



Belcroft University

Student Handbook



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Section 1. Introduction and Institutional Mission



This Student Handbook serves as an official policy document outlining the institution's academic, administrative, and student support procedures. It ensures that all enrolled students understand their rights, responsibilities, and the resources available to them as members of the university community.

Important: This Student Handbook is not a catalog and does not replace the Academic Catalog. The Academic Catalog is the official source for academic programs, course descriptions, program lengths, credit hours, tuition and fees, and degree

requirements.

The policies contained in this handbook are designed in accordance with applicable federal, state, and local laws and regulations governing postsecondary institutions. For operations conducted in Florida, Belcroft University follows the requirements of the Florida Commission for Independent Education (CIE), together with applicable federal standards including FERPA, Title IX, and the ADA.

Mission Statement

Belcroft University is a private postsecondary institution dedicated to providing high-quality graduate, professional, and doctoral education grounded in rigorous academic study, applied scholarship, and the preparation of ethical, innovative leaders in technology, business, regulatory sciences, healthcare administration, public health, dentistry, nursing, and computational and information sciences. The University's purpose is to foster intellectual inquiry, professional competence, interdisciplinary collaboration, and the practical application of knowledge across these fields.

Belcroft University offers a coherent continuum of degree pathways, including master's, professional, advanced standing, and doctoral programs in artificial intelligence, computer systems validation and regulatory affairs, accounting, business administration, public health, nursing administration, dentistry, and computer science. These graduate, professional, and doctoral offerings develop advanced analytical, leadership, clinical, technical, and research competencies designed to meet the evolving needs of business, technology, healthcare, and scientific professions.

The University serves adult learners, working professionals, aspiring healthcare practitioners, and scholars seeking academically rigorous and professionally relevant education. Belcroft's student body is diverse and globally oriented, united by a commitment to academic excellence, ethical practice, patient-centered service, and evidence-based problem solving. Students originate from across the United States and from international locations, enriching the academic community with varied perspectives and experiences.

Belcroft University graduates are prepared to contribute meaningfully to their professions, strengthen their communities, advance healthcare delivery and public health, support responsible business and organizational leadership, and drive innovation within rapidly evolving technological, scientific, and healthcare environments.

Goals Statement

- Deliver graduate, doctoral, and professional programs that are academically rigorous, current, and aligned with disciplinary and professional standards, including strong foundations in technology, business, health sciences, and applied sciences.
- Promote measurable student learning through coherent curricula, high-quality instruction, clear learning outcomes, and ongoing assessment that supports continuous improvement.
- Equip students with the knowledge, skills, technological competencies, and ethical grounding required for success in contemporary professional environments.
- Foster an academically engaging, culturally responsive, and student-centered environment that supports diverse learners and encourages persistence and completion.
- Encourage inquiry, applied research, and problem-solving that contribute to technological advancement, organizational leadership, and community improvement.
- Cultivate partnerships with employers, professional organizations, and community stakeholders to enhance educational relevance, experiential learning, and graduate employability.
- Maintain responsible governance, financial stability, and data-informed planning processes to support long-range institutional success and alignment with state and accreditation requirements.

Belcroft University's academic programs are developed to meet rigorous standards of professional relevance, intellectual merit, and public accountability. Each program aligns with the university's mission and is reviewed systematically to ensure consistency between institutional purpose and student outcomes. This alignment extends to the institution's student services, which are structured to promote the personal, academic, and professional development of all students. Support services—including academic advising, counseling, career development, testing, orientation, and library access—are integrated into the overall framework of academic achievement and student success.

The Student Handbook functions as both a reference manual and a policy instrument. It communicates expectations for conduct, outlines procedures for academic progress and grievance resolution, and provides detailed descriptions of available support systems. The policies herein are binding on all students from the date of enrollment through graduation and are applied uniformly across all programs, modalities, and instructional locations.

Belcroft University periodically reviews and updates this handbook to reflect evolving state and federal regulations, institutional policies, and accreditation standards. All revisions are approved through the university's Academic Council and the Office of Student Affairs. Students are notified of updates through official university communication channels, and the current version of the handbook is maintained electronically for continual reference.

Through this document, Belcroft University affirms its commitment to maintaining an educational environment characterized by academic excellence, integrity, and equity. Every policy herein contributes to the broader goal of ensuring that the university operates transparently, ethically, and in the best interests of its students and the communities it serves.

Section 2. Academic Programs

Master's Programs (4 Semesters)

Belcroft University offers the following 30-credit master's degree programs:

- Master of Science in Artificial Intelligence (MSAI)
- Master of Science in Computer Systems Validation in Regulatory Affairs (MS CSVRA)
- Master of Science in Accounting (MSA)
- Executive Master of Business Administration (EMBA)
- Master of Public Health (MPH)
- Master of Science in Nursing Administration (MSN-NA)

Doctoral and Professional Programs

- Doctor of Philosophy in Computer Science (PhD CS)
- Doctor of Medicine in Dentistry (DMD)
- Advanced Standing Program in Dentistry (DMD-ASP)

Students should consult the Academic Catalog for complete program descriptions, admission requirements, curriculum details, program length, and current tuition and fees.

Section 3. Admissions



Admission to Belcroft University's graduate programs is designed to identify and enroll highly motivated students who demonstrate strong academic preparation, intellectual promise, and a clear commitment to advancing their educational and professional goals. Consistent with the University's mission, the admissions process is holistic and evaluates each applicant's academic record, personal strengths, and potential to contribute meaningfully to the campus community.

Belcroft University offers a range of master's and doctoral programs. Accordingly, admission criteria are aligned with the level of study. Graduate applicants are assessed on their academic achievements, relevant preparation in their discipline, and ability to engage in rigorous, research-informed graduate study. Doctoral applicants are evaluated using additional criteria, including demonstrated research capability, advanced disciplinary knowledge, scholarly writing proficiency, and readiness for independent, sustained doctoral-level inquiry.

International applicants are welcome across all program levels and are evaluated according to the same standards as domestic applicants, with additional requirements for verifying educational equivalency and English language proficiency.

The institution's admissions office is adequately staffed to implement all admissions policies and procedures in a consistent, timely, and compliant manner. The office is led by the Director of Admissions, Priyanka Uppala, who brings extensive experience in university-level admissions, placement, and enrollment coordination. She is supported by an admissions assistant responsible for

application processing, documentation review, applicant communication, and record maintenance. Together, this structure ensures that admissions decisions are made in alignment with institutional standards, program expectations, and regulatory requirements.

Admission Requirements:

Applicants seeking admission to a graduate program must submit the following:

- Completed Graduate Admissions Application and a non-refundable application fee of \$50.
- Admission requires a bachelor's degree (for master's programs and the Doctor of Medicine in Dentistry program), a foreign dental degree equivalent to a U.S. dental degree (for the Advanced Standing Program), or a master's degree (for PhD programs) from an accredited institution or equivalent international credential. Applicants to the Doctor of Medicine in Dentistry program should possess a bachelor's degree in a science-related discipline, such as Biology, Biomedical Sciences, Medical Sciences, Chemistry, Biochemistry, Microbiology, Genetics, or Neuroscience. All admitted students must submit official transcripts verifying prior postsecondary education.
- Minimum cumulative GPA of 2.0 on a 4.0 scale.
- Official transcripts from all institutions attended. International applicants must arrange for a foreign credential evaluation from a recognized educational evaluation agency. The cost of this evaluation is the applicant's responsibility.
- Professional résumé detailing relevant academic and professional experience.
- Two letters of recommendation from academic or professional sources attesting to the applicant's qualifications and potential for advanced study.
- Statement of Purpose describing academic interests, professional goals, and reasons for pursuing study at Belcroft University.
- GRE (optional) – submission of scores is encouraged but not required.
- Proof of English language proficiency. Applicants whose prior education was not conducted in English must submit proof of English proficiency with minimum scores as follows: TOEFL iBT 79, IELTS 6.5, PTE Academic 58, or Duolingo 105.
- Applicants to the Advanced Standing Program must provide official NBDE Part I and II or INBDE score reports sent directly by the American Dental Association (ADA) to the Belcroft admissions office; candidate copies will not be accepted. International applicants to the Doctor of Medicine in Dentistry program must submit Dental Admission Test (DAT) scores earned within the previous three years.
- Accepted Advanced Standing Program students must submit a \$5,000 enrollment deposit. Clinical students may be required to complete drug testing prior to or during enrollment.
- Proof of financial resources sufficient to support the cost of study and living expenses during the period of enrollment.

Transfer and Conditional Admission

Up to six (6) graduate credits may be accepted from accredited institutions if equivalent in content and rigor. Applicants not meeting all criteria may be granted conditional admission for one term to demonstrate satisfactory performance (minimum GPA 3.0).

Graduate Transfer and Prior Learning Credit

Transferability of credits earned at Belcroft University is determined solely by the receiving institution. Students are responsible for verifying whether coursework, credits, or degrees will be accepted by another institution, employer, licensing authority, or certifying agency.

Belcroft University may accept up to six (6) graduate transfer credits from accredited institutions when coursework is comparable in content and learning outcomes and completed with a grade of B or higher. Transfer credit carries no grade-point value and is not included in GPA calculations.

Master's students may earn up to six (6) semester credits, not exceeding 20% of the program, through approved transfer credit, prior learning, professional experience, industry certifications, or challenge examinations. Such credit is recorded without a letter grade and does not reduce in-residence coursework requirements.

