



Belcroft University Official Catalog

Academic Year 2026 – 2027

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TABLE OF CONTENTS

SECTION 1 – INSTITUTIONAL INFORMATION & POLICIES	SECTION 2 – PROGRAMS
1. Identification Data 3	Master's Programs 31
2. Governance and Administrative Structure	– Artificial Intelligence (MS AI) 31
3. Institutional Mission and Objectives 3	– Computer Systems Validation in Regulatory Affairs (MS CSVRA) 33
4. Organizational Structure and Operations 4	– Accounting (MSA) 35
5. Accreditation and Approval Status 4	– Executive Master of Business Administration (MBA EMBA) 37
6. Campus and Facilities 5	– Public Health (MPH) 39
7. Academic Calendar and Hours of Operation 5	– Nursing Administration (MSN NA) 41
8. Admissions 5	
9. Student Services 7	
9.1 Academic Advising and Counseling 7	
9.2 New Student Orientation 8	
9.3 Academic Evaluation and Assessment Support 8	Doctoral Programs
9.4 Financial Services and Student Accounts 8	– Computer Science (PhD) 44
9.5 Career Development and Placement Services 8	– Doctor of Medicine in Dentistry (DMD) 46
9.6 Health, Wellness, and Safety Resources 8	– Advanced Standing Program (DMD-ASP) 49
9.7 Student Activities and Community Engagement 8	
9.8 Continuous Evaluation and Improvement 9	
10. Recordkeeping and Confidentiality 9	Doctoral Dissertation & Thesis Defense Guidelines 52
11. Grading and Academic Standards 11	Attachment A – Academic Calendar 54
12. Attendance and Make-Up Policy 13	Attachment B – Governing Board & Administrative Staff 55
13. Student Conduct and Discipline 14	
14. Academic Probation and Re-Admission 16	
15. Student Rights and Grievance Procedures 18	
16. Financial Policies and Refund Schedule 21	
17. Graduation Requirements 23	
18. Career Development and Placement Assistance 26	
19. Non-Discrimination and Compliance 28	

SECTION 1 – INSTITUTIONAL INFORMATION & POLICIES

1. Identification Data

Institution Name: Belcroft University

Mailing Address: 2963 Gulf To Bay Blvd, Suite# 120, Clearwater, FL - 33759

Parent Corporation: eNARA Group Inc.

Legal Status: Private For-profit Institution

Delivery Methodology: On-Campus, and Blended Learning (on-site and online)

Primary Contact: Dr. Irene Klewin, CEO

Email: info@belcroftuniversity.com | Phone: 813-772-3772

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2. Governance and Administrative Structure

Belcroft University, operated by eNARA Group Inc., is governed by a Board Of Directors responsible for oversight, policy formation, and fiduciary accountability. The Board ensures that institutional operations align with mission, regulatory, and accreditation standards.

Board Of Directors – Current Members: - Lavanya Nayak (Owner / President); Babu Motupalli, M.S. (Secretary of the Board); Dharmendra Kalakota (member); Purushotham Eluri (member); Aswani Daniyala (member).

Chief Executive Officer: Dr. Irene Klewin

Senior Administrative Leadership: - Provost / Chief Academic Officer: Dr. Irene Klewin; - Chief Financial Officer: Lavanya Nayak

Administrators: - Director of Admissions and Marketing: Priyanka Uppala; Director of Student Services: John Buckley.

Program Coordinators:

Computer Science and Technology Programs - Babu Motupalli

Business & Accounting Programs - Priyanka Uppala

Health Science Programs – Dr. Srujana Eluri

Doctoral Program in Computer Science - Dharmendra Reddy Kalakota

3. Institutional Mission and Objectives

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 technology, business, health sciences, and Computer

Science. The graduate, professional, and doctoral offerings build advanced analytical, leadership, clinical, and research capacities to meet the needs of evolving industries, healthcare systems, and communities.

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 the Mid-Atlantic region, across the United States, and from international locations, enriching the academic community with varied perspectives and experiences.

Belcroft University graduates are equipped to contribute meaningfully to their professions, strengthen their communities, improve public health and healthcare delivery, and advance innovation within rapidly changing economic, scientific, technological, and healthcare landscapes

Objectives 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.

4. Organizational Structure and Operations

Belcroft University operates under a shared-governance model linking the Board Of Directors, executive leadership, and academic councils.

5. Accreditation and Approval Status

Belcroft University is seeking licensure from the Florida Commission for Independent Education to operate as a degree-granting postsecondary institution in the State of Florida pursuant to Chapter 1005, Florida Statutes, and Rule Chapter 6E, Florida Administrative Code. The University is pursuing approval for graduate, doctoral, and professional degree programs in technology, business, health sciences, nursing, dentistry, regulatory affairs, and related fields, including medical and advanced standing professional education programs. Belcroft University is also preparing for eligibility and future candidacy with the Middle States Commission on Higher Education as part of its long-range institutional accreditation strategy.

6. Campus and Facilities

Belcroft University operates from Waters Edge Office Center, 2963 Gulf To Bay Blvd, Suite# 120, Clearwater, FL - 33759. The campus is situated in a professionally maintained business setting located in the central business district of downtown Tampa, providing a secure and accessible environment for academic and administrative operations.

Belcroft University occupies 3,398 SF of dedicated space on the first floor with technology-equipped classrooms, faculty offices, a student reception and advising area, and quiet study spaces that allow students to access online learning resources and the University's digital library.

The location offers convenient access through major transportation routes, nearby public transit services, and multiple public parking facilities within walking distance, making it easily accessible for students, faculty, and visitors. Its central downtown location also places students near business centers, dining, and professional services, contributing to an attractive and practical learning environment.



Within the campus suite, instructional spaces are configured to support small-group learning, seminar-style discussions, and interactive teaching methodologies aligned with the University's mission. Faculty offices and administrative workspaces are located on site to provide students with ready access to advising, academic support, and essential services such as admissions, registrar, and student assistance. The University's physical facility is complemented by robust **electronic learning resources**, giving students access to digital textbooks, research

databases, writing and learning tools, and course materials both on campus and remotely. Together, the on-site learning environment and the University's digital infrastructure ensure that students have full access to the academic resources necessary for successful study at the graduate levels.

7. Academic Calendar and Hours of Operation

Trimester Calendar:

- Fall Term: September – December

- Winter Term: January – April

- Summer Term: May – August

Office Hours: Mon–Fri 8:30 a.m.–6:00 p.m.

Class Hours: 8:30 a.m.–11:00 p.m. and Saturdays as scheduled.

8. Admissions

The admissions office is staffed to administer admissions policies consistently, document admissions decisions, and maintain records required for Florida licensure review.

Admission to Belcroft University's graduate and professional programs is based on a holistic review of each applicant's academic preparation, personal or professional background, and readiness for advanced study. The University welcomes domestic and international applicants across the master's, professional, and doctoral levels and evaluates all candidates according to consistent academic and ethical standards

established in the Catalog and Student Handbook. Applicants are evaluated on their academic record, discipline-specific preparation, and capacity for advanced, professional, or research-oriented study. This unified, mission-aligned admissions process ensures that all admitted students are prepared to meet the academic rigor and professional standards of Belcroft University's programs.

8.1 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.

8.2 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.

8.3 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).

8.4 International Students

International applicants are evaluated on the same criteria as domestic students and receive assistance with credential verification, visa documentation, and orientation through the Office of Student Affairs.

8.5 Remedial Placement and Developmental Education Policy

The University ensures that students entering the program possess the skills needed for successful study. The University maintains clear procedures for identifying students who require remedial or developmental support and for explaining how such coursework is applied.

Placement into remedial coursework is based on multiple measures, including prior academic records, standardized test results, or writing samples, and advising evaluations. Students who do not yet demonstrate readiness for first-year, credit-bearing coursework are placed into appropriate remedial modules. The Academic Office determines which remedial courses are required and assigns qualified instructors.

Remedial courses do not carry degree-applicable credit, are excluded from GPA calculation, and do not reduce the minimum credits required for the degree sought. With Academic Office approval, remedial courses may be taken concurrently with degree-applicable courses.

8.6 Student Success Integration

Belcroft University uses ongoing assessment of student success—including course completion rates, GPA trends, academic probation data, and progression benchmarks—reviewed by the Academic Council and the Office of Institutional Effectiveness, to inform evidence-based refinements to admissions practices, conditional admission decisions, and remedial placement criteria. When assessment findings indicate patterns of academic risk or readiness gaps, the University adjusts admissions guidance, placement measures, and remediation requirements to strengthen student preparedness and support timely academic progression.

9. Student Services

Belcroft University provides a comprehensive system of student services designed to foster academic success, professional advancement, and personal well-being. These services are coordinated by the Office of Student Affairs and the Office of Academic Services to ensure seamless support for all students from admission through graduation. Services are reviewed annually by the Academic Council to confirm effectiveness, accessibility, and alignment with institutional goals and CIE standards. Student services are available to on-site and distance students during normal business hours.

9.1 Academic Advising and Counseling

Each student is assigned a faculty advisor upon admission who provides structured guidance on course sequencing, degree planning, and research or capstone selection. Advisors meet with students at least once per term to evaluate progress and career goals.

