course work and experiences to demonstrate a range of abilities. The capstone projects may include, but are not limited to, writing a research paper, designing a catered event, designing and preparing a multi-course menu, designing and teaching a course to faculty and students, and creating a system that could be applied to a hospitality operation for greater efficiency or effectiveness. Prerequisite: Completed program course work and approval of the advisor.</p>
Jan 11, 2019 May 31, 2019	60	<p>Prerequisite Notation: MIB290 Medical Insurance, Billing, and Coding Externship 4.5 credits This course provides experience as a medical insurance biller and coder in an in-service or virtual setting. Students practice direct application of administrative and coding functions of a professional medical biller and coder. Prerequisite: MIB240, MIB250, and MIB260. Lecture Hours: 0; Externship Hours: 135.</p>
Jan 14, 2019	57	<p>Prerequisite Notation: HOS271 Hotel and Restaurant Externship I Prerequisite: Completed program course work and approval of the advisor HOS272 Hotel and Restaurant Externship II Prerequisite: Completed program course work and approval of the advisor HOS273 Hotel and Restaurant Externship III Prerequisite: Completed program course work and approval of the advisor</p>
Jan 15, 2019	64	<p>International Graduate Admissions Policy International applicant applying to a graduate degree program may be required to submit an updated copy of their resume.</p> <ul style="list-style-type: none"> - Acceptance requires a student meet one of the following two criteria: - A 2.5 grade point average on a 4.0 scale for undergraduate work supportive of their field of study - Evidence of graduate potential demonstrated by relevant professional work experience related to the field of study. This requires evaluation of work experience by the designated department representative, a personal interview, or submission of employment documentation or resume is required. The student may be required to complete undergraduate foundation courses².
Jan 15, 2019	Back Cover	<p>Delete: Online Division (703) 539-6890</p>
Jan 17, 2019	49	<p>Add objective to AAS Medical Insurance Billing & Coding program:</p> <ul style="list-style-type: none"> • Use ICD-10, CPT, and HCPCS as resources in identifying, administrating, and processing insurance billing and coding
Jan 17, 2019	36	<p>FROM: All international students must provide an original or notarized bank statement/balance certificate as well as an Affidavit of Support (AOS) or letter from their sponsor (if applicable) issued within the last six months. The sources of support must be dependable sources. The University is unable to assume financial responsibility for its students and there is no federal student aid available for international students. Therefore, it is the responsibility of the student to meet all expenses incurred while in the U.S.</p>

		TO: All international students must provide an original or notarized bank statement/balance certificate issued within the last six months. If the document is not in the student's name, they must also provide an Affidavit of Support (AOS) or letter from their sponsor. Sources of support must be dependable sources. The University is unable to assume financial responsibility for its students and there is no federal student aid available for international students. Therefore, it is the responsibility of the student to meet all expenses incurred while in the U.S.
Jan 25, 2019	9	University Administration Natasha Walker University Controller
Feb 7, 2019	35	FROM: Students test out of the ESL program with an Oxford Online Placement Test score of 80. TO: Students test out of an ESL program with an Oxford Online Placement Test score of 80.
Feb 7, 2019	36	FROM: A TOEFL waiver may be granted if the student can provide proof of satisfactory completion of an ESL or college-level English course taken at a recognized postsecondary institution or graduation from a secondary or postsecondary educational institution or if the student registers in the University's ESL program. TO: A TOEFL waiver may be granted if the student can provide proof of satisfactory completion of an ESL or college-level English course taken at a recognized postsecondary institution or graduation from a secondary or postsecondary educational institution or if the student registers in the Stratford Language Institute.
Feb 7, 2019	36	FROM: This exception can only be made by the ISO. Applicants who receive conditional acceptance based on English requirements either need to test out upon their arrival; complete ESL program; or satisfy the dean, director, or advisor, as appropriate, through an interview. TO: This exception can only be made by the ISO. Applicants who receive conditional acceptance based on English requirements either need to test out upon their arrival; complete an ESL program; or satisfy the dean, director, or advisor, as appropriate, through an interview.
Mar 5, 2019	34	Change Undergraduate Admissions Requirements for International Credentials and English Language Requirement The application process requires the following steps for domestic undergraduate students. Interested students may submit documents in person, via fax, e-mail, or U.S. post. For application documents, please contact the Office of Admissions at the appropriate campus. <ul style="list-style-type: none"> • All applicants must complete an Application for Admission and pay the non-refundable application fee. This may be completed on the University's website or in the Office of Admissions. • Complete the Enrollment Agreement which includes emergency contact information, acknowledgement of University policies, and student information release. • Meet English language requirement, if English is not the primary language. • Submit documentation certifying successful completion of a secondary school program of studies, the attainment of satisfactory scores on the GED, or another state specified examination. Note: A 2.0 high school graduating GPA (using a 4.0 scale) or its equivalent is required for enrollment in Maryland. An average GED test score of 450 or higher is required in Maryland. The admission criterion may be waived by the department representative, (e.g., faculty lead, campus president) for an individual student; additional documentation provided by the student may be required. See below for additional information. • Students submitting international educational credentials must provide an original or certified copy of the documentation, along with an official evaluation from an evaluation agency that is a member of the National Association of Credential Evaluation Services - NACES (www.naces.org) or the Association of International Credential Evaluators – AICE (www.aice-eval.org), or completed by the American Association of College Registrars and Admissions Officers (AACRAO) own International Educational Services. Education credentials recorded in a language other than English must be accompanied by an official translation completed by one of the aforementioned agencies. The evaluation alone will not serve as a translation. • Submit official transcripts or equivalent from all colleges or universities attended, if applicable.
Mar 5, 2019	34-35	Change Adult Learners Requirements Adult Learners: Students of all ages and backgrounds may apply to Stratford University as long as they meet the admissions requirements. Students eligible for domestic undergraduate admission to Stratford University must have a high school diploma or equivalent. High school credentials issued from an international school are acceptable if the credential is equivalent to a U.S. high school diploma as determined by a credential evaluation. General educational development or GED certificate has the recognized equivalent of a high school diploma. Home-schooling at the secondary level as defined by state law; or completed secondary school education in a home-school setting which