No transfer credit, prior learning credit, experiential learning credit, or challenge examination credit is awarded toward doctoral degree requirements.

Students may appeal transfer-credit or prior-learning decisions to the Academic Office within ten business days of notification. Challenge examinations require a minimum score of 80%, are limited to six (6) credits, and are subject to a \$150 evaluation fee.

Admission Review and Notification

Applications are reviewed by the Office of Admissions and qualified faculty to ensure alignment with program expectations and academic standards. Decisions are issued within 30 days of completed submission, and admitted students receive a formal acceptance letter and enrollment agreement.

This comprehensive admissions process ensures that all admitted students are prepared to meet the academic rigor and professional standards of the University's programs.

Section 4. Student Services and Activities

Belcroft University provides comprehensive student services designed to foster academic success, professional development, and personal well-being. These services are coordinated through the Office of Student Affairs and the Academic Office to ensure an integrated approach that reflects the institution's mission of preparing ethical leaders and innovators. All services are reviewed annually by the Academic Council to confirm their adequacy, accessibility, and alignment with institutional goals and applicable state regulatory authorities, including the Florida Commission for Independent Education (CIE) regulations.

Distance Education Disclosure.



Belcroft University delivers instruction through on-campus, blended, and/or online modalities, depending on the program. Students are expected to have reliable internet access, appropriate technology, and the ability to use required digital learning platforms when enrolled in courses that include distance education components.

4.1 Academic Advising and Counseling

Academic advising is an essential component of the student experience. Each student is assigned a faculty advisor upon admission who provides structured guidance on course sequencing, program requirements, academic progress, and research or capstone selection. Advisors maintain scheduled meetings each term to discuss academic performance and professional aspirations, ensuring students remain on track for timely graduation.

In addition, professional counseling is available for students facing academic stress, adjustment difficulties, or personal challenges. Referrals to licensed counselors or external mental-health professionals are arranged when appropriate. The counseling process emphasizes confidentiality, student empowerment, and early intervention to support retention and achievement.

4.2 Orientation Program

Belcroft University conducts a mandatory New Student Orientation prior to the start of each academic term. The orientation introduces students to university policies, academic expectations, and key administrative functions, including library access, information-technology systems, and academic integrity standards. Presentations are delivered by representatives from Academic Affairs, Student Affairs, Finance, and Career Services. The orientation also includes training in the Learning Management System (LMS) and the Student Information Portal to ensure that students can navigate online resources efficiently. Attendance is recorded as a prerequisite for course registration confirmation.

During orientation, students receive information regarding available health insurance resources, housing resources, and other student support services available through the University website.

4.3 Evaluation and Assessment Support

Evaluation and assessment at Belcroft University are structured to ensure that students at all academic levels—graduate, and doctoral—demonstrate mastery of the knowledge, skills, and competencies expected within their programs of study. Assessment practices are aligned with course and program learning outcomes and are designed to promote intellectual growth, practical application, and the development of professional and academic competencies appropriate to each degree level.

At the **graduate and doctoral levels**, evaluation focuses on advanced conceptual understanding, research capability, analytical reasoning, and the professional application of knowledge. Students are assessed through coursework and assignments, seminars and presentations, research papers, projects, comprehensive analyses, and other forms of scholarly engagement that reflect graduate-level rigor. Faculty members use detailed rubrics to ensure objectivity and consistency across all forms of evaluation.

The Office of Academic Affairs, in coordination with the Program Directors and the Registrar, ensures accurate documentation, secure retention, and ongoing review of academic records in compliance with the Family Educational Rights and Privacy Act (FERPA). The Testing and Evaluation Coordinator oversees the implementation of assessment procedures across graduate programs to ensure that

grading, feedback, and evaluation practices reflect institutional standards of fairness, consistency, and academic integrity.

Students requiring accommodations due to documented disabilities may request modified assessment methods through the Office of Student Affairs. All accommodations are implemented in accordance with the Americans with Disabilities Act (ADA) to ensure equitable access to coursework, evaluation processes, and academic progress.

Through this comprehensive, student-centered, and level-appropriate approach to assessment, the University ensures that all students—whether pursuing master’s, or doctoral study—are supported in demonstrating academic achievement, developing critical thinking skills, and meeting the learning outcomes consistent with the institution’s mission of excellence in higher education.

4.4 Financial Services and Student Accounts

The **Finance Office** provides comprehensive support for tuition billing, payment planning, and refund processing. While Belcroft University does not participate in federal Title IV aid programs, students may utilize private loans, scholarships, or employer-sponsored tuition benefits. The Finance Office issues detailed billing statements prior to each semester, and payments can be made electronically or in person. Financial policies—including refund schedules and withdrawal procedures—are published in both the Student Catalog and this Handbook. Financial counseling sessions are available upon request to assist students in responsible budgeting and understanding their financial obligations.

Federal financial aid, including Pell Grants and federal student loans, is not available. The official and binding tuition, fee, and refund disclosures are published in the Academic Catalog and the Enrollment Agreement. In the event of a conflict, the Enrollment Agreement and Academic Catalog govern.

Mandatory & Course-Based Fees

The tuition and fee structure reflects the cost of instruction, academic support, and student services. All charges are published prior to enrollment, and all non-refundable charges are clearly identified.

Fees:

Fee	Amount	Notes
Application Fee (non-refundable)	\$50	non-refundable; due at submission of application
Registration (per term)	\$50	non-refundable after registration is completed
Books, Supplies, and Technology Fee (per term)	\$400	refundable only if withdrawal occurs before classes begin
Graduation	\$150	non-refundable once graduation processing begins
Instrument Fee (per term)	\$2875	for Dentistry Programs
Equipment Replacement Fee (per term)	\$1025	for Dentistry Programs
Health Insurance Fee (per term)	\$2000	for Dentistry Programs
Transcript (per copy)	\$10	per official transcript requested
Late Payment	\$50	
Clinical/Background Check (if applicable)	Varies	For healthcare programs requiring clearances, immunizations, or malpractice insurance

Estimated Cost of Attendance (COA)

In addition to tuition and mandatory fees, students should budget for living and personal expenses. These estimates are provided for consumer information and planning purposes; actual costs will vary.

Expense Category	Estimated Annual Amount
Room & Board (housing/food)	\$7,500
Transportation	\$1,000
Personal Expenses	\$1,750

Total estimated annual cost of attendance = Tuition + Fees + Indirect expenses above.

Billing, Payment Plans & Financial Holds

Electronic billing statements are issued each term through the Student Portal. Payment is due by the published deadline, generally the Friday before the start of classes. Accepted payment methods include ACH bank transfer, credit/debit card, wire transfer, and approved third-party sponsor billing. Students may enroll in monthly installment payment plans coordinated by the Finance Office. Accounts not settled by the due date will be subject to late fees and may be placed on financial hold, restricting course registration, access to transcripts, and graduation clearance.

Refund Policy (Tuition Only)

The University provides tuition refunds according to the schedule below. Fees are generally non-refundable unless otherwise noted. Students must submit a written withdrawal request to the Registrar's Office to be eligible for a refund. Approved refunds are processed within 30 days. Refund calculations are based on the student's official withdrawal date as determined by the Registrar and are applied consistently in accordance with institutional policy and applicable law. Refunds are calculated as follows:

- Up to 10% of the term (drop/add): 100% refund
- After 10% through 25%: 50% refund
- After 25% through 50%: 25% refund
- After 50%: no refund

Students are advised to consult the refund schedule before making course withdrawals, as refunds are based strictly on timing and may affect their financial obligations.

Financial Aid & Scholarships.

The University is a non-Title IV institution and does not participate in U.S. federal student aid programs. Federal financial aid, including Pell Grants and federal student loans, is not available. The University may offer limited institutional scholarships based on eligibility criteria established by the institution. Students are also encouraged to explore private scholarships, employer tuition assistance, sponsorships, and other non-federal funding sources. Financial counseling is available upon request to assist students in understanding their financial obligations and financing options.

4.5 Career Development and Placement Services

The Career Services Office provides individualized and group assistance designed to prepare students for professional advancement. Services include résumé and cover-letter development, mock interviews, LinkedIn profile optimization, and professional networking workshops. The office maintains an employer contact database and facilitates internship and employment opportunities aligned with each academic program's competencies.

For university offered programs faculty coordinate with industry partners to identify practicum or internship placements totaling related number of hours, in compliance with the respective program syllabus. Post-graduation follow-up surveys track employment outcomes and inform continuous program improvement.

4.6 Health, Wellness, Safety, Medical Insurance, and Housing Resources



Though Belcroft University is a non-residential institution, it maintains a safe, health-conscious environment. First-aid kits and emergency contact information are available on campus, and staff receive annual safety training. The Campus Safety Plan, maintained by the Operations Office, establishes emergency procedures and coordination with local authorities.

Students are strongly encouraged to obtain and maintain their own health insurance coverage throughout their enrollment. Belcroft University does not provide student health insurance; however, the University website includes a list of suggested medical insurance providers and agencies to assist students in securing appropriate coverage. Referral information for local healthcare clinics, counseling centers, and other wellness resources is also available.

Belcroft University does not provide on-campus housing or residential accommodations. Students are responsible for securing their own housing arrangements. To assist students, the University website provides references to local real estate agencies, apartment rental services, and other housing resources that may help students identify suitable accommodations in the surrounding area.