Professional **counseling services** are available for students experiencing academic stress, adjustment issues, or personal difficulties. When needed, referrals are made to licensed counselors or external mental-health professionals. Counseling is confidential and emphasizes early intervention to support retention and academic success.

9.2 New Student Orientation

All new students participate in a **mandatory orientation** prior to the start of their first term. Orientation introduces university policies, academic expectations, library resources, the Learning Management System (LMS), and the Student Information Portal. Presentations are delivered by representatives from Academic Affairs, Student Affairs, Finance, and Career Services. Attendance at orientation is required for enrollment confirmation.

9.3 Academic Evaluation and Assessment Support

The University's approach to evaluation promotes mastery of advanced concepts, critical thinking, and applied research. Students are assessed through assignments, seminars, presentations, and collaborative projects using standardized rubrics that ensure fairness and consistency. The **Office of Academic Affairs**, in collaboration with the Program Director and Registrar, oversees assessment integrity and secure record retention under the Family Educational Rights and Privacy Act (FERPA). Students with documented disabilities may request assessment accommodations through the Office of Student Affairs in accordance with the Americans with Disabilities Act (ADA).

9.4 Financial Services and Student Accounts

The Finance Office provides tuition billing, payment plan management, and refund processing. Although Belcroft University does not currently participate in federal Title IV programs, students may utilize private loans, scholarships, or employer tuition assistance. Financial counseling is available upon request to help students plan budgets and understand financial responsibilities. All policies regarding fees, refunds, and withdrawals are published in the Catalog. Financial assistance information is provided for those who qualify through private sources only; the institution does not currently participate in federal or state student aid programs.

9.5 Career Development and Placement Services

The **Career Services Office** offers individualized and group programs supporting career readiness and lifelong employability. Services include résumé and cover-letter preparation, interview workshops, LinkedIn optimization, employer contact list and professional networking events. Faculty collaborate with industry partners to facilitate **internship and practicum placements** aligned with program learning outcomes and credit requirements. Post-graduation follow-up surveys are used to measure employment outcomes and inform continuous improvement.

9.6 Health, Wellness, and Safety 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. Students are encouraged to maintain personal health insurance; referral information for local clinics and counseling centers is provided. The **Campus Safety Plan**, maintained by the Operations Office, establishes emergency procedures and coordination with local authorities.

9.7 Student Activities and Community Engagement

Belcroft University promotes professional and cultural engagement for students at all degree levels through workshops, and research initiatives. Graduate students engage in advanced opportunities such as research seminars, specialized technology demonstrations, and interdisciplinary panels related to their fields. The Office of Student Affairs supports student activities, reviews event proposals, and ensures compliance with institutional policies.

9.8 Continuous Evaluation and Improvement

All service units participate in the University's **annual institutional-effectiveness cycle**. Data from student surveys, focus groups, and utilization reports are analyzed to assess satisfaction and equity of access. The **Administrative Council** reviews these findings and integrates them into strategic planning and resource allocation. This evidence-based approach ensures that Belcroft University's student services remain responsive, inclusive, and directly supportive of the institution's mission of academic excellence and ethical leadership.

10. Recordkeeping and Confidentiality

Belcroft University maintains comprehensive, accurate, and secure student academic and administrative records in accordance with institutional policy and applicable federal and state regulations, including the Family Educational Rights and Privacy Act (FERPA). The University recognizes the vital importance of effective recordkeeping in ensuring institutional transparency, regulatory compliance, and the protection of student rights.

10.1 Recordkeeping Framework

The **Office of the Registrar** serves as the official custodian of student records and is responsible for the creation, maintenance, and verification of all academic documentation. Records are managed through an integrated Student Information System (SIS) and Learning Management System (LMS) that provide real-time, role-based access for authorized personnel. Each student's file—created upon admission—includes the application, official transcripts, proof of prior education, recommendations, Statement of Purpose, résumé, English proficiency verification (if applicable), and financial documentation. These materials form the permanent institutional record and are retained in accordance with the University's Record Retention and Disposal Policy.

10.2 Accuracy and Verification

All academic grades are entered by the course instructor into the LMS and verified by the Registrar before inclusion in the student's permanent transcript. The Registrar's Office performs periodic audits to ensure accuracy and consistency between electronic and physical records. Corrections to academic information require an approved Grade Change Form with written justification from the instructor and departmental authorization.

10.3 Data Retention and Archival

Student academic and financial records are retained for a **minimum of five (5) years** after graduation, withdrawal, or dismissal, while **permanent records such as transcripts** are preserved indefinitely in both electronic and physical formats. Archived files are stored in secure, access-controlled environments with encrypted digital backups maintained on institutional servers. Obsolete documents are destroyed through certified shredding or secure digital deletion.

10.4 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 strictly limited to authorized personnel with a legitimate educational or administrative need to know. Faculty and administrative staff undergo annual training in FERPA compliance and data confidentiality.

Students have the right to inspect and review their own educational records upon written request and may request correction of inaccurate or misleading information. The University will respond to such requests within thirty (30) days of receipt.

No personally identifiable information is disclosed to third parties without the student's written consent, except in cases permitted under FERPA, such as legitimate educational interest, legal orders, or authorized audits. **Directory information** (e.g., name, program, dates of attendance) may be disclosed only under defined conditions, and students may opt out by submitting a written request to the Registrar

10.5 Physical and Electronic Security

All physical student files—including admissions materials, transcripts, and forms—are stored in locked cabinets within restricted-access areas of the Registrar's and Student Services Offices. Digital student data are maintained within encrypted, firewall-protected systems using multi-factor authentication and role-based access control. Routine penetration testing, data backups, and system monitoring are conducted by the Information Technology Department to prevent breaches and ensure data integrity. In the event of a suspected breach, the University implements its Data Breach Response Protocol, which includes immediate containment, notification, and mitigation procedures.

10.6 Institutional Auditing and Compliance

The Registrar's Office conducts regular internal audits in coordination with the Office of Institutional Effectiveness to confirm data accuracy and compliance with CIE reporting requirements. Audit results are reviewed by the Chief Academic Officer and the President's Council to ensure continuous improvement in institutional data governance.

10.7 Student Rights under FERPA

Students are entitled to:

- Review their educational records within 30 days of request.
- Request amendments to records they believe are inaccurate.
- Provide written consent before the University discloses personally identifiable information, except where FERPA allows disclosure without consent.
- File a complaint with the U.S. Department of Education's Family Policy Compliance Office if they believe their rights have been violated.

Through these policies and safeguards, Belcroft University ensures that student records are complete, accurate, confidential, and protected against unauthorized access or disclosure, reflecting the institution's ongoing commitment to ethical administration, student privacy, and regulatory compliance.

11. Grading and Academic Standards

Belcroft University maintains a consistent and transparent grading system to ensure fairness, accountability, and academic integrity across all programs and instructional modalities. The grading policy defines how student performance is evaluated, recorded, and monitored in accordance with institutional and state standards.

11.1 Grading Scale and Definitions

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

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%
Lecture Attendance	10%	Total	100%
Total	100%		

11.2 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.

11.3 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).

11.4 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.

11.5 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.

11.6 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.

12. Attendance and Make-Up Policy

Belcroft University regards regular and punctual attendance as a vital component of academic success and professional preparation. Active participation in all scheduled instructional sessions—lectures, seminars, laboratories, and workshops—is required of every student, whether courses are offered on campus or online.

12.1 Attendance Expectations

- Attendance is recorded at every class meeting and entered into the Learning Management System (LMS) within 24 hours by the instructor.
- Students must notify the instructor or the Office of Academic Affairs at least 24 hours in advance of an anticipated absence.
- Three partial absences—defined as tardiness exceeding 15 minutes or early departure—constitute one full absence.
- Missing more than 15 percent of total scheduled class hours in any course constitutes excessive absence and may result in grade penalty, academic warning, or dismissal from the course.
- Documented emergencies, illness, or other legitimate circumstances may be considered for excused absence upon submission of supporting documentation to the Office of Student Affairs.
- Repeated attendance infractions may trigger academic probation as determined by the Academic Council and the Director of Student Affairs

12.2 Participation and Academic Engagement

Attendance alone does not constitute participation. Students are expected to engage actively in class discussions, group projects, presentations, and other collaborative learning activities. Faculty assess participation based on preparedness, contribution quality, and professional conduct. Participation and attendance jointly account for up to 10 percent of the overall course grade, as detailed in course syllabi.

12.3 Make-Up Work and Missed Assessments

- Students are responsible for completing all missed coursework, quizzes, or examinations following any absence.
- Unless otherwise approved, make-up work must be completed within one week of the missed session.
- Faculty are not obligated to re-teach material missed but may provide supplemental assignments or resources.
- Extended absences for valid reasons (e.g., medical leave, family emergency) require coordination with the Office of Academic Affairs for potential course extensions or issuance of an Incomplete (I) grade.
- Incomplete grades must be resolved by the end of the following academic term.
- Failure to complete approved make-up work within prescribed timelines may result in loss of credit for the missed activity or final grade reduction.