		<p>qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a home-schooled student to receive a credential for their education is equivalent to a high school diploma.</p> <ul style="list-style-type: none"> • For Virginia campuses, permissible documentation of high school graduation or equivalent may include a copy of or original high school transcript or diploma; GED transcript or certificate; documentation of home-schooling following the guidelines of the state in which the home-schooling was completed; or a college transcript or honorable discharge DD-214 indicating high school completion. The University recognizes a completed associate’s degree or higher from an institution accredited by a DOE recognized accreditor as equivalent to U.S. high school graduation and must be documented with an official transcript. • Students submitting international educational credentials must provide an original or certified copy of the documentation, along with an official evaluation from an evaluation agency that is a member of the National Association of Credential Evaluation Services - NACES (www.naces.org) or the Association of International Credential Evaluators – AICE (www.aice-eval.org), or completed by the American Association of College Registrars and Admissions Officers (AACRAO) own International Educational Services. Education credentials recorded in a language other than English must be accompanied by an official translation completed by one of the aforementioned agencies. The evaluation alone will not serve as a translation. <p>It is the student’s responsibility to provide this documentation within 30 days of the first day of the term in which the student begins if it cannot be submitted prior to admission. A student who does not or cannot provide the documents may be dismissed from the University. If a student’s currently legal name is different than what is on the high school documentation, the student must provide a written statement indicating the difference and reason for the difference.</p>
Mar 5, 2019	35-36	<p>Change International Student Admissions Requirements</p> <p>Stratford University welcomes applications from international students (all visa holders). The University accepts first time international students as well as transfers from other institutions. In addition to domestic student admissions requirements, international students may be required to complete additional requirements for English language skills, transcript translation, transcript evaluation, and a student visa to study in the U.S.</p> <ul style="list-style-type: none"> • Submit an original copy of an official TOEFL or IELTS test result. This is required for all students whose native language is not English. <ul style="list-style-type: none"> ○ Students test out of an ESL program with an Oxford Online Placement Test score of 80. ○ Stratford University requires a minimum TOEFL (IBT) of 79 or (CBT) of 213, a minimum IELTS of 6.5, or a minimum PTE score of 53. Applicants who score lower than the minimum may be considered for conditional acceptance. Students who are already on a visa in the U.S. may be exempted from the language and graduate testing requirements. Citizens of the United Kingdom, Canada, Australia, and New Zealand may be eligible for a waiver of proof of English language proficiency. Such applicants should provide a copy of the student visa and diplomas/transcripts for verification. Students who are already in the U.S. and will be joining Stratford University as a transfer student may be exempt from the language testing requirements. Change of status applicants are not required to submit proof of English proficiency. Note: If needed, applicants may be required to provide the original Affidavit of Support and bank statement prior to issuing I-20. Exception: If verified by Funds-V, originals are only required at the time of reporting with all other supporting documents. ○ A TOEFL waiver may be granted if the student can provide proof of satisfactory completion of an ESL or college level English course taken at a recognized postsecondary institution or graduation from a secondary or postsecondary educational institution or if the student registers in the Stratford Language Institute. ○ All international students must provide an original or notarized bank statement/balance certificate issued within the last six months. If the document is not in the student’s name, they must also provide an Affidavit of Support (AOS) or letter from their sponsor. Sources of support must be dependable sources. The University is unable to assume financial responsibility for its students and there is no federal student aid available for international students. Therefore, it is the responsibility of the student to meet all expenses incurred while in the U.S. ○ All applicants are required to submit the copy of a valid passport. Applicants applying within the U.S. are also need to submit copy of visa and I-94. ○ Undergraduate students submitting international educational credentials must provide an original or certified copy of the documentation, along with an official evaluation from an evaluation agency that is a member of the National Association of Credential Evaluation Services - NACES (www.naces.org) or the Association of International Credential Evaluators – AICE (www.aice-eval.org), or completed by the American Association of College Registrars and Admissions Officers (AACRAO) own International Educational Services. Education credentials recorded in