4.7 Student Activities and Community Engagement

The University promotes community engagement, intellectual enrichment, and professional development across all degree levels through student-led initiatives, academic societies, workshops, and public lectures. Graduate students are encouraged to participate in activities that enhance their academic experience, support personal growth, and foster a sense of belonging within the University community.

Student committees offer opportunities for students to engage in university governance, contribute feedback on academic and student-life matters, and participate in organized leadership and community activities.

Students are invited to join co-curricular groups, attend technology and business forums, participate in innovation challenges, and engage in community service activities aligned with their emerging professional interests. These opportunities support professional skill-building, leadership development, and exposure to industry-relevant topics.

Graduate students are encouraged to join research seminars, advanced technology workshops that correspond to their specialized areas of study allowing them to deepen their expertise and contribute to scholarly dialogue.

4.8 Evaluation and Continuous Improvement of Services

All student-service units participate in the annual institutional-effectiveness cycle. Surveys, focus groups, and usage data are analyzed to assess satisfaction, accessibility, and impact. Findings are reviewed by the Administrative Council and incorporated into strategic planning and budget allocation. This evidence-based approach ensures that student services remain responsive, equitable, and directly supportive of the University's mission and applicable legal and regulatory requirements.

Section 5. Recordkeeping and Academic Documentation

Belcroft University maintains complete, accurate, and secure academic and administrative records for all enrolled students in accordance with institutional policy and applicable state and federal law. Record management processes are centralized within the Office of the Registrar, which is responsible for the creation, maintenance, and retention of all student academic records, as well as compliance with applicable recordkeeping requirements and FERPA.

The Office of the Registrar maintains an integrated Student Information System (SIS) that provides authorized users with secure digital access to enrollment data, course registrations, grades, academic standing, transcripts, and graduation eligibility. This centralized system supports real-time data entry, verification, and retrieval, minimizing the risk of duplication or error. Each student record is created at the time of admission and updated continuously throughout the student's academic lifecycle. The SIS maintains separate modules for admissions, financial records, and academic performance, ensuring systematic tracking and accountability.

5.1 Admissions and Enrollment Records:

Upon acceptance into a program, the student's admissions file is created and assigned a permanent institutional identification number. The admissions record includes the completed application, official transcripts, proof of prior education, English language proficiency documentation (if applicable), letters of recommendation, résumé, and Statement of Purpose. The Registrar's Office confirms the authenticity of all submitted academic credentials, and original documents are either stored in the secure student file or digitally archived in compliance with data retention policies.

5.2 Academic Records and Grades:

All grades are recorded by the faculty of record in the Learning Management System (LMS) and verified by the Registrar for accuracy before being posted to the official transcript. Grade changes are permitted only upon submission of an approved Grade Change Form with the instructor's justification and departmental authorization. The Registrar ensures that the record of each student's academic progress, GPA, attendance, and completion of degree requirements is up-to-date and consistent with published grading and graduation policies.

5.3 Transcripts and Certifications:

Official transcripts are issued by the Registrar upon the student's written request and after verification of good standing with the Finance Office. Transcripts are printed on secure paper with anti-fraud features or distributed electronically through the university's approved transcript service.

Students may also request enrollment verification letters or degree completion certificates through the same office. Each issuance is logged and retained as part of the student's permanent academic record.

5.4 Data Retention and Archival Policy:

Belcroft University follows a structured record retention schedule. Academic and financial records are retained for a minimum of **five years** after the student's graduation, withdrawal, or dismissal. Permanent records, including transcripts, are retained indefinitely in both electronic and physical formats. Archived files are stored in secure, access-controlled facilities, and digital backups are maintained on encrypted institutional servers.

5.5 Data Accuracy and Auditing:

The Registrar conducts periodic audits of academic records to verify consistency between electronic and hard-copy documentation. Internal audits are coordinated with the Office of Institutional Effectiveness to ensure that reporting to applicable regulators and accrediting bodies is accurate and verifiable. Any discrepancies identified during audits are documented, corrected, and reported to the Chief Academic Officer for review.

5.6 Access and Confidentiality:

Procedures for **obtaining grades and transcripts** are administered through the Office of the Registrar, which provides students with secure access to final course grades and official or unofficial transcripts upon request in accordance with institutional policy and FERPA requirements

Access to student records is restricted to authorized personnel on a need-to-know basis. Faculty and staff receive annual training on FERPA compliance and institutional confidentiality policies. Students have the right to inspect and review their academic records upon written request to the Registrar, and may request corrections to any information they believe is inaccurate or misleading. Such requests are processed within thirty (30) days of receipt.

Through these systematic measures, Belcroft University ensures that all student records—academic, administrative, and financial—are complete, accurate, and safeguarded against unauthorized access or alteration. This recordkeeping framework supports the institution's commitment to transparency, regulatory compliance, and accountability to its students and stakeholders.

Section 6. Security and Confidentiality of Student Records.

Belcroft University maintains a comprehensive and multilayered framework for the protection of student records, ensuring confidentiality, integrity, and availability of all academic and personal data. The institution recognizes that maintaining secure and confidential student records is essential to sustaining public trust, protecting individual privacy, and complying with applicable laws, including FERPA, applicable privacy and data-security laws, and institutional policies governing the protection of student information.

6.1 Institutional Responsibility for Record Security

The Office of the Registrar serves as the official custodian of student records and is responsible for maintaining accurate and secure files for all enrolled, graduated, and withdrawn students. The Registrar, in collaboration with the Chief Operating Officer (COO) and the Information Technology (IT) Department, oversees the implementation of technical and administrative safeguards to prevent unauthorized access, loss, or alteration of records. Each department handling student information is required to comply with the institution's Record Management and Data Protection Policy, which governs the classification, access, storage, and disposal of sensitive data.



All faculty and administrative personnel undergo annual training in FERPA compliance, cybersecurity awareness, and the proper handling of confidential information. Training materials are updated regularly to reflect evolving best practices and regulatory updates. The institution enforces a culture of accountability in which every employee is responsible for maintaining the confidentiality and security of student information entrusted to them.

6.2 Physical Security of Records

All physical student files including admissions documents, transcripts, financial records, and signed forms are maintained in locked filing cabinets located within restricted-access areas of the Registrar's Office and Student Services Office. Access to these areas is limited to authorized personnel who possess valid institutional identification and keycard authorization. The building is equipped with 24-hour monitored surveillance, electronic access control, and intrusion detection systems. Visitors or external auditors requiring access must sign in and be escorted by an authorized staff member at all times.

Periodic physical audits are conducted to verify the condition and completeness of stored files, and obsolete materials are disposed of using secure shredding procedures in accordance with the university's Record Retention and Disposal Policy.

6.3 Electronic Data Security

Belcroft University employs a secure, cloud-based Information Management Systems to manage admissions, registration, attendance, grading, and transcripts. These systems are protected through multi-factor authentication, encrypted data transmission, and regular penetration testing. Access permissions are role-based, meaning each staff member's access is limited to the specific data necessary for their duties.

All servers are hosted in secure, firewall-protected environments that comply with federal and state data-protection standards. Data backups are conducted daily and stored in geographically separate locations to ensure operational continuity in the event of a system failure or natural disaster. The IT

Department monitors data traffic for anomalies and employs advanced antivirus and intrusion-detection tools to prevent cybersecurity threats.

6.4 Data Confidentiality and FERPA Compliance

Belcroft University strictly adheres to FERPA regulations, which grant students the right to access and control the disclosure of their educational records. No personally identifiable student information (PII) is released to external parties without the student's written consent, except in cases expressly permitted under FERPA—such as institutional audits, legal subpoenas, or legitimate educational interests.

Students may submit written requests to inspect their records, and the institution responds within thirty (30) business days. If a student believes that a record is inaccurate or misleading, the institution provides a formal process for amendment, which may include a hearing before the Registrar and designated officials.

Directory information (such as name, major, and dates of attendance) may be disclosed only under the conditions outlined in the university's FERPA policy. Students have the right to opt out of directory information disclosure by submitting a written request to the Registrar.

6.5 Data Retention, Archival, and Disposal

All records are retained and archived according to Belcroft University's Record Retention Schedule. Active student records are maintained for the duration of enrollment, while inactive records are archived securely for a minimum of five (5) years after withdrawal or graduation. Permanent records, such as transcripts, are preserved indefinitely in both digital and microfilm formats. Disposal of outdated or duplicate records is conducted in a secure manner using certified document-destruction procedures.

The Registrar and IT departments jointly review retention practices annually to ensure compliance with applicable legal requirements and current best practices in higher-education data governance.

6.6 Incident Response and Data Breach Mitigation

In the event of a suspected or confirmed breach of student information, Belcroft University activates its **Data Breach Response Protocol**. This plan includes immediate containment of the breach, notification of affected parties, coordination with cybersecurity consultants, and formal reporting to relevant authorities if required. Post-incident reviews are conducted to identify vulnerabilities and implement corrective measures to prevent recurrence.

Through this comprehensive structure of policies, technologies, and accountability measures, Belcroft University ensures that student records are managed responsibly, safeguarded effectively, and protected from unauthorized access or disclosure. This commitment to data security and confidentiality reflects the institution's dedication to maintaining the highest standards of operational integrity and student trust.