12.4 Monitoring and Enforcement

Faculty must report any student whose attendance or participation falls below institutional standards to the Registrar and Director of Student Affairs for early intervention. Support measures—such as tutoring, advising, or probationary monitoring—are implemented to promote student retention and compliance. Attendance data are reviewed each term by the Academic Council as part of the institutional effectiveness process to verify consistency and regulatory compliance.

12.5 Student Responsibility

Students bear ultimate responsibility for understanding and following all attendance and make-up policies. Failure to comply may affect course grades, financial standing, and academic status. Students with extenuating circumstances are encouraged to communicate promptly with faculty and the Office of Student Affairs to seek appropriate accommodations.

13. 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.

13.1 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.

13.2 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.

13.3 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.

13.4 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.

13.5 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.

13.6 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.

13.7 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.

13.8 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.

14. Academic Probation and Re-admission

Belcroft University maintains high academic standards to ensure that each student demonstrates satisfactory progress toward degree completion. Students are expected to maintain consistent academic performance, meet attendance and participation expectations, and adhere to professional conduct standards across all courses and programs. Academic probation serves as a structured support mechanism—not a punitive measure—to help students restore good standing through clear goals, guidance, and faculty oversight.

14.1 Academic Standing and Evaluation

Academic performance for all Belcroft University students is reviewed at the end of each term to ensure satisfactory progress toward degree completion. To remain in good academic standing, students—enrolled in graduate and doctoral programs—3.0 and successfully complete at least 67% of all attempted credits within the prescribed timeframe. Students who do not meet these standards are placed on academic probation and formally notified by the Office of Academic Affairs. Probation continues for one term, during which the student must demonstrate improved academic performance to return to good standing or face further academic action consistent with university policy.

In addition to GPA requirements, consistent class attendance, submission of required assignments, and adherence to academic integrity standards are considered essential indicators of satisfactory progress. Repeated violations of attendance or conduct policies may trigger academic review, even if GPA thresholds are met.

14.2 Academic Probation Procedures

When a student is placed on probation, a written notice outlines the specific reasons, conditions, and performance expectations for reinstatement. The student is required to meet with their academic advisor within ten (10) business days of notification to develop an Academic Improvement Plan (AIP). This plan specifies the courses to be retaken or completed, recommended tutoring or workshops, and a target GPA to be achieved by the end of the probationary term.

Students on probation remain eligible to continue coursework but may face restrictions on course load, participation in internships, or other academic privileges until good standing is restored. The probationary period lasts one academic term, during which performance is closely monitored by the advisor and program director.

14.3 Removal from Probation and Return to Good Standing

At the conclusion of the probationary term, the Academic Affairs Office reviews the student's record. If the cumulative GPA meets or exceeds 3.0 for graduate, and all probationary conditions have been satisfied, the student is returned to good academic standing. A formal letter of reinstatement is issued and recorded in the student's academic file.

If a student at any level fails to achieve the required improvements during the probationary term, the Academic Council may recommend academic suspension or dismissal in accordance with university policy. Dismissed students may reapply for admission after a minimum of one academic term, and must demonstrate, through academic or other documented evidence, their readiness to resume graduate-level study (for master's and doctoral applicants).

14.4 Academic Suspension and Dismissal

Students who do not meet satisfactory academic progress after the probationary period or who commit severe academic or conduct violations may be suspended or dismissed. Suspension is typically for one term and may include conditions for re-enrollment. Dismissal permanently separates the student from the University. All students subject to dismissal are provided written notice and the right to appeal in accordance with the grievance procedures outlined in institutional policy.

14.5 Re-admission after Dismissal or Withdrawal

Students seeking re-admission following academic dismissal or voluntary withdrawal must submit a Petition for Re-admission to the Office of Admissions. The petition must include a statement explaining the circumstances leading to withdrawal or dismissal, evidence of professional or academic growth during the absence, and a plan for academic success upon return.

The Academic Council reviews all petitions and may impose conditions for reinstatement, such as probationary status, completion of prerequisite coursework, or demonstration of improved academic readiness. A student approved for re-admission resumes studies under the program requirements in effect at the time of reinstatement.

14.6 Continuous Support and Student Success

Belcroft University emphasizes early intervention and proactive advising to help students avoid academic difficulty. Faculty members and advisors collaborate to identify at-risk students through attendance

monitoring, midterm evaluations, and academic progress reports. Support services—including tutoring, writing assistance, and counseling—are available to help students address academic or personal challenges affecting performance.

Through these policies and structured support mechanisms, the University affirms its commitment to academic integrity, fairness, and student achievement while ensuring compliance with regulatory standards and maintaining the quality expected of a graduate institution.

15. Student Rights and Grievance Procedures

Belcroft University upholds the right of every student to fair, respectful, and equitable treatment in all academic and administrative matters. The University ensures that all students have access to due process, transparent communication, and timely resolution of concerns through clearly defined grievance procedures. These procedures apply to all students regardless of program level, modality, or location of study and reflect both institutional policy and CIE requirements.

15.1 Student Rights

Each student enrolled at Belcroft University is entitled to:

- Pursue their education free from discrimination, harassment, or retaliation based on race, color, national origin, sex, religion, disability, age, or any other protected status.
- Receive instruction consistent with approved syllabi and program learning outcomes delivered by qualified faculty.
- Be evaluated fairly and objectively based on published academic criteria.
- Access academic advising, counseling, and student services that support academic success and personal well-being.
- Expect the confidentiality and accuracy of all educational and personal records under FERPA and institutional data-protection policies.
- Seek resolution for grievances through established internal procedures without fear of intimidation or adverse consequence.

15.2 Responsibilities of Students

Students are expected to:

- Conduct themselves with integrity, professionalism, and respect for others.
- Adhere to institutional policies governing academic honesty, attendance, financial obligations, and conduct.
- Communicate concerns through appropriate channels and provide accurate information during any grievance review.

15.3 Grievance Procedures

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.

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.

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.

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.

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.

15.4 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.

15.5 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.

15.6 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.

16. Financial Policies and Refund Schedule

Belcroft University maintains comprehensive and transparent financial policies governing tuition payments, fees, withdrawals, cancellations, and refunds. These policies are established to ensure equitable treatment of all students, compliance with requirements of the Florida Commission for Independent Education, Chapter 1005, Florida Statutes, and Rule Chapter 6E, Florida Administrative Code, and full institutional accountability in the administration of tuition and fee collections.

16.1 Tuition and 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
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
Graduation	\$150	non-refundable once graduation processing begins
Transcript (per copy)	\$10	per official transcript requested
Late Payment	\$50	

Tuition Costs:

Master's Programs: (4 Semesters)

- Master of Science in Artificial Intelligence (MS AI) - Credential: Master of Science - 30 credits - 4 terms - approximately 20 months - Tuition \$13,500 (\$450 per credit) – Total Program Cost \$15,500
- Master of Science in Computer Systems Validation in Regulatory Affairs (MS CSVRA) - Credential: Master of Science - 30 credits - 4 terms - approximately 20 months - Tuition \$15,000 (\$500 per credit) – Total Program Cost \$17,000
- Master of Science in Accounting (MSA) - Credential: Master of Science - 42 credits - 4 terms - approximately 20 months - Tuition \$18,900 (\$450 per credit) – Total Program Cost \$20,900
- Master of Business Administration in Executive Master of Business Administration (MBA EMBA) - Credential: Master of Business Administration - 30 credits - 4 terms - approximately 20 months - Tuition \$15,000 (\$500 per credit) - Total Program Cost \$17,000
- Master of Science in Nursing in Nursing Administration (MSN NA) - Credential: Master of Science in Nursing - 30 credits - 4 terms - approximately 20 months - Tuition \$15,000 (\$500 per credit) - Total Program Cost \$17,000
- Master of Public Health (MPH) - Credential: Master's - 30 credits - 4 terms - approximately 20 months - Tuition \$15,000 (\$500 per credit) - Total Program Cost \$17,000

Doctoral Program:

- Doctor of Philosophy in Computer Science (PhD CS) - Credential: Doctor of Philosophy - 60 credits - 5 terms - approximately 28 months - Tuition \$33,000 (\$550 per credit) – Total Program Cost \$35,450
- Doctor of Medicine in Dentistry (DMD) - Credential: Doctor of Medicine - 142 credits - 8 terms – approximately 44 months - Tuition \$284,000 (\$2000 per credit) – Total Program Cost \$335,000
- Advanced Standing Program (ASP) - Credential: Doctor of Medicine - 74 credits - 4 terms - approximately 20 months - Tuition \$148,000 (\$2000 per credit) – Total Program Cost \$173,600

Students receive a detailed tuition invoice before the beginning of each term. Tuition is due by the published deadline unless an approved payment arrangement has been established.

16.2 Payment Policies

All tuition and fees are due at registration unless alternative arrangements are approved by the Finance Office. Payments may be made by check, credit card, wire transfer, or authorized electronic payment methods.

Students approved for installment payments must adhere to the approved payment schedule. Failure to meet payment obligations may result in administrative withdrawal, suspension of academic services, or delayed registration; however, such action does not eliminate the student's financial responsibility under the refund policy.

16.3 Cancellation, Withdrawal, and Refund Policy

A student may **cancel** this Enrollment Agreement within three (3) working days after signing and receive a full refund of all tuition and fees paid, excluding nonreturnable materials.