		<p>a language other than English must be accompanied by an official translation completed by one of the aforementioned agencies. The evaluation alone will not serve as a translation.</p> <ul style="list-style-type: none"> ○ The University strongly suggests students provide two recommendation letters attesting to ability to succeed in college and highlighting examples of the strengths and weakness of the candidate to strengthen the student's application. ○ International students may be interviewed before an I-20 is issued to them. This interview may be conducted in person or through video conference.
Mar 5 2019	37	<p>Change in Transfer Credit Evaluation for Undergraduate Students</p> <p>Stratford University has established a transfer credit policy which is consistent with accreditation requirements. The policy is designed to facilitate the transfer of students and credits from one college or university to another, assure maximum utilization of prior learning, and encourage students to advance as far through the educational system as they can in pursuit of their goals. The evaluation of transfer courses to determine the award of University transfer credit is a multistep process initially driven by an assessment of the institutional source and educational quality of the course work. Transfer credits are determined by the timeliness, relevance of content, acquired skills, and knowledge obtained from the course(s).</p> <p>Transfer credits may be awarded for courses taken from nationally or regionally accredited institutions. Transferred courses must be three or more credits, completed with a grade of C or higher, and coincide with the University's program outline. For courses in quickly evolving disciplines, the amount of time elapsed since the courses were taken may affect the transferability of courses. The length of time since the course was taken and the student's background determines whether the courses can be transferred. Courses with other grades may be transferred in at the discretion of the designated department representative. Additional documentation in the form of course descriptions, syllabi, or a competency test may be requested, if needed, to assure the transferred course is equivalent to one of the courses required for completion of a certificate, diploma, or degree at Stratford University. Credits based on clock hours are not transferrable to Stratford University.</p> <p>Students submitting international educational credentials for evaluation of transfer credit must provide an original or certified copy of the documentation, along with an official evaluation from an evaluation agency that is a member of the National Association of Credential Evaluation Services - NACES (www.naces.org) or the Association of International Credential Evaluators – AICE (www.aice-eval.org), or completed by the American Association of College Registrars and Admissions Officers (AACRAO) own International Educational Services. A course by course evaluation may be required. Education credentials recorded in a language other than English must be accompanied by an official translation completed by one of the aforementioned agencies. The evaluation alone will not serve as a translation.</p> <p>During the admission process, students must disclose which colleges, institutions, and universities from which they wish to submit transcripts for transfer credit evaluation. Official transcripts from each college, institution, or university must be submitted for evaluation within 30 calendar days of the start of the term. It is the responsibility of the student to provide the University with all postsecondary transcripts and applicable evaluations detailing courses taken at other institutions.</p> <p>Transfer credits from courses completed at institutions other than Stratford University are noted on the transcript with a posting of TC. Transfer courses are not counted under the qualitative measurement of GPA; however, transfer courses are counted as attempted credits under the quantitative measurement, which includes the completion percentage and the maximum time frame requirement.</p>
Mar 5, 2019	63-64	<p>Change Graduate Admissions Requirements for International Credentials and English Language Requirement</p> <p>The application process requires the following steps for domestic graduate students. Interested students may submit documents in person, via fax, e-mail, or U.S. post. For application documents, please contact the Office of Admissions at the appropriate campus.</p> <ul style="list-style-type: none"> • All applicants must complete an Application for Admission and pay the non-refundable application fee. This may be completed on the University's website or in the Office of Admissions. • Complete the Enrollment Agreement which includes emergency contact information, acknowledgement of University policies, and student information release. • Meet English language requirement, if English is not the primary language. • Submit official bachelor's degree transcript, official master's degree transcript, or equivalent. • Submit official transcripts or equivalent from all colleges or universities attended, if applicable. • Students submitting international educational credentials must provide an original or certified copy of the documentation, along with an official evaluation from an evaluation agency that is a member of the National Association of Credential Evaluation Services - NACES (www.naces.org) or the Association of International Credential Evaluators – AICE (www.aice-eval.org), or completed by the American

		<p>Association of College Registrars and Admissions Officers (AACRAO) own International Educational Services. Education credentials recorded in a language other than English must be accompanied by an official translation completed by one of the aforementioned agencies. The evaluation alone will not serve as a translation.</p> <ul style="list-style-type: none"> • If Stratford University is the first university an international student attends in the U.S., a GMAT or GRE score is required. Exceptions to this requirement may be discussed with an admissions officer. Transfer students from accredited U.S. colleges and universities may have the GMAT or GRE requirement waived. Change of status applicants are not required to submit GMAT/GRE requirement. • International applicants applying to a graduate degree program may be required to submit an updated copy of their resume. Acceptance requires a student meet one of the following two criteria: <ul style="list-style-type: none"> ○ A 2.5 grade point average on a 4.0 scale for undergraduate work supportive of their field of study ○ Evidence of graduate potential demonstrated by relevant professional work experience related to the field of study. This requires evaluation of work experience by the designated department representative, a personal interview, or submission of employment documentation or resume is required. The student may be required to complete undergraduate foundation courses.
Mar 5, 2019	64	<p>ADD: International Student Graduate Admissions Requirement</p> <p>Stratford University welcomes applications from international students (all visa holders). The University accepts first time international students as well as transfers from other institutions. In addition to domestic student admissions requirements, international students may be required to complete additional requirements for English language skills, transcript translation, transcript evaluation, and a student visa to study in the U.S.</p> <ul style="list-style-type: none"> • Submit an original copy of an official TOEFL or IELTS test result. This is required for all students whose native language is not English. <ul style="list-style-type: none"> ○ Students test out of an ESL program with an Oxford Online Placement Test score of 80. ○ Stratford University requires a minimum TOEFL (IBT) of 79 or (CBT) of 213, a minimum IELTS of 6.5, or a minimum PTE score of 53. Applicants who score lower than the minimum may be considered for conditional acceptance. Students who are already on a visa in the U.S. may be exempted from the language and graduate testing requirements. Citizens of the United Kingdom, Canada, Australia, and New Zealand may be eligible for a waiver of proof of English language proficiency. Such applicants should provide a copy of the student visa and diplomas/transcripts for verification. Students who are already in the U.S. and will be joining Stratford University as a transfer student may be exempt from the language testing requirements. Change of status applicants are not required to submit proof of English proficiency. Note: If needed, applicants may be required to provide the original Affidavit of Support and bank statement prior to issuing I-20. Exception: If verified by Funds-V, originals are only required at the time of reporting with all other supporting documents. ○ A TOEFL waiver may be granted if the student can provide proof of satisfactory completion of an ESL or college level English course taken at a recognized postsecondary institution or graduation from a secondary or postsecondary educational institution or if the student registers in the Stratford Language Institute. ○ All international students must provide an original or notarized bank statement/balance certificate issued within the last six months. If the document is not in the student's name, they must also provide an Affidavit of Support (AOS) or letter from their sponsor. Sources of support must be dependable sources. The University is unable to assume financial responsibility for its students and there is no federal student aid available for international students. Therefore, it is the responsibility of the student to meet all expenses incurred while in the U.S. ○ All applicants are required to submit the copy of a valid passport. Applicants applying within the U.S. are also need to submit copy of visa and I-94. ○ Graduate students submitting international educational credentials must provide an original or certified copy of the documentation, along with an official evaluation from an evaluation agency that is a member of the National Association of Credential Evaluation Services - NACES (www.naces.org) or the Association of International Credential Evaluators – AICE (www.aice-eval.org), or completed by the American Association of College Registrars and Admissions Officers (AACRAO) own International Educational Services. Education credentials recorded in a language other than English must be accompanied by an official translation completed by one of the aforementioned agencies. The evaluation alone will not serve as a translation. ○ International students may be interviewed before an I-20 is issued to them. This interview may be conducted in person or through video conference.
Mar 5, 2019	64	<p>Change in Transfer Credit Evaluation for Graduate Students</p> <p>Stratford University has established a transfer credit policy which is consistent with accreditation requirements. The policy is designed to facilitate the transfer of students and credits from one college or university to another, assure maximum utilization of prior learning, and encourage students to advance as far through the educational system as they can in pursuit of their goals. The evaluation of transfer courses to determine the award of University transfer</p>