Section 7. Statement of Students' Rights, Privileges, and Responsibilities

Belcroft University affirms that every enrolled student is entitled to an educational environment grounded in fairness, academic integrity, mutual respect, and intellectual freedom. The University upholds the principle that students, as integral members of the academic community, possess both rights that safeguard their educational experience and responsibilities that ensure the orderly and ethical functioning of the institution. These principles are consistent with applicable state and federal law, including FERPA, Title IX, the ADA, and other consumer-protection requirements applicable to postsecondary institutions.



7.1 Academic Rights

Students have the right to:

- Pursue their chosen program of study free from discrimination, intimidation, or harassment on the basis of race, color, national origin, sex, religion, disability, or age.
- Receive instruction of professional quality, delivered by qualified faculty using approved curricula consistent with published syllabi and program learning outcomes.
- Be evaluated solely on academic performance and in accordance with clearly defined criteria stated in course syllabi.
- Access academic advising, tutoring, and instructional support appropriate to their program level.
- Review their own educational records, in accordance with FERPA, and to request correction of inaccuracies.
- Participate in academic discussions, research, and inquiry without fear of reprisal or censorship, provided such participation adheres to professional and ethical standards.

7.2 Personal Rights and Privileges

Belcroft University recognizes each student's right to an environment conducive to learning, personal growth, and professional development. Students are entitled to:

- A safe and secure campus setting with emergency response procedures, safety information, and nondiscriminatory access to institutional facilities.
- Reasonable accommodation for documented disabilities in compliance with the Americans with Disabilities Act (ADA).
- Confidential treatment of personal and academic information by all employees and agents of the University.
- Freedom of association and the right to form student organizations consistent with institutional policy.

- Participation in university-sponsored events, lectures, and cultural activities that promote academic enrichment and community engagement.
- Fair and impartial treatment in all disciplinary and grievance procedures.

7.3 Responsibilities of Students

With the rights and privileges afforded to them, students bear corresponding responsibilities to maintain the integrity and reputation of Belcroft University. All students are expected to:

- Conduct themselves with honesty, respect, and professionalism in all academic and co-curricular settings.
- Abide by the policies and procedures contained in the Student Handbook, the Academic Catalog, and other official publications.
- Uphold standards of academic integrity by refraining from plagiarism, cheating, or any form of misrepresentation of academic work.
- Students are expected to attend classes regularly, meet all course requirements, and maintain satisfactory academic progress as defined by institutional policy. Graduate students must maintain a minimum cumulative GPA of **3.0**. All students—regardless of program level—are responsible for completing assigned work on time, adhering to academic integrity standards, and fulfilling any additional academic, attendance, or conduct expectations established by their program of study.
- Respect the rights and dignity of peers, faculty, and staff, fostering an inclusive learning environment free of discrimination and harassment.
- Safeguard institutional property and resources and use digital platforms in accordance with the Acceptable Use Policy and data-security guidelines.
- Fulfill all financial obligations to the University in a timely manner.
- Report any observed misconduct, safety concern, or ethical violation through the designated reporting channels.

7.4 Due Process and Fair Treatment

Belcroft University guarantees each student the right to due process in matters involving disciplinary action, academic appeal, or grievance. All proceedings are conducted with fairness, confidentiality, and respect for individual rights. Students receive written notice of alleged violations, the opportunity to respond, and the right to appeal decisions in accordance with the grievance procedures outlined in this Handbook.

7.5 Publication and Access

This Statement of Students' Rights, Privileges, and Responsibilities is published in the Student Handbook and Academic Catalog and is accessible electronically through the University's website. Updates are communicated to the student body by the Office of Student Affairs. Every enrolled student is responsible for reviewing these policies and for adhering to the standards of conduct and professionalism they establish.

Through these articulated rights and responsibilities, Belcroft University fosters a learning environment rooted in respect, accountability, and shared commitment to excellence—ensuring that all students are empowered to achieve their academic and professional goals within a framework of fairness and ethical practice.

Section 8. Student Grievance Procedures

Belcroft University is committed to maintaining an equitable, transparent, and respectful academic environment where student concerns are addressed promptly and fairly. The institution recognizes that clear, structured grievance procedures are essential to protecting the rights of students and ensuring due process in all institutional actions. These procedures apply to all enrolled students, regardless of program level or instructional format, and are administered in accordance with institutional policy, due process, and applicable law.



A “grievance” is defined as a formal, written complaint submitted by a student who believes that a policy has been incorrectly applied, a right has been violated, or an action has resulted in unfair treatment by a member of the faculty, staff, or administration. Grievances may involve academic evaluation, administrative decisions, professional conduct, or perceived discrimination, provided the issue is not already governed by another established procedure (e.g., Title IX or grade appeals).

8.1 Principles of the Grievance Process

Informal Resolution Process

Belcroft University provides fair and impartial procedures to resolve academic and non-academic grievances. These procedures are designed to protect student rights, promote transparency, and ensure that complaints are addressed in a timely and equitable manner.

8.2 Academic Grievances

An academic grievance is a student’s formal complaint concerning an academic decision or action, such as grading, course requirements, academic standing, or alleged violation of academic policy.

Procedure:

1. Informal Resolution with Instructor:

The student should first seek resolution directly with the instructor through respectful discussion. Many concerns can be resolved at this stage.

2. Dean of School Review:

If unresolved, the student may submit a written grievance to the Dean of School within ten (10) business days of the incident. The Dean will review relevant documentation, may meet with the student and instructor, and issue a written response within ten (10) business days.

3. Academic Appeals Committee:

If the student is dissatisfied with the Dean’s response, they may appeal to the Academic Appeals Committee, chaired by Provost.

A written appeal must be submitted within ten (10) business days of the Dean's decision, citing factual error, procedural irregularity, or new evidence. The Committee will review the case, hold a hearing if necessary, and provide a final written decision within fifteen (15) business days. The decision of the Academic Appeals Committee is final.

8.3 Non-Academic Grievances

A non-academic grievance involves complaints unrelated to academic decisions, including concerns about student services, administrative processes, discrimination, harassment, accommodations, or violations of university policies outside the classroom.

Procedure:

1. **Informal Resolution:** Students are encouraged to first discuss the concern with the staff member, office, or administrator involved.
2. **Formal Submission to Student Affairs:** If unresolved, a written grievance must be submitted to the Office of Student Affairs within ten (10) business days. The grievance should clearly describe the issue, relevant dates, persons involved, and any supporting documentation.
3. **Investigation & Resolution:** The Office of Student Affairs will investigate the grievance, which may include interviews, record reviews, and consultation with relevant offices. A written outcome will be issued to the student within fifteen (15) business days, including findings and, if applicable, corrective actions.
4. **Appeal:** If dissatisfied, the student may appeal in writing to the Director of Student Affairs or designee within ten (10) business days of the decision. The appeal must demonstrate procedural error, factual inaccuracy, or new substantive evidence. The Director's decision is final.

8.4 General Provisions

- **Timeliness:** Students must adhere to published timelines; late submissions may be dismissed unless extenuating circumstances are documented.
- **Non-Retaliation:** Students are protected from retaliation for filing a grievance in good faith.
- **Confidentiality:** Grievances will be handled confidentially to the extent possible, consistent with a thorough and fair review.

If informal resolution is unsuccessful, a student may submit a Formal Written Grievance to the Director of Student Affairs within ten (10) business days of the attempted informal resolution. The written grievance must include:

- Student's full name and program of study
- A clear description of the complaint, including relevant dates and individuals involved
- The specific institutional policy, right, or standard allegedly violated
- Supporting documentation or evidence
- The remedy or corrective action sought

Upon receipt, the Director of Student Affairs acknowledges the grievance in writing within five (5) business days and initiates an investigation. The investigation may include document review, interviews, and consultation with appropriate administrative officials. A written decision is issued within fifteen (15) business days, outlining findings, conclusions, and any corrective actions.

8.5 External Review

Should a student believe that the institution has not appropriately addressed a grievance or has failed to comply with applicable laws, the student may file a complaint with the Florida Commission for Independent Education after exhausting the institution's internal grievance procedures.

Florida Commission for Independent Education

Florida Department of Education
325 West Gaines Street, Suite 1414
Tallahassee, FL 32399-0400
Phone: (850) 245-3200

The Commission reviews complaints relating to institutional compliance with applicable provisions of **Chapter 1005, Florida Statutes**, and **Rule Chapter 6E, Florida Administrative Code**, after documented completion of the institution's internal grievance process.

8.6 Protection Against Retaliation

No student shall be subjected to retaliation for filing a grievance or participating in an investigation. Any form of retaliation, intimidation, or harassment connected to the grievance process constitutes a serious violation of university policy and will result in disciplinary action against the offending party.

8.7 Recordkeeping and Continuous Improvement

The Office of Student Affairs maintains secure records of all grievances, communications, findings, and appeals for a minimum of five years. An annual summary, anonymized to preserve confidentiality, is reviewed by the Administrative Council to identify patterns, ensure responsiveness, and inform institutional improvement. Findings from grievance data are integrated into policy updates, staff training, and procedural refinements to enhance fairness and accountability.

8.8 Alignment with Institutional and State Standards

These procedures affirm Belcroft University's compliance with applicable laws and regulations of the State of Florida, including requirements established by the Florida Commission for Independent Education under **Chapter 1005, Florida Statutes**, and **Rule Chapter 6E, Florida Administrative Code**. The University ensures that institutional grievance policies remain transparent, accessible, and consistent with principles of due process, fair treatment, and timely resolution. These procedures further reflect the University's broader commitment to fairness, ethical governance, student protection, and continuous institutional improvement across all areas of student engagement and academic administration.