If the applicant is not accepted, or if the University cancels or does not begin a program, all tuition and fees paid shall be refunded in full, including any nonrefundable charges.

If **cancellation** occurs before the first-class meeting or first academic activity, the student shall receive a 100% refund of tuition and refundable fees, less any allowable nonrefundable admission or registration fee (not to exceed \$150).

Students who **withdraw** after instruction begins are entitled to a prorated refund of unearned tuition based on the portion of the term completed 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

Refunds are based on the student's last date of attendance or official withdrawal date, whichever is earlier. The University may terminate enrollment for academic, disciplinary, or administrative reasons, and the same refund policy applies.

All refunds shall be issued within thirty (30) days of the date the University determines withdrawal or cancellation.

16.4 Involuntary Withdrawal or Dismissal

The University reserves the right to administratively withdraw or dismiss a student for academic, disciplinary, financial, or health-related reasons. Refunds in such cases are calculated using the same published refund schedule and are based on the last date of academically recorded attendance.

16.5 Leave of Absence

Students experiencing documented medical, personal, or professional hardship may request a Leave of Absence for up to one academic term. Leaves of absence must be approved in writing by the University prior to interruption of studies.

16.6 Financial Recordkeeping and Audits

All financial transactions, including tuition payments, refunds, adjustments, and fee assessments, are documented and maintained by the Finance Office for a minimum of five (5) years in accordance with Florida regulatory requirements.

16.7 Institutional Responsibility and Student Rights

Belcroft University does not retain unearned tuition and processes all refunds promptly in accordance with published policy.

Additional information regarding this institution may be obtained by contacting the Commission for Independent Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, Toll-Free Telephone Number 850-245-3200.

17. 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.

17.1 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.

17.2 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.

17.3 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.

17.4 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.

17.5 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.

17.6 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.

17.7 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.

18. Career Development and Placement Assistance

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.

18.1 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.

18.2 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.

18.3 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.

18.4 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.

18.5 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.

18.6 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.

18.7 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.

19. Non-Discrimination and Compliance

Belcroft University is committed to fostering an inclusive, respectful, and equitable learning and working environment for all members of its community. The University strictly prohibits 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 commitment extends to every aspect of institutional life—including admissions, academics, employment, financial assistance, research, and student services—and reflects the University's belief that diversity and equal opportunity are fundamental to educational excellence.

19.1 Policy and Scope

All University operations are governed by principles of fairness and equal access. The non-discrimination policy applies to recruitment, admissions, instruction, student activities, employment, internships, and all forms of participation in university programs. The University responds promptly and equitably to all complaints of discrimination or harassment, regardless of where the conduct occurred or the individuals involved.

19.2 Oversight and Responsibilities

Responsibility for compliance with non-discrimination and equity standards rests with the Office of Compliance and Equity, reporting directly to the President and Executive Director.

Key officers include:

- Title IX Coordinator – Manages investigations and responses related to sexual harassment, sexual violence, and gender-based discrimination.
- ADA / Section 504 Coordinator – Ensures accessibility and reasonable accommodations for individuals with disabilities.
- Equal Opportunity Officer – Monitors institutional practices in hiring, admissions, and program participation to confirm compliance with equity laws and internal policies.

Each official receives ongoing professional training and handles all reports with impartiality and confidentiality.

19.3 Reporting and Resolution

Any student, employee, or visitor who believes they have been subjected to discrimination, harassment, or retaliation is encouraged to report the incident promptly. Reports may be submitted in person, by email, or through the confidential online reporting system. The University conducts impartial investigations, provides appropriate interim measures, and implements corrective actions when warranted. Retaliation

against any person who files a report or participates in an investigation is strictly prohibited and constitutes a separate violation of University policy.

19.4 Accessibility and Accommodations

Belcroft University provides reasonable accommodations to qualified individuals with disabilities to ensure full participation in all programs and activities. Students requesting accommodations must submit documentation to the ADA Coordinator. Accommodations may include adaptive technologies, extended testing time, accessible instructional materials, or other individualized adjustments that maintain the integrity of academic requirements. All facilities, communication systems, and digital platforms are designed or modified to ensure accessibility and compliance with federal and state standards.

19.5 Education and Prevention

To maintain a culture of respect and inclusion, the University requires annual training for faculty, staff, and administrators on Title IX, ADA, and non-discrimination policies. Students receive orientation on rights, responsibilities, and reporting procedures, and ongoing workshops and awareness campaigns promote equity, cultural competency, and bystander engagement across the campus community.

19.6 Institutional Compliance Commitment

Belcroft University is committed to full compliance with all applicable federal, state, and local laws governing postsecondary education. The Office of Institutional Compliance coordinates internal reviews, regulatory reporting, and adherence to standards related to student privacy, occupational safety, data protection, consumer transparency, and institutional accountability. The University is seeking **provisional licensure from Florida Commission for Independent Education under Chapter 1005, Florida Statutes**, and is preparing all academic, administrative, and operational systems in accordance with the requirements applicable to licensed independent postsecondary institutions in the State of Florida.

All institutional representatives are expected to conduct business ethically, safeguard confidential records, and cooperate fully with regulatory review processes and external oversight. Institutional policies are reviewed regularly to ensure consistency with applicable legal standards, sound administrative practice, and Belcroft University's mission of accountability, academic integrity, and public trust.

19.7 Continuous Improvement

The University regularly evaluates its non-discrimination and compliance systems to ensure they remain effective, transparent, and responsive. Recommendations from the Office of Compliance and Equity are presented to senior leadership for action, and findings are incorporated into the University's strategic planning process. Through these ongoing measures, Belcroft University reaffirms its dedication to fairness, integrity, and mutual respect for all members of its academic community.

SECTION 2: PROGRAMS

MS in Artificial Intelligence (MS AI) ----- 33

MS in Computer Systems Validation in Regulatory Affairs (MS CSVRA) – 35

MS in Accounting ----- 37

MBA in Executive Master of Business Administration (EMBA) ----- 39

Master of Public Health (MPH) ----- 41

Master of Science in Nursing Administration (MSNA) ----- 43

PhD in Computer Science (PhD CS) ----- 46

Doctor of Medicine in Dentistry (DMD) ----- 48

Advanced Standing Program (ASP) ----- 51

Dissertation and Thesis Defense Guidelines (Doctoral Program) ----- 54

Course Numbering System

Belcroft University uses an institutional course numbering system designed to identify subject area, academic level, and sequence within each degree program. Alphabetic prefixes designate the academic discipline (for example, CS = Computer Science, MBA = Business Administration, PHD = Doctoral Research Courses). Numeric course designations in the 500–699 range indicate graduate-level master’s coursework, while numbers 700 and above designate doctoral-level study, research seminars, and dissertation sequence requirements. All courses are offered in semester credit hours.

MASTER PROGRAMS

Master of Science in Artificial Intelligence (MS AI)

Degree Awarded: Master of Science in Artificial Intelligence

CIP Code: 11.0102

Total Credits: 30

Mode of Delivery: On-Campus, Online, and Blended

Total Hours: 450 Lecture / 900 Lab

Program Length: 4 terms (about 20 months)

Total Program Cost: \$15,300

Program Overview

The MS in Artificial Intelligence program consists of 30 graduate-level semester credit hours, of which 15 are foundation, 12 are concentration, and 3 are elective (including the option coursework or project, or internship). Admitted students must declare a concentration. The program includes 4 concentrations: (1) Human-Computer Interaction, (2) Machine Learning, (3) Deep Learning, and (4) Data Engineering. Students must choose one of three options: coursework, MS project, or Internship. The program may be completed entirely on campus, entirely online, or through a combination of on-campus and online courses.

Program Objectives

The Master of Science in Artificial Intelligence program is designed to produce graduates who are highly qualified and to harmoniously integrate artificial intelligence into human life to drive value both for the companies providing the AIs and the users interacting with them. An MS in Artificial Intelligence can lead to a variety of career opportunities with high earning potential. This program offers students the essential knowledge and skills to design, develop, and implement AI systems across various high-demand sectors. The core curriculum is designed to provide an in-depth understanding of fundamental AI concepts, forming a solid foundation for both theoretical and practical aspects of artificial intelligence. Students learn to recognize the psychological and design implications of human interactions with intelligent systems and how business needs affect the way intelligent systems are considered and deployed. The emphasis of the Artificial Intelligence, MS program is on experiential learning and problem-solving.