		<p>credit is a multistep process initially driven by an assessment of the institutional source and educational quality of the course work.</p> <p>Transfer credits are determined by the timeliness, relevance of content, acquired skills, and knowledge obtained from the course(s). Transfer credits may be awarded for courses taken from nationally or regionally accredited institutions. Transferred courses must be three or more credits, completed with a grade of C or higher, and coincide with the University's program outline. Courses with other grades may be transferred in at the discretion of the designated representative. Additional documentation in the form of course descriptions, syllabi, or a competency test may be requested, if needed, to assure the transferred course is equivalent to one of the courses required for completion of a certificate, diploma, or degree at Stratford University. Credits based on clock hours are not transferrable to Stratford University. Students may transfer credits earned from another program within the University after approval of the designated department representative.</p> <p>Students submitting international educational credentials for evaluation of transfer credit must provide an original or certified copy of the documentation, along with an official evaluation from an evaluation agency that is a member of the National Association of Credential Evaluation Services - NACES (www.naces.org) or the Association of International Credential Evaluators – AICE (www.aice-eval.org), or completed by the American Association of College Registrars and Admissions Officers (AACRAO) own International Educational Services. A course by course evaluation may be required. Education credentials recorded in a language other than English must be accompanied by an official translation completed by one of the aforementioned agencies. The evaluation alone will not serve as a translation.</p> <p>During the admission process, students must disclose which colleges, institutions, and universities from which they wish to submit transcripts for transfer credit evaluation. Official transcripts from each college, institution, or university must be submitted for evaluation within 30 calendar days of the start of the term. It is the responsibility of the student to provide the University with all postsecondary transcripts detailing courses taken at other institutions. Transfer credits from courses completed at institutions other than Stratford University are noted on the transcript with a posting of TC. Transfer courses are not counted under the qualitative measurement of GPA; however, transfer courses are counted as attempted credits under the quantitative measurement, which includes the completion percentage and the maximum time frame requirement.</p>
Mar 7, 2019	14	<p>CHANGE: FROM: All online courses are open to students from all campuses. TO: Students are welcome to enroll in any online course that is available at their campus.</p>
Mar 7, 2019	46 50 50	<p>REMOVE: SCI1115 from Arts and Sciences Requirements</p> <p>REPLACE (BS Health Information Management Arts and Sciences Requirements) SCI115 Introduction to Computer Literacy with: SCI210 Environmental Sciences</p> <p>REPLACE (BS Healthcare Administration Arts and Sciences Requirements) SCI115 Introduction to Computer Literacy with: SCI210 Environmental Sciences</p>
Mar 7, 2019	59	<p>CHANGE Prerequisite: MED 160 Medical Computer Applications FROM: SCI115 TO: None</p>
Dec 19, 2018; Jan 11 2019; Feb 13, 2019; May 23, 2019 June 19, 2019	39-43; 66-69	<p>REMOVE: ENTIRE Satisfactory Academic Progress Section REPLACE WITH:</p>

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

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

Basis of Measurement

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

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

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

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

Standards of Academic Progress

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

Undergraduate Diploma/Certificate Programs

Attempted Credits in Program:	Minimum GPA	Minimum Pace
0 or more attempted credits	2.0 GPA	50%
All Other Undergraduate Programs		
Attempted Credits in Program:	Minimum GPA	Minimum Pace
0-36 attempted credits	1.0 GPA	33%
36.5 - 72 attempted credits	1.5 GPA	60%
Greater than or equal to 72.5 attempted credits	2.0 GPA	66%

Graduate Programs

Attempted Credits in Program:	Minimum GPA	Minimum Pace
0-29.5 attempted credits	2.3 GPA	40%
Greater than or equal to 30 attempted credits	3.0 GPA	66%

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

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

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

Student Status and the Evaluation Process:

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

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

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

Academic Warning Status: Students who are in good academic standing during a term and subsequently fail to meet the minimum GPA (qualitative) and/or the minimum percentage of hours earned (quantitative) standards at the end of the term will be placed in **Academic Warning** status for the next term.

Students placed in this status have one term to correct or improve the deficiency. Students in Academic Warning status are expected to seek assistance through their Campus Program Lead, Advisor or other Faculty/Staff Member) at their home campus.