Section 9. Academic Policies and Attendance

Belcroft University maintains clearly defined academic policies designed to ensure instructional integrity, fairness, and consistency across all programs. These policies govern attendance, participation, grading, academic progress, and make-up work, providing both students and faculty



with a uniform framework for managing academic performance. Adherence to these policies is mandatory for all students and instructional staff, and they are applied consistently across all modes of delivery—on-campus, blended, or online.

9.1 Academic Standards and Integrity

Academic achievement at Belcroft University is founded upon the principles of intellectual honesty, scholarly rigor, and ethical conduct. Students are expected to approach all academic work with integrity and respect for the learning process. Academic dishonesty—including plagiarism, cheating, falsification of data, or unauthorized collaboration—is strictly prohibited and subject to disciplinary action, up to and including dismissal.

Faculty members are responsible for communicating course-specific academic expectations in the course syllabus, including methods of evaluation, attendance policies, and grading criteria. All syllabi must align with institutional policies and program learning outcomes as approved by the Office of the Provost.

9.2 Attendance Policy

Regular and punctual attendance is essential to maintaining satisfactory academic progress and meeting programmatic learning outcomes. Attendance directly affects participation grades and eligibility for course credit.

Belcroft University requires all graduate students to attend scheduled class sessions—lectures, laboratories, seminars, workshops, and other instructional activities—whether delivered on campus, online, or in a blended format. Because active participation is essential to academic progress at all levels of study, instructors record attendance for every class meeting and enter it into the Learning Management System (LMS) within twenty-four (24) hours of each session. This standard applies equally across the master's, and doctoral programs to support consistency in academic monitoring and ensure that students remain fully engaged in the instructional process.

- Students must notify the instructor or the Office of Academic Affairs at least 24 hours in advance when unable to attend a scheduled class.
- A total of three partial absences (defined as tardiness exceeding fifteen minutes or early departure) constitutes one full absence.
- Excessive absences—defined as missing more than 15% of total class hours in a given course—may result in a failing grade, academic warning, or dismissal from the course.
- In extraordinary circumstances (e.g., illness, emergency), documentation may be required to excuse absences.
- Repeated attendance violations may lead to academic probation as determined by the Office of Student Affairs and the Academic Council.

Because coursework at both the graduate level relies on active engagement, the University expects students to attend all scheduled class sessions, arrive prepared to participate, and communicate promptly with instructors regarding any absences that may affect academic performance.

9.3 Make-Up Work and Missed Assessments

Students are responsible for all material covered in their absence and must make arrangements with the instructor to complete missed assignments, quizzes, or examinations. Make-up work must be completed within a reasonable period—typically within one week of the absence—unless otherwise approved by the instructor.

The instructor is not obligated to re-teach material missed due to an absence, but may provide supplemental assignments or tutoring recommendations. In cases involving prolonged absence for valid reasons (such as documented medical leave), the Office of Academic Affairs may authorize course extensions or incomplete grades, which must be resolved within the following term.

9.4 Class Participation and Academic Engagement

Class participation is an essential part of the learning model at Belcroft University for students. All students are expected to engage actively in discussions, group work, labs, and project-based activities, with participation assessed on the quality of engagement, preparation, and professionalism rather than simple attendance.

Students are expected to demonstrate developing analytical skills, consistent engagement in lectures and labs, and collaborative problem-solving appropriate to college-level study. Graduate students are expected to contribute at a more advanced level through research-informed discussion, professional communication, and higher-order analysis.

In technology-oriented programs, participation includes coding demonstrations, research seminars, and applied project work. In professional graduate programs such as EMBA, MSA, MSN-NL, and MPH, participation may involve case studies, policy discussions, and evidence-based decision-making. Doctoral students contribute through research presentations, scholarly debate, and leadership-focused academic activities.

Across all programs, participation must reflect the University's standards for academic integrity, respect, and professional conduct.

9.5 Monitoring and Enforcement

Faculty members are required to maintain accurate attendance and participation records and to notify the Registrar and the Director of Student Affairs of any student whose attendance or engagement falls below institutional standards. Early intervention measures—including academic advising, tutoring referrals, or probationary notices—are implemented to support students at risk of non-compliance.

The Academic Council reviews attendance data each term as part of its institutional effectiveness process, ensuring that attendance policies support both academic rigor and student success.

9.6 Student Accountability

Students are ultimately responsible for understanding and adhering to all academic policies and for maintaining consistent attendance throughout each term. Failure to comply with attendance or participation requirements may adversely affect course grades, financial standing, and academic

status. Students with extenuating circumstances are encouraged to communicate proactively with faculty and the Office of Student Affairs to seek appropriate accommodations or schedule adjustments.

Through these academic policies, Belcroft University ensures that all students are held to consistent, transparent standards of participation and performance, thereby fostering a culture of accountability, professional discipline, and academic excellence consistent with the institution's mission and applicable legal and regulatory requirements.

Section 10. Grading, Academic Standards, and Integrity

The University employs a 4.0 grade-point scale to assess student performance:

10.1 Grades

Grade Quality Points Description

A	4.0	Outstanding achievement demonstrating mastery of subject matter
A-	3.7	Excellent performance with minor deficiencies
B+	3.3	Above-average performance
B	3.0	Satisfactory performance meeting all graduate-level requirements
B-	2.7	Marginal performance; below graduate-level standard
C+	2.3	Below acceptable graduate performance
C	2.0	Deficient; does not meet graduate-credit standards
D/F	1.0–0.0	Unsatisfactory or failing performance

Other notations:

- I (Incomplete): Approved temporary grade due to documented circumstances; coursework must be completed within the following term.
- W (Withdrawal): Withdrawal after the add/drop period but prior to 60 % course completion.
- IP (In Progress): Assigned for multi-term projects such as thesis, capstones, or internships.
- P/F (Pass/Fail): Used only for designated seminars or non-credit requirements.

Grades are entered by faculty into the Learning Management System (LMS) and verified by the Registrar before becoming part of the official transcript.

Grade Breakdown for Master's Programs		Grade Breakdown for Doctoral Program	
Coursework / Assignments	40%	Coursework / Assignments	40%
Seminar/Presentation	20%	Seminar/Presentation	25%
Group Discussions	20%	Dissertation	25%
Quizzes	10%	Lecture Attendance	10%
		Total	100%

10.2 Evaluation Components

Each course syllabus defines its own assessment distribution; however, Belcroft University maintains an institutional evaluation framework that applies appropriately across graduate, and doctoral levels. This framework ensures consistent academic expectations while recognizing the developmental differences between master's-level study and doctoral work. The institutional standard weighting model is:

Percentage	Letter Grade	Grade Points
97-100%	A+	4.0
93-96%	A	4.0
90-92%	A-	3.7
87-89%	B+	3.3
84-86%	B (Pass)	3.0
80-83%	B- (Below Pass)	2.7
77-79%	C+	2.3
74-76%	C	2.0
70-73%	C-	1.7
67-69%	D+	1.3
64-66%	D	1.0
60-63%	D-	0.7
≤59%	F	0.0

Across all levels, evaluation balances theoretical understanding with applied learning and measures progress toward the learning outcomes appropriate to the given program. Graduate and doctoral work measures advanced mastery and research or professional readiness.

10.3 Grade Point Average (GPA) and Academic Standing

A student's GPA = Total Quality Points ÷ Total Attempted Credits.
Academic standing requirements differ by degree level.

Graduate and doctoral students must:

- Maintain a minimum cumulative GPA of 3.0,
- Successfully complete 67% of attempted credits each term, and
- Meet attendance, research-progress (if applicable), and financial-obligation requirements.

Students not meeting these expectations enter one term of academic probation; failure to regain good standing may lead to suspension or dismissal by the Academic Council. Doctoral students are additionally evaluated through research milestones and dissertation requirements.

Evaluation Beyond Coursework

Doctoral students are evaluated through qualifying examinations, dissertation proposal review, research progress evaluations, and the final dissertation defense (Pass / Conditional Pass / Fail).

10.4 Academic Integrity

All coursework must reflect the highest standards of honesty and scholarship. Acts of plagiarism, cheating, fabrication, or unauthorized collaboration are considered serious violations of the Academic Integrity Policy.

Suspected cases are reviewed by the Academic Integrity Committee, which may impose sanctions ranging from grade reduction to dismissal. Students are entitled to written notice, an opportunity to respond, and the right to appeal under the institutional grievance procedure.

10.5 Grade Appeals

Students may appeal grades they believe were assigned in error or inconsistent with published criteria. The process includes:

1. Informal resolution with the instructor.
 2. Written appeal to the Program Director if unresolved.
 3. Final institutional review by the Chief Academic Officer, whose decision is binding.
- All appeals must be filed within ten (10) business days of grade posting.

10.6 Continuous Quality Improvement

The Academic Council and Office of Institutional Effectiveness conduct periodic reviews of grading patterns, GPA distributions, and course outcomes to verify fairness and consistency across programs. Findings inform faculty development and curricular updates to ensure compliance with CIE standards and accreditation expectations.