Career Options

Career options may require additional experience, training, or other factors beyond the successful completion of this program. A Master of Artificial Intelligence degree can academically prepare you to pursue career options such as:

1. AI Engineer
2. Data Scientist
3. Machine Learning Engineer
4. Data Mining & Analysis
5. Business Intelligence Developer

Work Settings

A Master of Artificial Intelligence degree can academically prepare you to work in settings such as:

1. Technology Company
2. Entertainment Services
3. Software Company
4. Social Media company
5. Banking and Securities.

Courses Info

Course Code	Course Title	Credits
MSAI 510	Artificial Intelligence	3
MSAI 520	Database Management	3
MSAI 530	Quality Assurance	3
MSAI 610	Human-Computer Interaction	3
MSAI 620	Machine Learning	3
MSAI 630	Deep Learning	3
MSAI 640	Data Engineering	3
MSAI 650	Business Analytics	3
MSAI 660	Software Development Life Cycle	3
MSAI 699 (or) MSAI 690 (or) MSAI 695	Capstone Project (or) Data Mining (or) Internship	3
Total Credits		30

Master of Science in Computer Systems Validation in Regulatory Affairs (MS CSVRA)

Degree Awarded: Master of Science in Computer Systems Validation in Regulatory Affairs

CIP Code: 15.1202

Total Credits: 30

Mode of Delivery: On-Campus, Online, and Blended

Total Hours: 450 Lecture / 900 Lab

Program Length: 4 terms (about 20 months)

Total Program Cost: \$16,800

Program Overview

The MS in Computer Systems Validation in Regulatory Affairs program consists of 30 graduate-level semester credit hours, of which 15 are foundation, 12 are concentration, and 3 are elective (including the option coursework, project, or internship). A concentration must be declared by admitted students. The program includes 4 concentrations: (1) Concepts of Validation in Pharmaceutical Industry, (2) Regulatory Affairs in Pharmaceutical Industry, (3) Regulatory Compliance for Computer Systems in the Pharmaceutical Industry, and (4) 21 CFR part 820 and ISO 13485 Regulations. Students must choose one of three options: coursework, MS project, or Internship. The program may be completed entirely on campus, or through a combination of on-campus and online courses.

Program Objectives

The objective of the program is to prepare IT professionals to gain a comprehensive understanding of Computer System Validation (CSV), its significance in regulated industries, and the associated regulations and standards and the skills necessary to effectively manage electronic data in a regulated environment while ensuring compliance with regulatory guidelines such as FDA's 21 CFR Part 11 and EU Annex 11. Graduates will earn a Master of Science degree with a major in Computer Systems Validation in Regulatory Affairs and this area of concentration recognizes that all IT professionals, regardless of position, can be called on to serve in regulatory affairs roles. As we look forward to the increasing use of artificial intelligence, we will require increasingly sophisticated computers, trained users, skilled IT professionals, and involved management. This program is designed to produce graduates who are highly qualified to manage US and Global Regulatory Process for companies innovating and developing cutting-edge products in Life Sciences.

Career Options

Career options may require additional experience, training, or other factors beyond the successful completion of this program. A Master of Computer Systems Validation in Regulatory Affairs degree can academically prepare you to pursue career options such as:

1. Computer System Validation (CSV) Engineer
2. Validation Manager
3. Regulatory Affairs Director
4. Quality Assurance (QA) Specialist
5. Regulatory Compliance Consultant

Work Settings

A Master of Computer Systems Validation in Regulatory Affairs degree can academically prepare you to work in settings such as:

1. Pharmaceutical and Biotechnology Companies
2. Medical Device Companies
3. Healthcare Organizations
4. Contract Research Organizations (CROs)
5. Government Agencies and Regulatory Bodies.

Courses Info

Course Code	Course Title	Credits
MSCSV 510	Artificial Intelligence	3
MSCSV 520	Database Management	3
MSCSV 530	Quality Assurance	3
MSCSV 610	Concepts of Validation in the Pharmaceutical Industry	3
MSCSV 620	Regulatory Affairs in the Pharmaceutical Industry	3
MSCSV 630	Regulatory Compliance for Computer Systems in the Pharmaceutical Industry	3
MSCSV 640	21 CFR part 820 && ISO 13485 Regulations	3
MSCSV 650	Business Analytics	3
MSCSV 660	Software Development Life Cycle	3
MSCSV 699 (or) MSCSV 690 (or) MSCSV 695	Capstone Project (or) Data Mining (or) Internship	3
Total Credits		30

Master of Science in Accounting (MSA)

Degree Awarded: Master of Science in Accounting (MSA)

CIP Code: 52.0301

Total Credits: 42

Mode of Delivery: On-Campus, Online, and Blended

Total Hours: 630 Lecture / 1260 Lab

Program Length: 4 terms (about 20 months)

Total Program Cost: \$20,700

Program Overview

The MS in Accounting program consists of 42 graduate-level semester credit hours, of which 12 are foundation, 27 are concentration, and 3 are elective (including the option coursework or project or internship). A concentration must be declared by admitted students. The program includes 7 concentrations, in (1) Cost Accounting, (2) Bookkeeping and Quick Books, (3) Taxation for Individuals and Business Entities, (4) Financial Accounting Theory and Reporting, (5) Financial Statement Analysis, (6) Accounting Ethics, and (7) Auditing. Students must choose one of three options: coursework, MS project, or Internship. The program may be completed entirely on campus, entirely online, or through a combination of on-campus and online courses.

Program Objectives

The MS in Accounting program (MSA) is for people who want to be leaders in their profession. The program builds expertise in the fundamentals of accounting – financial reporting, audit and control, and US federal taxation. Beyond that, the MSA delivers analytic capabilities that the industry defines as cutting-edge. It is a hands-on and practice-oriented program designed for people who intend to use the degree to enter the field for the first time, those looking to gain new skills to advance in their current industry, or those already working in the accounting field looking to refresh their skill set. The MSA program curriculum provides students with the skills and knowledge they need to excel in the workplace once they graduate.

Career Options

Career options may require additional experience, training, or other factors beyond the successful completion of this program. The MS of Accounting Concentration degree can academically prepare you to pursue career options such as:

1. Certified Public Accountant (CPA)
2. Managerial or Cost accountant
3. Internal revenue agent
4. Tax consultant
5. Financial executives
6. Audit and assurance associate

Work Settings

The MS of Accounting Concentration degree can academically prepare you to work in settings such as:

1. Public accounting firms
2. Corporations and private businesses
3. Government agencies
4. Financial companies
5. Non-profit organizations
6. Wealth management firms

Courses Info

Course Code	Course Title	Credits
MSA 500	US Business Law	3
MSA 510	Accounting	3
MSA 520	Economics	3
MSA 530	Principles of Finance	3
MSA 540	Cost Accounting	4
MSA 610	Bookkeeping and Quick Books	4
MSA 620	Taxation for Individuals and Business Entities	4
MSA 630	Financial Accounting Theory and Reporting	4
MSA 640	Financial Statement Analysis	3
MSA 650	Accounting Ethics	4
MSA 660	Auditing	4
MSA 699 (or) MSA 690 (or) MSA 695	Capstone Project (or) Business Analytics (or) Internship	3
	Total:	42

Master of Business Administration in Executive Master of Business Administration (MBA EMBA)

Degree Awarded: Executive Master of Business Administration

CIP Code: 52.0201

Total Credits: 30

Mode of Delivery: On-Campus, Online, and Blended

Total Hours: 450 Lecture / 900 Lab

Program Length: 4 terms (about 20 months)

Total Program Cost: \$16,800

Program Overview

The MBA in Executive Master of Business Administration program consists of 30 graduate-level semester credit hours, comprising 12 foundation, 15 concentration, and 3 elective credits (including optional coursework, project, or internship). Admitted students must declare a concentration. The program includes 5 concentrations: (1) Strategy, (2) Supply Chain and Operations, (3) Management of AI Technologies, (4) Startup Entrepreneurship and Innovation, and (5) Leadership in Organizations. Students must choose one of three options: coursework, MS project, or Internship. The program may be completed entirely on campus, entirely online, or through a combination of on-campus and online courses.

Program Objectives

This program is uniquely prepared for professionals who are looking to advance their careers managerially, which differs from a traditional MBA, which offers a curriculum and experiences for individuals looking to start their professional careers. Designed for working professionals, the Executive Master of Business Administration program is a specialized program to elevate experienced professionals into strategic leaders. By blending experienced executives in a rigorous academic environment, EMBAs cultivate a deep understanding of complex business challenges, foster innovation, and enhance decision-making prowess. Graduates will earn a Master of Business Administration degree with a major in Executive Master of Business Administration, and this area of concentration recognizes that all MBA professionals, regardless of position, can be called on to serve in crucial leadership roles.

Career Options

Career options may require additional experience, training, or other factors beyond the successful completion of this program. The MBA of Executive Master of Business Administration Concentration degree can academically prepare you to pursue career options such as:

1. Chief Executive Officer
2. IT Manager
3. Business Development Manager
4. Director of Sales Manager
5. Chief Financial Officer
6. Chief Operating Officer
7. Investment Banker

Work Settings

The MBA of Executive Master of Business Administration Concentration degree can academically prepare you to work in settings such as:

1. IT Companies
2. Financial Companies
3. Pharmaceutical Companies
4. Insurance Companies
5. Accounting Firms
6. Wealth Management Firms
7. Energy Sector

Courses Info

Course Code	Course Title	Credits
EMBA 510	US Business Law	3
EMBA 520	Accounting	3
EMBA 530	Economics	3
EMBA 540	Principles of Finance	3
EMBA 610	Supply Chain and Operations	3
EMBA 620	Management of AI Technologies	3
EMBA 630	Leadership in Organizations	3
EMBA 640	Startup Entrepreneurship and Innovation	3
EMBA 650	Strategy	3
EMBA 699 (or) EMBA 690 (or) EMBA 695	Capstone Project (or) Business Analytics (or) Internship	3
Total Credits		30

Master of Public Health (MPH)

Degree Awarded: Master of Public Health

CIP Code: 51.2201

Total Credits: 30

Mode of Delivery: On-Campus, Online, and Blended

Total Hours: 450 Lecture / 900 Lab

Program Length: 4 terms (about 20 months)

Total Program Cost: \$17,000

Program Overview

The MS in Public Health program consists of 30 graduate-level semester credit hours, of which 27 are concentration, and 3 are elective (including the option coursework or project or internship). Students must choose one of three elective options: coursework, MS project, or Internship. The MPH program, however, does not require a hands-on, clinical component. The program may be completed entirely on campus, or through a combination of on-campus and online courses.