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

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

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

For financial aid recipients/applicants, Academic Suspension includes Financial Aid Suspension status and a corresponding loss of academic eligibility for federal student financial aid.

A student in Academic Suspension status may continue to be enrolled, but is subject to a number of restrictions/penalties until returning to Good Academic Standing, including the following:

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

Regaining Academic Eligibility after Academic Suspension

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

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

The Faculty Lead or Advisor will assist the student, provide guidance, and suggest appropriate documentation to include with the letter submission.

		<p>A form is available for this purpose (<i>Satisfactory Academic Progress – Student Appeal Form</i>) which guides the student through the proper format and documentation for an appeal. It can be downloaded from the University’s website or obtained from the Registrar’s Office. If the appeal cannot be approved at the campus, it is automatically forwarded to a committee of administrative staff (known as the SAP Appeals Committee). At this time, the student may be asked to submit additional documentation or explanation to the committee which could benefit the student’s appeal review. Decisions of the SAP Appeals Committee are final and not subject to additional appeal.</p> <p>Appeal Granted Status: Students whose appeals have been approved will be placed in Appeal Granted status. A student in this status is required to meet with his/her Faculty Lead or Advisor at least once each term until returning to Good Academic Standing status. The meeting with the Faculty Lead or Advisor will include discussion of:</p> <ul style="list-style-type: none"> • The resolution of the mitigating circumstances (reason for the appeal) and any necessary accommodations that the University might be able to provide, • The student’s need (if any) for tutoring, counseling, reduced course load, or other appropriate accommodations, • The appropriateness of the student’s current program to the student’s goals, personality, and skill set; and options for changing programs/career paths, and • Any other issues potentially affecting the student’s success. <p>At the conclusion of the meeting, the Faculty Lead or Advisor and the student will work together to create an Academic Plan for the student designed to promote the student’s successful completion of a program at the University. The Academic Plan is a set of requirements that are designed to return the student to good academic standing before graduation (generally within the maximum timeframe standard, but not necessarily). The Faculty Lead or Advisor will then ensure and certify to the Registrar each term that the student is meeting the terms of his/her Academic Plan.</p> <p>For student financial aid recipients/applicants, Appeal Granted status means the student is on Financial Aid Probation and remains academically eligible to receive financial aid as long as he/she continues to meet the objectives of his/her academic plan, as certified each term by the student’s Faculty Lead or Advisor. Students who fail to meet the terms of their academic plan will lose eligibility for future financial aid (return to Financial Aid Suspension status).</p> <p>Regaining Eligibility Other Than Through Appeal: Students who have lost federal financial aid eligibility may potentially also regain academic eligibility by making up the academic deficiencies and returning to Good Academic Standing without benefit of federal financial aid.</p> <p>Return to Good Standing: Once a student has returned to good academic standing, any previous academic difficulty, shall have no future bearing on the student’s status. Hence, such students will have benefit of all provisions of this policy, including a warning term and an opportunity to submit an SAP Appeal.</p>
Mar 8, 2019	29-30	<p>REMOVE: ENTIRE Scholarship Programs Section REPLACE WITH:</p> <p style="text-align: center;">Scholarship Programs</p> <p><u>Disclosure:</u></p> <p>Recipients of any one Stratford University Institutional tuition reduction in the form of an institution grant, discount, scholarship or other award cannot participate in any other Stratford University Institutional tuition reduction. Students can only participate in one Stratford University Institutional tuition reduction. The granting of an institutional tuition reduction has no impact on an applicant admissions decision to Stratford University as all applicants for these awards must meet the University’s degree specific eligibility requirements and be admitted to a degree-seeking program at Stratford University. Employees of Stratford University and their immediate families are ineligible to participate in these award programs. Full details of terms and condition are available at https://www.stratford.edu/services/first-scholarships</p> <p><u>Alumni Advantage Award:</u></p> <p>The Stratford University Alumni Advantage Award is a 15% reduction in tuition ONLY offered to students who graduated from a degree seeking program at of Stratford University and are returning to begin another degree seeking program. Student must submit the Alumni Advantage Award application before the published first day of classes in the quarter for which they would like the Alumni Advantage Award to be applicable and prior to commencing the new degree program. This award has no cash value and can only be used for payment of tuition and will be applied to</p>

each classes completed at Stratford University as part of the degree program. This discount is not applicable to any fees applicable to the program or any other fees posted to the account. Once approved for participation, student must remain continuously enrolled through the duration of their degree program. If student withdraw from their degree program before graduating, student becomes ineligible for using 15% tuition reduction if student resumes active enrollment subsequent to withdrawal. To remain eligible, award recipient must participate in a University approved community service activity and financial counselling activity within the first term of enrollment and within the first term after every academic year. Full detailed terms and conditions are available at <https://www.stratford.edu/services/first-scholarships>. Applications can be submitted at: https://stratfordedu.formstack.com/forms/2018_alumni_advantage_award_application

Professional Affiliate Grant:

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

Stratford Extra Rewards:

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

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

Stratford First scholarship

The Stratford First Scholarship is designed for eligible high school seniors who enroll at Stratford University during the summer and fall terms following their high school graduation. Up to five recipients are selected at each campus

each year to receive \$10,000 to be applied toward tuition and fees. The Stratford First Scholarship provides financial assistance to graduating High School Seniors pursuing a post-secondary education for the first time. In order to qualify, applicants must meet the following: **Scholarship application must be completed and submitted by 11:59 p.m., May 1st** of the calendar year. Application must be accompanied with at least a 500-word essay explaining the student's choice of study and how it will benefit their community. Please include current extra-curricular activities and community services. Applicant must have graduated from high school with a minimum cumulative GPA of 2.5 as evidenced on their official high school transcript. Applicant must have a letter of recommendation from counselor or teacher. Applicant must be a U.S. Citizen or Legal Permanent resident. Applicant must enroll in a Bachelor's degree program at Stratford University. Student will have up to one (1) year after approval to use the scholarship. Enrollment status must be full-time (3 classes per quarter). Applications can be submitted at: https://stratfordedu.formstack.com/forms/stratford_first_scholarship_application

Stratford Culinary Competition Scholarship

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

Amounts:

Culinary: 1st place \$15,000; 2nd place \$10,000; 3rd place \$5,000.