Section 11. Graduation Requirements

Belcroft University confers academic degrees upon students who have successfully completed all academic, programmatic, and institutional requirements as established by the Office of Academic Affairs and approved by the Academic Council. To ensure graduation policy compliance, one semester hour of credit will be awarded for a minimum of 15 hours of 50 minutes each for classroom instruction, laboratory - 30 hours of 50 minutes each; practica or internships - 45 hours of 50 minutes. Doctoral research, dissertation, and independent study credits are awarded based on documented student effort, sustained faculty supervision, and demonstrated progress toward approved research milestones, rather than on minimum classroom contact hours. Credit for practica, clinical experiences, internships, or cooperative education is evaluated using the University's transfer credit standards to ensure academic equivalency. Such credit is awarded only with faculty approval,

documented supervision, and formal assessment, and is applied toward degree requirements as permitted by the program. Semester credit is awarded consistent with Florida definitions for graduate instruction.

11.1 Eligibility for Graduation

To be considered for graduation, each student must satisfy the following institutional criteria:

1. **Completion of Required Coursework**

Students must complete all courses prescribed in their approved program of study within the allowable time frame. Each program consists of a defined number of semester credits approved by the Academic Council and published in the Catalog.

2. **Minimum Grade Point Average**

A minimum cumulative Grade Point Average (GPA) is required for graduation, with expectations set as follows. Graduate students must maintain a minimum cumulative GPA of **3.0** on a 4.0 scale for all graduate-level programs. For graduate students, any course in which a grade below “B” is earned must be repeated or replaced with an approved equivalent; only the higher grade from a repeated course is calculated into the GPA, although both attempts remain on the transcript.

3. **Completion of Culminating Requirement**

All academic programs at Belcroft University require a culminating experience appropriate to the level of the degree. Graduate students must complete a graduate-level culminating requirement—such as a capstone project, thesis, applied research project, or supervised internship—in alignment with their program’s expectations. All culminating requirements must be completed under faculty supervision and evaluated according to established institutional rubrics.

4. **Good Academic and Disciplinary Standing**

Students must maintain satisfactory academic progress and be in good disciplinary standing at the time of graduation. Individuals on probation, suspension, or with unresolved violations of academic integrity or conduct policies are not eligible for degree conferral until reinstated to good standing.

5. **Financial and Administrative Clearance**

All financial obligations to the University—including tuition, fees, library or laboratory charges—must be satisfied in full. Students must submit a Graduation Application Form to the Registrar’s Office by the published deadline in order to initiate the final audit process.

6. **Exit Interview and Graduate Survey**

Graduating students are required to complete an exit interview and institutional survey administered by the Office of Institutional Research. Feedback from these instruments supports continuous improvement in academic programs and student services.

11.2 Graduation Audit and Approval Process

At the close of each academic term, the Registrar's Office performs a comprehensive graduation audit to verify that all degree requirements have been met. The audit confirms course completion, GPA calculation, satisfaction of culminating requirements, and financial clearance. Upon verification, the Registrar submits a list of eligible candidates to the Academic Council for review and recommendation. The President authorizes final degree conferral, and diplomas and transcripts are issued thereafter. The conferral date recorded on the transcript reflects the term in which all requirements were completed.

11.3 Honors and Academic Distinction

Belcroft University recognizes exemplary academic achievement at the time of graduation. Students who achieve a cumulative GPA of 3.90 – 4.00 graduate with High Honors, and those with 3.70 – 3.89 graduate with Honors. Additional distinctions for research excellence, innovation, or community engagement may be conferred by faculty nomination and Academic Council approval. Honors designations appear on both the diploma and the official transcript.

11.4 Credit Transfer Policy & Credit for Prior Learning or Experience

Transferability of credits earned at Belcroft University is at the discretion of the receiving institution. It is the student's responsibility to confirm whether credits, degrees, or coursework completed at Belcroft University will be accepted by another institution, employer, licensing body, or certifying agency.

Belcroft University evaluates transfer credit in a manner that ensures academic quality, curricular coherence, and the integrity of its degree programs. Credit may be accepted for graduate study when earned at a postsecondary institution that is accredited by an agency recognized by the U.S. Department of Education or an equivalent international accreditor. Transfer credit is awarded only for courses that are comparable in content, level, and learning outcomes to those offered at Belcroft University, and for which the student earned a grade of **B or higher at the graduate level**. All transfer evaluations are conducted by the Academic Office in consultation with program faculty.

Transfer credit is recorded on the student's transcript as "Transfer Credit," carries no grade-point value, and is excluded from GPA calculations. Students receive written notification of transfer-credit decisions prior to initial enrollment, including a summary of accepted credits, denied credits, and any conditions affecting degree progression.

The University provides advising support to ensure that transfer students understand how accepted credits apply to degree requirements and how remaining coursework should be planned to promote timely completion.

Students receive written notification of transfer-credit decisions prior to initial enrollment, including a summary of accepted credits, denied credits, and any conditions affecting degree progression.

Credit for Prior Learning (CPL) by Program level:

Students enrolled in **master's** programs may earn up to six (6) semester credits, not exceeding 20% of the program, for prior learning equivalent in content and rigor to approved graduate-level coursework.

CPL may be granted based on official transcripts, verified professional experience, or industry certifications and must be reviewed and approved by qualified faculty and/or the Admissions Department. These credits are recorded as “Credit for Prior Learning,” carry no letter grade, are excluded from GPA calculation, and do not reduce required in-residence coursework.

Belcroft University does not accept prior learning experience, professional training, transfer credit, or experiential learning toward fulfillment of doctoral degree requirements. The PhD curriculum—consistent with advanced standards of research-based study and the development of original scholarly competencies—requires students to complete the full prescribed course of study as outlined in the approved doctoral curriculum. No transfer or experiential credit may be applied to any component of the PhD degree.

Students may submit a written appeal of transfer or prior-credit determinations to the Academic Office within ten business days of notification. No separate fee is charged for transfer-credit evaluation.

Challenge Examinations and Standardized Test Credit - Belcroft University may award limited academic credit in master's-level programs only through approved challenge examinations or recognized standardized examinations when such assessments correspond directly to course learning outcomes. Challenge examinations are not permitted for doctoral coursework, dissertation, research, practicum, or capstone requirements.

A minimum score of 80 percent is required for institutional challenge examinations. A student may attempt a challenge examination once per course, with one additional retake permitted after thirty calendar days if the minimum score is not achieved. A maximum of six (6) semester credit hours may be awarded through this method in any master's degree program.

A \$150 evaluation fee is charged for each institutional challenge examination. Students may appeal challenge examination decisions in writing to the Academic Office within ten business days of notification.

11.5 Commencement and Degree Conferral

Degrees are conferred at the conclusion of each academic term upon completion of all requirements. Belcroft University conducts an annual Commencement Ceremony to recognize graduating students. Attendance is encouraged but not mandatory. Students completing degree requirements outside the ceremony period receive official notification of conferral and may request their diploma by mail.

11.6 Record of Graduation and Verification

All records pertaining to degree completion—including audit reports, council approvals, and official transcripts—are permanently maintained in the Registrar's Office. The University responds to verification requests in compliance with the Family Educational Rights and Privacy Act (FERPA) to ensure the integrity and confidentiality of graduate credentials.

11.7 Continuous Institutional Review

Graduation data, including completion rates, time-to-degree metrics, and student achievement indicators, are analyzed annually by the Office of Institutional Effectiveness. Findings are used to support program evaluation, institutional planning, and regulatory reporting, and to guide continuous academic and administrative improvement. Through this evidence-based review process, Belcroft University ensures that all degrees awarded reflect verified academic accomplishment and are administered in accordance with Chapter 1005, Florida Statutes, and applicable rules of the Florida Commission for Independent Education.

Section 12. Student Conduct and Discipline

Belcroft University upholds a learning environment that embodies respect, academic integrity, and professional ethics. Students are expected to conduct themselves in a manner that fosters an atmosphere of mutual trust, responsibility, and intellectual growth. The Student Conduct and Discipline Policy defines expected standards of behavior, delineates types of misconduct, and ensures due process in all disciplinary matters.

12.1 Code of Conduct

Students are members of the Belcroft University community and are therefore required to adhere to institutional policies, comply with local, state, and federal laws, and respect the rights, safety, and dignity of others. The University's Code of Conduct applies to all on-campus, online, and university-sponsored activities.

All students are expected to:

- Demonstrate honesty, respect, and civility in academic and social interactions.
- Communicate professionally with faculty, staff, and peers.
- Safeguard institutional property and intellectual resources.
- Follow policies related to the use of digital systems and academic platforms.
- Comply with all published academic and administrative regulations.
- Report observed violations or unethical behavior to the appropriate authority.

12.2 Academic Misconduct

Academic integrity is the foundation of the educational mission at Belcroft University. Students must submit original work and properly acknowledge sources of information. Academic misconduct includes, but is not limited to:

- Plagiarism: Presenting another's ideas, writings, or data as one's own.
- Cheating: Using unauthorized aids during exams or assignments.
- Fabrication: Falsifying research results or records.
- Unauthorized Collaboration: Submitting joint work where individual work is required.
- Misuse of Technology: Using artificial intelligence or software tools without disclosure or permission.

Violations are referred to the Academic Integrity Committee for review. Sanctions may range from written warnings to course failure, probation, suspension, or dismissal, depending on severity and intent.