Program Objectives

The public health field focuses on the health and wellness of entire populations. The Master of Public Health (MPH) degree is a professional degree for students seeking a broad, general academic foundation in public health. The MPH degree provides a comprehensive education in areas of knowledge basic to public health: biostatistics, epidemiology, environmental health sciences, the US healthcare system, health, behavior and society, and public health programs: planning, implementation & evaluation. The MPH professionals serve local, state, regional, and global communities to improve health and prolong the lives of various populations. Public health professionals collaborate with clinicians, healthcare agencies, and community members to identify resources that help mitigate health issues and prevent future health problems. The objective of the MPH program is to prepare public health students to promote and protect overall health by providing an ethical, person-centered, educational experience. The MPH program consists of 30 graduate-level semester credit hours. The MPH program, however, does not require a hands-on, clinical component. The program may be completed entirely on campus, entirely online, or through a combination of on-campus and online courses. Graduates are prepared for various work environments, such as government agencies, academia, healthcare institutions, public health interest groups, non-profit organizations, and entrepreneurial endeavors.

Career Options

Career options may require additional experience, training, or other factors beyond the successful completion of this program. The Master of Public Health Concentration degree can academically prepare you to pursue career options such as:

1. Biostatistician
2. Environmental Health Specialist
3. Occupational Health and Safety Manager
4. Epidemiologist
5. Health Policy Analyst
6. Medical and Health Services Manager
7. Public Health Professor

Work Settings

The Master of Public Health Concentration degree can academically prepare you to work in settings such as:

1. Government agencies
2. Academia
3. Healthcare institutions
4. Pharmaceutical companies
5. Biotechnology firms
6. Non-profit organizations
7. Health departments

Courses Info

Course Code	Course Title	Credits
MPH 500	Foundations of Public Health	3
MPH 510	US Healthcare System	3
MPH 520	Management of Healthcare Organizations	3
MPH 530	Introduction to Biostatistics	3
MPH 540	Principles of Epidemiology	3
MPH 610	Population Health	3
MPH 620	Research Methods in Public Health	3
MPH 630	Health, Behavior, and Society	3
MPH 640	Environmental Health	3
MPH 699 (or) MPH 695 (or) MPH 690	Capstone Project (Or) Internship (Or) Public Health Programs: Planning, Implementation, & Evaluation	3
Total Credits		30

Master of Science in Nursing Administration (MSNA)

Degree Awarded: Master of Science in Nursing Administration

CIP Code: 51.3802

Total Credits: 30

Mode of Delivery: On-Campus, Online, and Blended

Total Hours: 450 Lecture / 900 Lab

Program Length: 4 terms (about 20 months)

Total Program Cost: \$17,000

Program Overview

The MSN in Nursing Administration program consists of 30 graduate-level semester credit hours, of which 15 are foundation, 12 are concentration, and 3 are elective (including the option coursework or project or internship). Admitted students must declare a concentration. The program includes 4 concentrations, in (1) Professional issues in Nursing (2) Nursing Administration Theory and Practice (3) Healthcare Quality Management and (4) Population Based Nursing. Students must choose one of three elective options: coursework, MS project, or Internship. The MSN program, however, does not require a hands-on, clinical component. The program may be completed entirely on campus, entirely online or through a combination of on-campus and online courses.

Program Objectives

The MSN in Nursing Administration is designed to address the significant national and state need for graduate level nurses with a focus on leadership. This program recognizes that all nurses may be called upon to lead, regardless of their specific role. It also addresses the critical shortage of nurse administrators as the current workforce reaches retirement age. Especially during challenging economic times, effective administration is vital to the success of healthcare institutions.

The program's objective is to prepare registered nurses who hold an accredited bachelor's degree for executive level roles. Students develop strong strategic and organizational skills to improve policies impacting patient outcomes and staff relations. The curriculum covers advanced administrative theory, financial management, and healthcare policy.

Career Options

Career options may require additional experience, training, or other factors beyond the successful completion of this program. The MSN in Nursing Administration Concentration degree can academically prepare you to pursue career options such as:

1. Chief Nursing Officer
2. Nurse Executive
3. Nursing Administrator
4. Director of Nursing
5. Nurse Manager
6. Healthcare Administrator
7. Patient Care Coordinator
8. Department Manager
9. Healthcare Services Manager
10. Quality Improvement Manager
11. Case Management Director
12. Long-Term Care Administrator
13. Nursing Supervisor
14. Hospital Unit Manager

Work Settings

The MSN in Nursing Administration Concentration degree can academically prepare you to work in settings such as:

1. Hospitals
2. Community health organizations
3. Public health
4. Urgent Cares
5. Outpatient facilities
6. Clinics
7. Long-term care facilities

Courses Info

Course Code	Course Title	Credits
MSNA 510	Nursing Leadership and Administration	3
MSNA 520	U.S. Health Care System	3
MSNA 530	Management of Healthcare Organizations	3
MSNA 610	Professional Issues in Nursing	3
MSNA 620	Nursing Administration Theory and Practice	3
MSNA 630	Healthcare Quality Management	3
MSNA 640	Population Based Nursing	3
MSNA 650	Financial Management for Nurses	3
MSNA 660	Nursing Ethics	3
MSNA 699 (or) MSNA 695 (or) MSNA 690	Capstone (OR) Internship (OR) Current Trends and Issues in Today's Nursing World	3
Total Credits		30

DOCTORAL PROGRAMS

Doctor of Philosophy in Computer Science (PhD CS)

Degree Awarded: Doctor of Philosophy in Computer Science

CIP Code: 11.0701

Total Credits: 60

Mode of Delivery: On-Campus and Blended

Total Hours: Notional Doctoral Research Hours

Program Length: 5 terms (28 months)

Total Program Cost: \$35,200

Program Overview

The PhD in Computer Science program consists of 60 graduate-level semester credit hours, of which 12 are Program Core, 24 are Research Core, 16 are concentration, and 8 are Dissertation. Admitted students must declare a concentration. The program includes 4 concentrations: (1) Theory of Programming Languages, (2) Information Security Planning and Policy, (3) Management of AI Technologies, and (4) Software Engineering. The program may be completed entirely on campus, or through a combination of on-campus and online courses.

Program Objectives

The Doctor of Philosophy in Computer Science is a pinnacle academic degree for those looking to advance in the technology sector. Graduates will possess advanced knowledge essential for leading roles as technology innovators, high-level consultants, and educators in the tech field. They will apply this knowledge to tackle complex tech challenges, demonstrating their expertise through significant research on cutting-edge technology topics of their interest. The central goal of the PhD program is to train students to perform original, independent research. The most important part of the curriculum is the successful defense of a PhD Dissertation, which demonstrates this research ability. The academic requirements are designed to serve this goal and cater to the evolving demands of the tech industry. The Computer Science PhD program empowers individuals to lead with innovation, offering the tools and insights needed to make significant contributions to technology and society. This program may be completed with a minimum of 60 credit hours, but may require additional credit hours, depending on the time required to complete the dissertation/publication research. Students who are not prepared to defend after completion of the 60 credits will be required to enroll in PHD-999, a one-credit, fifteen-week continuation course. Students are required to be continuously enrolled/registered in the PHD-999 course until they complete their dissertation defense.

Career Options:

Career options may require additional experience, training, or other factors beyond the successful completion of this program. PhD in Computer Science degree can academically prepare you to pursue career options such as:

1. Computer and Information Research Scientist
2. Computer Science Teacher
3. Product Manager/Technical Manager
4. Quantitative Researcher
5. Research Engineer

Work Settings

PhD in Computer Science degree can academically prepare you to work in settings such as:

1. University Professor
2. Tech Companies
3. Healthcare and Biotech
4. Finance and Banking
5. Research & Development (R&D) Labs

Courses Info

Course Code	Course Title	Credits
PHD 720	Theory of Computation	4
PHD 730	Computer Networks	4
PHD 740	Research Methodology I Qualitative and Quantitative	4
PHD 750	Advanced Object-Oriented Programming	4
PHD 760	Theory of Programming Languages	4
PHD 770	Research Methodology II Mixed Research Methods	4
PHD 810	Information Security Planning and Policy	4
PHD 820	Research Methodology III Writing the Literature Review	4
PHD 830	Writing a Research Proposal	4
PHD 840	Management of AI Technologies	4
PHD 850	Research Data Analysis Techniques	4
PHD 860	Applied Research Seminar	4
PHD 870	Software Engineering	4
PHD 950	Dissertation I	4
PHD 990	Dissertation II	4
PHD 999	Continuous Enrollment (optional)	1
Total:		60

Doctor of Medicine in Dentistry (DMD)

Degree Awarded: Doctor of Medicine in Dentistry

CIP Code: 51.0401

Total Credits: 142

Mode of Delivery: On-Campus and Blended

Total Hours: 6390

Program Length: 8 terms (44 months)

Total Program Cost: \$335,000

Program Overview

Shape the future of oral health with a Doctor of Medicine in Dentistry (DMD) degree that blends scientific excellence, clinical expertise, and compassionate care. The four-year DMD program prepares students to provide oral healthcare as general dentists. This includes health promotion, disease prevention, assessment, diagnosis, treatment planning, clinical care, and practice management. The competency-based curriculum also reflects the school's commitment to developing professionalism, ethics, person-centered care, integrated sciences, evidence-based practices, and critical thinking. Furthermore, our postdoctoral programs offer opportunities for surgical and other advanced specializations. Whether your goals include private practice, research, public health, or advanced specialization, Belcroft's DMD program equips you with the clinical skills, professional judgment, and lifelong learning mindset to make a meaningful impact on your community and beyond.