Hospitality: 1st place \$10,000; 2nd place \$5,000; 3rd place \$2,500.

If a recipient of this scholarship is admitted in the Bachelor's program and changes to the AAS program prior to completing the BS degree, while remaining eligible for the award, previously awarded credits will be adjusted to the AAS level as if the student was originally in the AAS program. If a recipient of this scholarship is admitted in the AAS program and changes to the BS program prior to completing the AAS degree while remaining eligible for the award, previously awarded credits will be adjusted to the BS level as if the student was originally in the BS program.

The Stratford University Athletic Scholarship

The Stratford University Athletic scholarship is offered to any student at the Newport News or Virginia Beach Campus who participates in an eligible sports program at Stratford University the time of admission and remain active in that program for the duration of studies at Stratford University. Student must be a new student admitted for the first time to Stratford University after term 3 2018 with a cumulative high school or college transfer GPA of at least 2.0. Discontinuing participation in the sports program will result in the loss of any unused portion of the award, with no possibility of reinstatement. Award recipient must be enrolled in at least two classes each term. Student must maintain satisfactory academic process defined as a 2.5 cumulative GPA and agree to participate in an acceptable community service project that is associated with the program of study at least once each academic year, (Acceptability will be determined by the athletic director or coach) and also participate in an appropriate financial counseling workshop at least once each academic year. (Acceptability will be determined by the SFS advisor.) Transfer students with more than 50% of the credits required to complete their degree are ineligible for this program. No portion of this award can be earned for classes repeated at or transferred in to Stratford University. The award amounts are as follows:

AAS Degree: the award will be up to \$4,000.00, payable in \$200.00 increments for every class completed at Stratford University for eligible undergraduate AAS degree programs. The degree must be the one the student-athlete is accepted to on admission to Stratford University.

Bachelor's Degree: the award will be up to \$10,000.00 payable in \$250.00 increments for every class completed at Stratford University for eligible undergraduate Bachelor's degree program. The degree must be the one the student-athlete is accepted to on admission to Stratford University.

Application must be submitted prior to the start of the first term of enrollment to Stratford University. Applications can be submitted at: https://stratfordedu.formstack.com/forms/athletic_scholarship_application

Stratford Guarantee:

The Stratford Guarantee program allows a eligible students to receive a complimentary course one time at the recommendation of an instructor if the student does not attain a passing grade in the course but completes all the requisite course work for the class and attended all class sessions up through the end of the term and wishes to repeat the course at no additional tuition charge. Lab and supplemental instructional fees must be paid for each course repetition as the Stratford Guarantee program only covers the cost of tuition. There is no limit to the number of different complimentary courses received in a program duration, as long as student maintains in compliance to Rate of Progress (ROP) and Satisfactory Academic Progress (SAP) requirements. Refer to the Catalog for ROP and SAP requirements. However each course is eligible for a Stratford Guarantee only once.

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

Corporate Alliance:

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

Private Scholarship Programs

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

Short-Term Scholarships:

Stratford University periodically offers short-term, program- or campus-specific scholarships with varying criteria for those who qualify. These scholarships are offered during specific terms and on a limited availability basis. The University website captures information for these scholarships including criteria for the scholarship, the application procedures and deadlines, and the amount of the scholarship.

International Student Scholarships

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

The Diplomat Scholarship:

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

Global Diversity Scholarship:

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

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

		<p>Deadlines: Scholarship application must be submitted upon application to the university. A maximum of 15 awards can be granted per term. Award will be credited to the student's tuition for the third quarter of enrollment. Initial status students must enroll within 6 months of the award of the scholarship to avail the award. Award value: \$1,500.00 Students eligible for this scholarship must be new or transfer students from one of the following countries Haiti, Cuba, Jamaica, Bahamas, South America, Afghanistan, Europe, Sri Lanka, Yemen, Jordan, Oman, Palestine, Mongolia, Canada, Sudan, Korea, Taiwan, Libya, Tunisia, Ghana, Kenya, Zimbabwe, Japan, Thailand, Equatorial Guinea, Kazakhstan, Tajikistan, Ukraine, Malaysia, Indonesia, Pakistan. Applicants must start their program during term 2, 3, or 5.</p> <p><u>Stratford Merit Scholarship:</u></p> <p>Offered to new initial status and new transfer international students who demonstrate academic excellence.</p> <p>Criteria/regulations: Eligible for newly enrolling students who have gained admission to Stratford University. Applicants for undergraduate program must demonstrate minimum high school GPA of 3.85 and English language proficiency score of 7.5 IELTS and 90 TOEFL or higher. Applicants for graduate program must demonstrate minimum undergraduate GPA of 3.85, English language proficiency score of 7.5 IELTS and 90 TOEFL or higher, and GRE score of 310 or higher. Transfer students may not qualify if they are transferring in 3 or more courses to Stratford University. Transfer students must be in valid F-1 status.</p> <p>Deadlines: Scholarship application must be submitted upon application to the university. A maximum of fifteen awards can be granted per term. Award will be credited to the student's tuition after completion of third term of enrollment. Initial status students must enroll within 6 months of the award of the scholarship to avail the award.</p> <p><u>ESL Program Scholarship:</u></p> <p>Offered to target new international students who enroll in The Stratford Language Institute program and matriculate to degree programs. Scholarship will be applied towards their degree programs tuition after the second quarter of enrollment. Ten awards available per year for students continuing with Stratford University for the third quarter.</p> <p>Criteria/regulations: Eligible for current students who have been enrolled in in The Stratford Language Institute program for at least two quarters and have successfully completed both quarters</p> <p>Deadlines: Deadline to apply is in week 5 of the student's second quarter of enrollment. Awards will be granted during week 8 of the term in which the application was submitted. Award will be credited to the student's tuition after completion of the third term of enrollment. Award can be credited to further ESL study at in The Stratford Language Institute program or to an academic program at Stratford University.</p>
Mar 23, 2019	60	<p>REMOVE NOTE: SCI115 Introduction to Computer Literacy 4.5 credits <i>Note: This course does not fulfill open SCI arts and sciences requirements.</i></p>
April 6, 2019	7	<p>Change SAA Language From: The Virginia State Approving Agency (VSAA) has approved undergraduate and graduate programs for the training of veterans. To: This institution is approved to offer GI Bill® educational benefits by the Maryland State Approving Agency.</p>
April 6, 2019	81	<p>Formal Grievance Procedures: From: Maryland residents who wish to file a complaint about their educational experience in Stratford University programs may contact the following oversight bodies: To: Maryland residents, including Maryland residents who are also beneficiaries of the GI Bill®, and who wish to file a complaint about their educational experience in Stratford University programs may contact the following oversight bodies:</p>
April 9, 2019	59	<p>REMOVE MAT099 COURSE: (No longer offered) MAT099 Fundamentals of Mathematics This course provides an introduction to the basic techniques of mathematics and the application to problem solving in different areas of business and industry. The course is intended for remediation of incoming students only; it is not intended to prepare students for College Algebra, Statistics, or Introduction to Calculus. Prerequisite: None. Note: This course is intended as a remedial class and carries no degree credit. It is equivalent to 4.5 credit hours for purposes of student status and tuition cost.</p>
April 9, 2019	55	<p>REMOVE ENG099 COURSE: (No longer offered) ENG099 English Enhancement This course focuses on the acquisition of the reading, writing, and listening skills necessary to survive in a college setting. The focus is on advanced note taking; paraphrasing skills; and reviewing grammar, sentence structure, punctuation skills, and style as required for effective written communication. Throughout all class meetings, elements of critical learning skills are addressed to insure a command of English is recalled, understood, and applied. Prerequisite: None. Note: This course is intended as a remedial class and carries no degree credit. It is equivalent to 4.5 credit hours for purposes of student status and tuition cost.</p>

April 9, 2019	55	<p>Change in Prerequisite: ENG111 - College Composition: Prerequisite: ENG099 or higher or a score of 5 or greater on the WritePlacer test.</p> <p>ENG111 - College Composition: Prerequisite: ACCUplacer assessment; workshop recommended for those scoring below a 5 on the WritePlacer test.</p>
April 30, 2019	54, 55	<p>Prerequisite Changes to Culinary Courses</p> <p>CUL271 Culinary Skills Externship I Current prerequisite: None New prerequisite: Completed coursework and approval of advisor</p> <p>CUL490 Culinary Arts Capstone Current prerequisite: None New prerequisite: Completed coursework and approval of advisor</p>
May 11, 2019	35	<p>REMOVE: Undeclared Students Section</p>
May 11, 2019	45	<p>Remove: SCI115 from Arts and Sciences Courses</p>
May 17, 2019	25	<p>CHANGE in “Transfer/Withdrawal Fee for International Students”</p> <p>FROM: The withdrawal form, paying an administrative fee which can be found in the catalog addendum, and submitting the proper documentation to the International Student Office before the end of week nine of any academic term. Failure to do so may result in a late charge of one term’s tuition.</p> <p>TO: The withdrawal form, paying an administrative fee which can be found in the catalog addendum, and submitting the proper documentation to the International Student Office before the end of week eight of any academic term. Failure to do so may result in a late charge of one term’s tuition.</p>
May 19, 2019	14	<p>FROM: Students are welcome to enroll in any online course that is available at their campus.</p> <p>TO: Although students are welcome to enroll in any online course that is available at their campus, courses may be administered by a campus other than the student’s identified campus location.</p>
May 21, 2019	11	<p>ACADEMIC CALENDARS: ADD: July 5, 2019 – University Closed</p>
May 24, 2019	1	<p>WELCOME TO STRATFORD UNIVERSITY</p> <p>From: We have design our programs using input from ...</p> <p>To: We design our programs using input from</p>
June 3, 2019	16-17	<p>CHANGE TO WITHDRAW POLICY</p> <p>The process by which students are removed from courses is a withdrawal. Withdrawals may be University or student initiated and may affect all or individual courses. Additionally, withdrawals affect new or continuing students, reflect on student transcripts, and are appealable. The effect on student charges are determined by the last date of attendance (LDA) and refunds are issued based on the date of determination (DOD) which is published in the refunds section of this catalog, except when a student does not return after a term of STNA.</p> <p>Student-Initiated-Withdrawal</p> <p>Pre-Start Cancel: A new student who intends to withdraw prior to the first day of the term will be considered a “Pre-Start Cancel” and not reflect in any institutionally registered measurement.</p> <p>Cancel: A student attending for the first time who intends to withdraw from the University during the first term he/she is registered should submit a cancellation form to the Director of Admissions. Students who withdraw from the University during their first term on or after the day of the term start, and up to the start of the fourth week for A and B session courses or the ninth week for C session courses will be considered a “cancel”. A student may only “cancel” once regardless of how long between terms of enrollment, degrees, or levels. Readmit students are not eligible for a cancellation. Cancellations and withdraws of international students is decided by the International Student Office. For “cancel” students, the transcript does not reflect enrollment in any courses, charges are reversed, and any funds returned. Any stipend funds received by the student are owed back to Stratford University.</p> <p>A new student who does not attend any classes is cancelled; non-attendance constitutes student-initiation. Student Support Services contacts these students to notify them of the cancellation.</p> <p>Drop: Continuing students may drop all or individual courses from the first day after Add/Drop Period to the end of seventh week in C session, end of in the second week of the A session, and end of second week of the B session. Courses dropped before these dates receive a W grade; courses dropped after these dates receive grades based on student achievements. Withdrawal forms are available in the Office of the Registrar. The last date of attendance is the last recorded date of attendance. Refunds are based on the refund policy published in this catalog.</p>