12.3 Non-Academic Misconduct

Non-academic misconduct involves behavior inconsistent with university values or that disrupts institutional order. Examples include:

- Harassment, discrimination, bullying, or any conduct violating the dignity of others.
- Threats, violence, or intimidation.
- Theft, vandalism, or misuse of university property.
- Possession or use of controlled substances or alcohol on university premises.
- Misuse of university information systems or networks.
- Conduct detrimental to the reputation or operations of the university.

Such violations are reviewed by the Office of Student Affairs in collaboration with the Executive Director or designated committees. All proceedings are handled confidentially and impartially.

12.4 Disciplinary Procedures

When a violation is reported, the following process ensures fairness and due process:

1. Preliminary Review: The Director of Student Affairs reviews the complaint to determine if it warrants further investigation.
2. Notice of Allegation: The student receives written notification of the charge(s) and has an opportunity to respond.
3. Investigation and Hearing: The matter may be resolved through administrative review or referred to the Student Conduct Committee for a formal hearing.
4. Decision: Findings and sanctions are documented and shared with the student in writing.
5. Appeal: The student may appeal to the Executive Director within ten (10) business days. The Executive Director's decision is final.

12.5 Disciplinary Sanctions

Depending on the nature and gravity of the violation, the following sanctions may be imposed individually or in combination:

- Written Warning: A formal notice of violation and behavioral expectation.
- Probation: A designated period during which further misconduct may result in more severe penalties.
- Suspension: Temporary separation from the university, with reinstatement contingent upon meeting specified conditions.
- Dismissal: Permanent removal from the institution.
- Restitution: Payment for damages or losses caused.
- Educational Sanctions: Community service, reflective essays, or counseling participation.

12.6 Procedural Safeguards

Students are entitled to procedural fairness in all disciplinary matters. This includes:

- Written notice of alleged violations.
- The opportunity to present evidence and respond to charges.
- Impartial adjudication.
- The right to appeal outcomes.

All disciplinary records are confidential and maintained in accordance with FERPA and institutional retention policies.

12.7 Retaliation and Confidentiality

Retaliation against any individual involved in reporting or participating in disciplinary proceedings is strictly prohibited. All information related to conduct cases is handled with the highest degree of confidentiality, accessible only to authorized personnel.

12.8 Policy Review and Improvement

The Student Conduct Policy is reviewed annually by the Administrative Council to ensure alignment with evolving legal standards, higher-education best practices, and institutional mission. Revisions are approved by the Academic Council and communicated to all students through the Student Handbook, Catalog, and University website.

Section 13. Campus Safety and Emergency Procedures

Belcroft University is committed to maintaining a safe, secure, and healthy environment for all members of its community. The institution recognizes that effective safety and emergency preparedness are fundamental components of student welfare, regulatory compliance, and



operational continuity. Accordingly, the University has established comprehensive safety protocols, emergency response procedures, and prevention programs designed to protect students, faculty, staff, and visitors from potential harm while ensuring prompt and coordinated responses to emergencies.

13.1 Institutional Commitment to Safety

The University's safety policy affirms that all students and employees share responsibility for maintaining a secure campus. The Administrative & Facilities Office oversees the implementation of safety standards, ensures adherence to local and state regulations, and coordinates with law enforcement and emergency response agencies.

All faculty, staff, and students are expected to familiarize themselves with safety procedures, comply with posted emergency instructions, and report potential hazards immediately. A culture of safety awareness and proactive prevention is emphasized in all institutional communications and training activities.

13.2 Facility Security and Access Control

All campus facilities are monitored to ensure secure and controlled access. Administrative offices, laboratories, classrooms, and storage areas are locked after business hours, and access is restricted to authorized personnel through keycard systems or assigned entry codes. Surveillance cameras are installed in public areas and entrances to enhance situational awareness and deter unauthorized activity.

Visitors must register at the reception area, display visitor identification, and be escorted by authorized staff. The University maintains daily facility inspection logs to monitor maintenance and safety conditions and ensures compliance with fire, building, and health codes.

13.3 Emergency Response Procedures

Belcroft University maintains a written Emergency Management Plan that provides step-by-step procedures for responding to critical incidents such as fire, severe weather, medical emergencies, power failures, and security threats. The plan is reviewed annually and distributed electronically to all departments.

Key components include:

- **Evacuation Procedures:** Clearly marked evacuation routes and assembly points are posted in each classroom and hallway. Faculty and staff are responsible for guiding students to safety during emergencies.
- **Medical Emergencies:** First-aid kits and automated external defibrillators (AEDs) are available at designated campus locations. Faculty and administrative staff receive basic first-aid and CPR training. Emergency services (911) must be contacted immediately in all serious cases.
- **Fire Safety:** Fire extinguishers and alarms are installed in all buildings and inspected regularly. Fire drills are conducted at least twice per year, and all occupants must participate.
- **Severe Weather:** In case of inclement weather or natural disasters, the University will issue closure or shelter-in-place notifications via email, SMS alerts, and website postings.
- **Lockdown Procedures:** In the event of an intruder or security threat, the University will initiate lockdown procedures. Students and staff are to remain in secure areas until official all-clear communication is received.

13.4 Communication and Notification Systems

The University uses a multi-channel Emergency Notification System (ENS) to disseminate critical alerts to students, faculty, and staff. Notifications are sent through institutional email, SMS text, the University website, and the campus information boards.

All students are required to maintain updated contact information in the Student Information System (SIS) to ensure receipt of emergency communications. The Office of Operations tests the ENS each semester and documents system performance.

13.5 Incident Reporting and Investigation

All accidents, injuries, or safety concerns must be reported immediately to the Office of Operations and Safety Compliance using the official Incident Report Form. Reports are reviewed within 48 hours to determine appropriate corrective actions. In cases involving criminal activity or potential threats, the University cooperates fully with local law enforcement agencies.

The institution maintains a log of all incidents and corrective measures, which is reviewed annually by the Administrative Council to identify trends and improve prevention strategies.

13.6 Health and Environmental Safety

Belcroft University complies with all applicable Occupational Safety and Health Administration (OSHA) and applicable state and local health and safety authorities' regulations regarding workplace and campus safety. Laboratories and technical facilities follow specific safety protocols for equipment use, electrical hazards, and chemical handling.

Students and staff are instructed in the proper use of safety equipment and must complete orientation before accessing laboratories or specialized environments. Smoking, vaping, and open flames are prohibited in all University facilities.

13.7 Preventive Training and Awareness

The University conducts regular safety training sessions for students, faculty, and staff during orientation and at the beginning of each academic year. Training covers fire safety, emergency response, harassment prevention, data security, and workplace ergonomics. The Office of Student Affairs collaborates with Operations to ensure that safety education remains an integral part of the University's community-building initiatives.

13.8 Continuous Improvement and Review

The Emergency Management Plan and Safety Policy are reviewed annually by the Operations Office in consultation with Committee on Academic Planning & Compliance to incorporate updated legal requirements, new technologies, and best practices in risk management. Feedback from safety audits, drills, and community surveys informs policy revisions.

Through continuous evaluation and training, Belcroft University ensures a secure, responsive, and health-conscious campus environment that supports the well-being of all members of its academic community.

Section 14. Career Development and Internship Services



Belcroft University maintains an integrated career development framework designed to support students from admission through post-graduation employment. Career services are administered by the Office of Career and Professional Development, in coordination with the Office of Student Affairs and Office of Academic Affairs, to ensure that professional guidance is fully embedded in the student experience. No guarantee of employment or placement is made or implied.

The University's career development philosophy is grounded in the belief that education should connect academic learning with professional practice. Accordingly, career support services are structured to cultivate employability skills, professional identity, and lifelong career management competencies for students across all programs.

14.1 Career Counseling and Advising

Each student is encouraged to participate in individualized career counseling sessions beginning in the first term of study. Advisors assist students in identifying career goals, mapping academic coursework to industry pathways, and developing effective job-search strategies. Counseling focuses on career exploration, skill assessment, résumé and cover-letter preparation, interview techniques, professional communication, and networking strategies.

14.2 Career Workshops and Seminars

Throughout the academic year, the Career Services Office offers workshops and group sessions on a range of professional development topics, including leadership in diverse workplaces, employment trends, LinkedIn and digital branding, and transitioning from graduate study to professional practice. Faculty frequently collaborate with the office to integrate professional development content directly into course assignments and capstone projects.

14.3 Employer Engagement and Networking

Belcroft University maintains relationships with employers, alumni, and professional associations in technology, business, and research sectors. Employers are invited to participate in virtual and on-campus career fairs, industry panels, and guest-speaker events. The University's Employer Partnership Directory is regularly updated to provide students with internship, practicum, and full-time employment opportunities that align with their fields of study. Alumni are encouraged to serve as career mentors and share insights through networking events and professional panels.

14.4 Internships and Experiential Learning

Belcroft University recognizes experiential learning as a vital component of graduate education. Many programs include a required or elective internship, practicum, or applied project designed to provide students with hands-on experience in their professional field.

Key institutional policies governing internships include:

- Eligibility: Students must be in good academic standing and have completed a minimum number of credits, as specified in program guidelines.
- Approval Process: Students submit an internship proposal detailing objectives, site information, work schedule, and expected learning outcomes. Proposals must be approved by a faculty supervisor and site supervisor prior to commencement. The plan should include goals for the internship, degree competencies addressed by the internship, expected tasks to be completed, work schedule, and the assessment plan. Students are responsible for arranging an internship with a business or organization related to their program. A student may take an internship in the same organization where they are employed, but the work planned for the internship must have a clear separation from the work expected as part of their employment.
- Hours and Credit: Credit-bearing internships typically require a defined number of contact hours per credit, consistent with institutional academic policies. The amount of the work should be appropriate for the units registered (3 units = 135 hours)
- Supervision and Evaluation: Each internship is jointly supervised by a faculty member and an on-site professional. Evaluation is based on performance reports, reflective journals, and a final written or oral presentation. At the conclusion of the internship, the site supervisor is expected to submit a written assessment of the student's work.
- Compensation: Internships may be paid or unpaid, depending on employer arrangements and regulatory guidelines.