Year 1: Provides an integrated approach to the basic sciences. Students learn the fundamentals of oral radiology, dental materials, restorative dentistry, periodontology, and dental disease prevention.

Year 2: Emphasizes technical dental skills development. This year includes didactic and laboratory courses in facial growth, prosthodontics, oral surgery, periodontology, endodontology, and dental materials application.

Years 3 and 4: Emphasize clinical practice supported by lecture and seminar sessions. Content covers oral disease diagnosis, treatment planning, and clinical treatment procedures. Students also participate in supervised off-campus educational experiences and are encouraged to strengthen personal qualities to meet patient needs and professional standards.

Program Objectives

The Doctor of Medicine in Dentistry (DMD) program trains students to become competent, compassionate, and evidence-based dental practitioners. The primary objective is to equip graduates with the comprehensive clinical skills, biomedical knowledge, and diagnostic capabilities required to prevent, diagnose, and treat oral diseases. Students undergo rigorous preclinical simulation and direct patient care rotations, mastering advanced techniques in restorative dentistry, oral surgery, periodontics, and endodontics. Additionally, programs emphasize critical thinking and scientific inquiry, enabling graduates to evaluate emerging dental technologies and integrate research into daily clinical decision-making.

Beyond technical expertise, the program focuses on developing leadership, ethical responsibility, and public health awareness. It aims to cultivate professionals who understand the critical link between oral health and systemic well-being, preparing them to collaborate within multidisciplinary healthcare teams. Graduates are trained to provide patient-centered care to diverse populations, address oral health disparities, and practice within legal and ethical frameworks. Ultimately, the objective is to graduate socially responsible clinicians committed to lifelong learning, community service, and the highest standards of professional integrity.

Career Options

Career options may require additional experience, training, or other factors beyond the successful completion of this program. DMD in Doctor of Medicine in Dentistry degree can academically prepare you to pursue career options such as:

1. General Dentistry
2. Associate Dentist
3. Dental Director
4. Dental Public Health
5. Academic Dentist / Clinical Instructor at a dental school

Work Settings

The Doctor of Medicine in Dentistry degree can academically prepare you to work in settings such as:

1. Private Dental Clinic
2. Group Dental Practice
3. Community Health Center
4. Hospital
5. Dental School

Courses Info

Course Code	Course Title	Credits
DMD 501	Integrated Biomedical Sciences for Dentistry I	5
DMD 502	Head & Neck Anatomy for Dentistry	3
DMD 503	Dental Anatomy & Occlusion Lab	4
DMD 504	Preclinical Operative Dentistry I (Simulation)	4
DMD 505	Professionalism, Communication & Ethics I	1
DMD 506	Integrated Biomedical Sciences for Dentistry II	5
DMD 507	Oral Biology & Craniofacial Development	3
DMD 508	Preclinical Operative Dentistry II (Simulation)	4
DMD 509	Dental Materials & Biomaterials (Integrated)	2
DMD 510	Pain Control & Local Anesthesia I	2
DMD 511	Evidence-Based Dentistry I	1
DMD 601	Oral Pathology & Oral Medicine I	3
DMD 602	Microbiology & Immunology for Dentistry	2
DMD 603	Radiology & Imaging I (Digital)	2
DMD 604	Periodontology I	2

DMD 605	Endodontics I	2
DMD 606	Fixed Prosthodontics I	2
DMD 607	Pediatric Dentistry I	2
DMD 608	Treatment Planning & Risk Assessment I	2
DMD 609	Pharmacology & Therapeutics for Dentistry	2
DMD 610	Oral Pathology & Oral Medicine II	2
DMD 611	Radiology & Imaging II + Diagnostics	2
DMD 612	Periodontology II	2
DMD 613	Endodontics II (Clinical Readiness)	2
DMD 614	Removable Prosthodontics I (Clinical Readiness)	2
DMD 615	Oral Surgery Principles + Medical Emergencies	3
DMD 616	Practice Management I	2
DMD 701	Comprehensive Care Clinic I	8
DMD 702	Specialty Rotations I	5
DMD 703	Case Conference & EBD II	2
DMD 704	Digital Dentistry II (Clinical Workflow)	1
DMD 705	Community Oral Health & FQHC Care I	2
DMD 706	Comprehensive Care Clinic II	9
DMD 707	Specialty Rotations II	5
DMD 708	Clinical Quality, Patient Safety & Outcomes	1
DMD 709	Practice Management II	2
DMD 710	Community Oral Health & FQHC Care II	2
DMD 801	Comprehensive Care Clinic III	9
DMD 802	Advanced Rotations / Electives I	5
DMD 803	OSCE/Boards Prep + Case Presentations I	2
DMD 804	Transition-to-Practice Capstone I	2
DMD 805	Comprehensive Care Clinic IV	9
DMD 806	Externship / Advanced Rotations II	6
DMD 807	OSCE/Boards Prep + Case Presentations II	2
DMD 808	Transition-to-Practice Capstone II	2
Total:		142

Advanced Standing Program (ASP)

Degree Awarded: Doctor of Medicine in Dentistry
CIP Code: 51.0401
Total Credits: 74
Mode of Delivery: On-Campus and Blended
Total Hours: 3330
Program Length: 4 terms (20 months)
Total Program Cost: \$173,600

Program Overview

The Advanced Standing Program (ASP) is designed for graduates of non-U.S. dental schools who want to practice dentistry in the United States. The purpose of this program is to provide internationally educated dentists an opportunity to earn a DMD degree from an accredited U.S. dental school, fulfilling the educational requirements for licensure in all states and territories. It also supports individuals planning an academic career in dental education and research by providing valuable teaching experience. To prepare these dentists, Belcroft University offers a two-year program starting in the Fall Term (August).

The ASP is individualized to meet the educational needs of each student through didactic and clinical components. While the standard program requires a minimum of two years, the administration may offer a one- or two-year extension at their discretion. Successful completion of the program allows graduates to take licensing examinations and pursue postgraduate residency training. All coursework must be completed entirely at Belcroft University, and transfer students will not be considered.

Program Objectives

The DMD in Advanced Standing Program is designed to address the significant national and state need for graduate-level dentists with a focus on dentistry. The primary objective of an Advanced Standing Program for Internationally Trained Dentists is to prepare graduates of non-U.S. dental schools to qualify for U.S. licensure. The curriculum bridges the gap between foreign dental education and the standard of care required by the American Dental Association (ADA) Commission on Dental Accreditation (CODA).

Upon completion of the Advanced Standing Program at Belcroft University, graduates will possess the critical clinical skills, ethical grounding, and theoretical knowledge required to deliver comprehensive, evidence-based oral healthcare to diverse patient populations. They will demonstrate mastery in diagnosing oral diseases, formulating precise treatment plans, and executing advanced dental procedures safely and efficiently within the scope of general dentistry. Furthermore, graduates will be fully equipped to pass required licensure examinations, utilize cutting-edge dental technologies, collaborate effectively within multidisciplinary healthcare teams, and commit to lifelong learning and professional ethics in accordance with modern dental practice standards.

Core Educational Goals

U.S. Licensure Eligibility: Enabling foreign-trained dentists to successfully take national, state, or regional clinical licensing board examinations.

Clinical Competency Calibration: Aligning existing clinical skills with U.S. evidence-based treatment standards and safety practices.

System Integration: Developing a working knowledge of the U.S. healthcare environment, including dental insurance, patient privacy laws (HIPAA), and staff management.

Ethical and Professional Conduct: Instilling professional behavior, leadership skills, and communication strategies for treating culturally diverse patient populations.