		<p>A student may petition withdraw from a course at any time based on medical need, family emergency, a death in the immediate family, or other significant circumstance resulting in unforeseen hardship for the student. Petitions will be reviewed by academic advisors, who, with the student's permission, will consult with medical personnel where appropriate. Consultation with faculty members, the student's advisor, and/or others will be part of the decision process. Petitions will be considered for approval by the Campus President.</p> <p>Administrative Withdrawal/University Initiated</p> <p>Failure to register: Continuing students who do not register for a subsequent term or who do not return from STNA are withdrawn from the University. This is determined at the end of the Add/Drop Period. The last date of attendance is the last date recorded as present. The transcript does not reflect enrollment and there are no charges for the term.</p> <p>University-Initiated</p> <p>Failure to attend: Continuing students who do not attend the first three course meetings of all courses are withdrawn from the University. This is determined after the third scheduled class is missed. The last day of attendance is the last date recorded as present. The transcript does not reflect enrollment in these courses, charges are reversed, and any funds returned.</p> <p>Attendance: A continuing student who is absent from three consecutive course meetings of a C session course, or two consecutive meetings of an A or B session course, which are not the first course meetings is automatically withdrawn. Lab and lecture are considered course meetings. This may be for one or all courses for which the student is registered.</p> <p>For C session courses, if the three consecutive absences occur at or before the end of seventh week the student receives a W grade. If any or all of the absences occur after these dates, the student will not be withdrawn from the class and a grade is awarded based on student achievement.</p> <p>For A and B sessions, if the two consecutive absences occur at or before the fourth week, the student receives a W grade. If any or all of the absences occur after these dates, the student will not be withdrawn from the class and a grade is awarded based on student achievement.</p> <p>The last date of attendance is the last recorded as present. Refunds are based on the refund policy published in this catalog. Students may appeal this action based on the attendance appeals process published in the catalog.</p> <p>No show: Any student who does not attend the first three course meetings of an individual course is withdrawn from that course. This is determined after the third scheduled class is missed. The transcript does not reflect enrollment in these courses, charges are reversed, and any funds returned. The student who simply does not show up to class, makes no effort to get in touch with the instructor, and is unresponsive to communication from student services and/or the instructor may not appeal; students in other circumstances may appeal following the appeal process.</p> <p>Military Withdrawal</p> <p>In accordance with Executive Order 13607, Principles of Excellence, Stratford University allows any service member ordered to perform active military service to withdraw from current courses and granted re-admittance upon returning to the University without incurring any financial penalty. If the student is temporarily unable to attend class or has to suspend studies due to service requirements, Stratford University will take additional steps to accommodate any short absence due to the service commitment. Additional steps can include granting an extension to complete all required assignments.</p> <p>Re-Entry after Withdrawal</p> <p>Students who have been withdrawn from all courses or the University entirely must complete a re-entry form prior to registering for a subsequent term. Re-entry students are those who have been away from the University less than one year based on the Last Date of Attendance (LDA); this includes students who are reentering after a successful appeal to a withdrawal. A student on STNA is considered to be enrolled. Students who enroll into the same program enter into their original catalog year unless a program change or program upgrade is requested by the student. This form is available from the student's program department or the Office of the Registrar.</p>
June 3, 2019	49-50	<p>CHANGE TO BS IN HEALTH INFORMATION MANAGEMENT CURRICULUM REMOVE: HIM 430 CHANGE: CIS103 to CORE REQUIREMENT</p>

		ADD: Open Arts and Sciences course to Arts and Sciences
June 3, 2019		REMOVE: All CUL and BAK courses that are not in the academic plan
June 6, 2019	47	REMOVE Stratford Language Institute Scholarship
June 6, 2019	53	FROM: A TOEFL waiver may be granted if the student can provide proof of satisfactory completion of an ESL or college level English course taken at a recognized postsecondary institution or graduation from a secondary or postsecondary educational institution or if the student registers in the Stratford Language Institute. TO: A TOEFL waiver may be granted if the student can provide proof of satisfactory completion of an ESL or college level English course taken at a recognized postsecondary institution or graduation from a secondary or postsecondary educational institution or if the student concurrently registers in an ESL program.
July 18, 2019		ADDITION TO VETERANS BENEFITS: Effective August 1, 2019 any eligible student that has provided appropriate documentation to the institution will have full access to classes, libraries, and all other institutional facilities and benefits in the event that VA funding disbursement is delayed under chapter 31 or 33. No financial penalties will be imposed on the student by Stratford University while awaiting VA funding. Once VA funding is received, any balance not covered by the VA benefit disbursement is the responsibility of the student.
August 7, 2019		Update contact info for ACICS, complaint links Add statement about MOU for online course delivery