The University ensures that internship placements comply with all applicable labor laws and provide educational value consistent with academic standards.

14.5 Job Placement Support

While employment cannot be guaranteed, Belcroft University actively supports students in securing suitable professional positions. The Career Services Office assists students with job-matching, résumé referrals, and access to the University's Career Portal, which lists current job and internship openings submitted by partner organizations. Advisors provide interview coaching, salary-negotiation guidance, and information on work authorization for international graduates where applicable.

14.6 Post-Graduation Follow-Up and Outcome Tracking

Following graduation, the Office of Institutional Research conducts periodic follow-up surveys to assess employment outcomes, continuing-education enrollment, and alumni satisfaction. These data are analyzed to measure the effectiveness of academic programs, identify emerging labor-market trends, and inform future curriculum and service improvements.

14.7 Continuous Improvement

Career development programs are reviewed annually by the Academic Council to ensure alignment with industry demands and institutional mission. Employer and alumni feedback are incorporated into strategic planning and program evaluation. By maintaining this cycle of review and

enhancement, Belcroft University ensures that its graduates are prepared with the adaptability, ethical foundation, and professional competence necessary for sustained career success.

Section 15. Non-Discrimination and Equal Opportunity Policy



NON-DISCRIMINATION AND
EQUAL OPPORTUNITY

Belcroft University is firmly committed to providing an inclusive, respectful, and equitable educational environment for all students, faculty, and staff. The University prohibits all forms of discrimination, harassment, and retaliation on the basis of race, color, national origin, sex, gender identity, sexual orientation, disability, age, religion, marital status, veteran status, or any other category protected under federal, state, or local law. This policy applies to all academic programs, employment practices, admissions processes, financial aid, student services, and extracurricular activities.

15.1 Policy Statement and Scope

In alignment with federal and state civil rights laws—including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA)—Belcroft University ensures equal opportunity and access for all individuals participating in its educational programs and institutional activities.

This policy extends to all aspects of university operations, including recruitment, admissions, academic instruction, housing (where applicable), student employment, internships, and field placements. The University will take prompt, equitable action to address any report of discrimination, harassment, or retaliation, regardless of whether the conduct occurred on or off campus.

15.2 Responsibilities and Oversight

Oversight of the University's non-discrimination and equal opportunity efforts is vested in the Office of Compliance and Equity, which reports directly to the Executive Director. This office coordinates compliance with all applicable regulations and investigates alleged violations of institutional policy.

The University has designated the following officials for specific areas of responsibility:

- Title IX Coordinator: Oversees complaints involving sexual harassment, sexual violence, or gender-based discrimination.
- ADA/Section 504 Coordinator: Coordinates accommodations and accessibility services for individuals with disabilities.
- Equal Opportunity Officer: Monitors compliance in hiring, admissions, and program participation.

These officers receive ongoing professional training and maintain confidentiality throughout the investigation and resolution process.

15.3 Reporting Discrimination or Harassment

Any student, faculty member, or staff person who believes they have experienced or witnessed discrimination, harassment, or retaliation is encouraged to report the incident immediately. Reports may be submitted verbally or in writing to Committee on Academic Planning & Compliance or through the confidential reporting system available on the University's website.

The University will promptly initiate an impartial investigation and take appropriate corrective measures if a violation is substantiated. Retaliation against individuals who file complaints or participate in investigations is strictly prohibited and constitutes a separate policy violation.

Students may also contact external agencies, such as:

Florida Commission for Independent Education,

325 W. Gaines Street, Suite 1414,

Tallahassee, FL 32399-0400

Phone: (850) 245-3200

15.4 Accommodations for Students with Disabilities

Belcroft University provides reasonable accommodations for qualified students with disabilities to ensure full participation in educational programs and activities. Students seeking accommodations must submit documentation of their disability to the ADA/Section 504 Coordinator.

Accommodations may include, but are not limited to, extended testing time, accessible instructional materials, adaptive technology, or modified classroom seating. All requests are reviewed individually to balance the student's needs with academic integrity and essential program requirements.

The University also maintains accessible facilities and communication systems to ensure equal access for individuals with mobility, visual, or auditory impairments.

15.5 Training and Prevention

To maintain an inclusive and respectful community, Belcroft University requires annual training for faculty, staff, and administrators on non-discrimination, harassment prevention, Title IX compliance, and disability accommodation procedures. Students receive information about these rights and responsibilities during orientation and through the Student Handbook.

Educational campaigns and awareness programs are conducted regularly to promote diversity, equity, and inclusion throughout the campus community.

15.6 Continuous Improvement and Policy Review

Committee on Academic Planning & Compliance reviews the Non-Discrimination and Equal Opportunity Policy annually to ensure alignment with changes in federal and state law, evolving best practices, and institutional priorities. Findings and recommendations are presented to Committee on Academic Planning & Compliance and incorporated into strategic planning.

Through these ongoing efforts, Belcroft University affirms its unwavering commitment to maintaining an educational environment grounded in fairness, dignity, and mutual respect for all members of its academic community.

Section 16. Institutional Compliance and Regulatory Commitment

Belcroft University affirms its full commitment to operating in compliance with all applicable federal, state, and local laws governing postsecondary education. The institution recognizes that

accountability, transparency, and ethical stewardship are essential components of its mission and essential to maintaining the public's confidence in the integrity of its academic programs and administrative operations.

Belcroft University ensures that all institutional practices—academic, financial, and administrative—conform to established regulatory requirements and reflect best practices in higher education governance.

16.1 Compliance Oversight and Governance

Committee on Academic Planning & Compliance is responsible for coordinating all regulatory and reporting functions across the University. Working under the supervision of the President and Executive Director, the office ensures adherence to applicable state licensing requirements, including Florida CIE requirements where applicable, federal education laws, and applicable state licensure conditions

Key areas of compliance oversight include:

- Institutional authorization, licensure, and renewal requirements under applicable state law, including Florida CIE requirements where applicable;
- Federal student privacy protection under the Family Educational Rights and Privacy Act (FERPA);
- Equity and accessibility standards under Title VI, Title IX, Section 504, and the Americans with Disabilities Act (ADA);
- Occupational safety standards as required by OSHA;
- Consumer protection, financial responsibility, and data integrity provisions as outlined by state and federal law.

The Compliance Office maintains a current compliance calendar, ensures timely submission of required reports, and coordinates internal audits in collaboration with the Office of Institutional Effectiveness and the Finance Office.

16.2 Ethical and Legal Responsibilities

Belcroft University holds all members of its community—students, faculty, administrators, and trustees—to the highest ethical and professional standards. All institutional representatives are required to:

- Conduct business in accordance with applicable laws and University policies;
- Avoid conflicts of interest and report any potential ethical concerns through designated channels;
- Maintain the confidentiality and security of institutional data and student information;
- Cooperate fully with accreditation and regulatory reviews; and
- Promote integrity and accountability in all academic and administrative operations.

Violations of compliance policies are reviewed promptly by the Compliance Office, and corrective actions are implemented to prevent recurrence.

16.3 Accreditation and Continuous Quality Assurance

Belcroft University operates within a framework of continuous quality improvement designed to meet or exceed the standards of recognized accrediting and regulatory agencies. The institution periodically reviews all academic programs, policies, and administrative procedures to ensure alignment with best practices and accreditation benchmarks.

The University is committed to maintaining active communication with accrediting and licensing bodies, and to pursuing appropriate institutional and programmatic accreditations as part of its long-term strategic plan.

Assessment data, student achievement metrics, graduation rates, and stakeholder feedback are regularly analyzed by the Office of Institutional Effectiveness to inform evidence-based decision-making and planning.

16.4 Public Accountability and Transparency

Belcroft University upholds principles of transparency by publishing accurate and current information regarding its programs, tuition, refund policies, admission criteria, faculty qualifications, and governance structure. Official publications—including the Academic Catalog, Student Handbook, and institutional website—are reviewed annually for accuracy and regulatory compliance.

The University ensures that all policies are publicly accessible and that students are informed of their rights and responsibilities as members of the academic community.

16.5 Periodic Review and Continuous Improvement

Committee on Academic Planning & Compliance conducts an annual review of all compliance functions, policies, and regulatory obligations to ensure ongoing conformity with applicable legal and regulatory requirements and federal laws. Findings are documented in the annual Institutional Compliance Report, which includes progress updates on licensing renewals, accreditation activities, and internal audits.

The University's governing Board and senior leadership use these findings to guide long-range planning, resource allocation, and policy development—ensuring that Belcroft University remains a responsible, transparent, and high-performing institution of higher education.

Section 17. Programs, Course, and Schedule Information

Programs and Course Information. Detailed program descriptions, course listings, credit-hour requirements, delivery format, and degree requirements are published in the official Academic Catalog. Students should refer to the Academic Catalog for complete and authoritative academic information including Academic Calendar.