Career Options

Career options may require additional experience, training, or other factors beyond the successful completion of this program. DMD in Advanced Standing Program degree can academically prepare you to pursue career options such as:

1. General Dentistry
2. Associate Dentist
3. Dental Director
4. Dental Public Health
5. Academic Dentist / Clinical Instructor at a dental school

Work Settings

DMD in Advanced Standing Program degree can academically prepare you to work in settings such as:

1. Private Dental Clinic
2. Group Dental Practice
3. Community Health Center
4. Hospital
5. Dental School

Courses Info

Course Code	Course Title	Credits
DMD 701	Comprehensive Care Clinic I	8
DMD 702	Specialty Rotations I	5
DMD 703	Case Conference & EBD II	2
DMD 704	Digital Dentistry II (Clinical Workflow)	1
DMD 705	Community Oral Health & FQHC Care I	2
DMD 706	Comprehensive Care Clinic II	9
DMD 707	Specialty Rotations II	5
DMD 708	Clinical Quality, Patient Safety & Outcomes	1
DMD 709	Practice Management II	2
DMD 710	Community Oral Health & FQHC Care II	2
DMD 801	Comprehensive Care Clinic III	9
DMD 802	Advanced Rotations / Electives I	5

DMD 803	OSCE/Boards Prep + Case Presentations I	2
DMD 804	Transition-to-Practice Capstone I	2
DMD 805	Comprehensive Care Clinic IV	9
DMD 806	Externship / Advanced Rotations II	6
DMD 807	OSCE/Boards Prep + Case Presentations II	2
DMD 808	Transition-to-Practice Capstone II	2
Total:		74

Dissertation and Thesis Defense Guidelines (Doctoral Program)

A. Dissertation Defense Procedures

1. General Format and Approval Requirements

- Standard format is an onsite dissertation defense.
- Virtual defense can be approved for documented special circumstances.
- Virtual Defense Request Form must be submitted 30 days before the planned defense.

2. Scheduling Requirements

- Defense is scheduled for a two-hour session.
- Time must accommodate all committee members.

3. Pre-Defense Student Responsibilities

At least two weeks before the defense:

- Submit Defense Announcement with date, time, link (if virtual), abstract, and names of the committee.
- Submit complete dissertation draft approved by the committee chair.

4. Structure of the Defense Session

I. Preliminary Review

- Chair confirms dissertation meets minimum standards.

II. Student Presentation

- 20–30 minutes; includes research problem, framework, methods, results, discussion, and implications.

III. Committee and Faculty Questioning

- Covers methodology, analysis, findings, theoretical grounding, limitations, and implications.

IV. Private Committee Deliberation

- Student leaves room or enters breakout room.
- Committee completes evaluation form and votes (Pass, Fail, Additional meeting required).

V. Outcome and Feedback

- Chair provides results and summarizes required revisions.

VI. Oversight

- Department chair may attend defenses for procedural compliance.

B. Dissertation Editing and Submission Requirements

1. Length and Formatting Standards

- Minimum 200 pages or ~75,000 words.
- Times New Roman 12 pt; 1.5 spacing; two spaces between paragraphs.
- 1-inch margins; consecutive page numbering after title page.

2. Required Manuscript Structure

- Title Page
- Abstract (350–500 words)
- Table of Contents

- List of Tables
- List of Figures
- Chapters I–VI (Intro, Literature Review, Methodology, Results, Discussion, Conclusion)
- References
- Appendices

3. Academic Writing and Style Standards

- Formal, precise academic writing.
- Past tense for methods/results; present tense for discussion.
- Define acronyms at first use.
- Ensure logical chapter-to-chapter flow.

4. Required Levels of Editing

- Substantive Editing: clarity, argumentation, structure.
- Copy Editing: grammar, syntax, terminology.
- Formatting Editing: spacing, margins, headings, style.
- Reference Editing: accuracy, consistency with required citation style.

5. Technical and Data Presentation Requirements

- Sequential numbering of tables/figures.
- Clear labels and in-text references.
- Discipline-standard abbreviations.

6. Final Submission and Quality Control Requirements

- Dissertation must be fully proofread and error-free.
- Must pass plagiarism screening below 10–15%.
- Final submission in Word (.docx) and PDF.

Attachment A

Belcroft University Academic Calendar 2026–2027**Fall Semester 2026 (15 weeks)**

Date(s)	Event
Sep 1, 2026	Classes Begin
Sep 7, 2026	Labor Day (no classes)
Oct 26–30, 2026	Midterm Week
Nov 24–28, 2026	Thanksgiving Break
Dec 12, 2026	Session Ends
Dec 14, 2026 – Jan 2, 2027	Winter Break

Spring Semester 2027 (15 weeks)

Date(s)	Event
Jan 4, 2027	Classes Begin
Jan 18, 2027	MLK Jr. Day (no classes)
Feb 22–26, 2027	Midterm Week
Mar 8–12, 2027	Spring Break
Mar 15, 2027	Classes Resume

Summer Semester 2027 (15 weeks)

May 3, 2027	Classes Begin
May 31, 2027	Memorial Day (no classes)
Jun 21–25, 2027	Midterm Week
Jul 5, 2027	Independence Day Holiday (observed, no classes)
Aug 14, 2027	Session Ends

Attachment B

Governing Board

Name	Role	Professional / Corporate Affiliation
Lavanya Nayak	Trustee & Chair of the Board	Bachelor of Electronics and Communications, The National Institute of Engineering, Mysore, India. President, Opera Technologies Inc.; Director, American Advanced Institute of Technology. Brings over 15 years of leadership experience in business development, project management, technology services, and organizational strategy. Provides strategic oversight of institutional policy, mission alignment, and long-range planning, and chairs the Board's governance and planning initiatives
Babu Motupalli	Secretary of the Board	MS in Embedded Software Engineering, Gannon University, PA, USA; 2001 Founder & CEO, Opera Technologies Inc.; Founder, Andhrapradesh American Association (AAA). Experienced entrepreneur with more than 20 years in IT, real estate, and workforce development. Provides fiscal and financial governance leadership to the Board, oversees strategic partnerships, and advises on financial policy and sustainability
Dharmendra Reddy Kalakota	Member	Master's degree in Computer Engineering from North Carolina State University. Entrepreneur, business owner, and operator with over two decades of experience across financial services, enterprise technology, hospitality, healthcare, artificial intelligence, and strategic investments.
Purushotham Eluri	Member	Bachelor's Degree in Computer Science & Engineering from Jawaharlal Nehru Technological University, Hyderabad, India. Senior technology executive and enterprise architect at Barclays Bank, Delaware with 18+ years of experience leading regulated, enterprise-scale platforms, including enterprise AI and automation programs. He is a co-founder and operator of dental practices (Smile City LLC and Smiles Group LLC), with direct responsibility for clinical operations, staffing, payroll, HR, compliance, and P&L. Experienced Board of Directors member - serves on the Board of Directors of Flexid Technopark Pvt. Ltd., contributing strategic oversight.
Aswani Daniyala	Member	Bachelor of Information Technology, Manipal, Karnataka, India. 2003. MS – M.I.T (Master of Information Technology), Ballarat University, Sydney, Australia 2004 – 2006 Senior Data Engineer and Analytics Consultant with 16+ years of experience designing, developing, validating, and governing mission-critical data systems across healthcare, public sector, finance, and education domains.

Senior Administrative Leadership

Name	Title	Duties and Responsibilities	Qualifications
Dr. Irene Klewin	CEO	Provides strategic leadership and executive oversight; ensures academic quality, regulatory compliance, and financial sustainability; directs long-range planning and budgeting; supports accreditation and governance processes; oversees senior administration; represents the institution externally; and ensures alignment of operations, programs, and resources with the University's mission and goals.	Post-Baccalaureate Business Management, Wharton School, UPenn; Associate English Methodology & American Studies, Drexel University MA/BA English Linguistics, Moscow State Linguistic University
Lavanya Nayak	Chief Financial Officer	Leads all fiscal operations including budgeting, audits, internal controls, and long-term financial planning. Oversees non-Title IV revenue strategies and advises the Board on financial policy and sustainability	Bachelor of Electronics and Communications, The National Institute of Engineering, Mysore, India. President, Opera Technologies Inc.; Director, American Advanced Institute of Technology. Brings over 15 years of leadership experience in business development, project management, technology services, and organizational strategy. Provides strategic oversight of institutional policy, mission alignment, and long-range planning, and chairs the Board's governance and planning initiatives

Administrators

Dr. Irene Klewin	Provost / Chief Academic Officer	Provides academic leadership across all programs, including curriculum development, faculty oversight, accreditation, and assessment. Ensures academic quality, catalog accuracy, and alignment with state and accreditor expectations	Fulbright Scholarship recipient in socio-cultural aspects of ESL European Union ESL Workshops participant: Graz (Austria), Echternach (Luxembourg) Presenter and attendee at multiple international ESL/EFL conferences; former Department Chair at Moscow State Linguistic University. Brings more than 25 years of leadership experience in higher education administration, curriculum development, and accreditation. Ph.D. in English Linguistics and Pedagogy;
John Buckley	Director of Student Services	Oversees student services including advising, counseling, career services, and co-curricular programming. Ensures FERPA, Title IX, and consumer-information	Holds a Bachelor of Science in Communication Sciences from Temple University and brings extensive experience in admissions-related functions, student services, and educational administration, including international student compliance, student recruitment

		compliance and supports student engagement initiative.	support, standardized testing assessment, and accreditation processes across multiple accredited institutions.
Priyanka Uppala	Director of Admissions and Marketing	Oversees recruitment, evaluates applications, ensures compliance with institutional and regulatory admission policies, and manages the admissions process from inquiry through enrollment.	Masters in International Business, Buckinghamshire University, UK Dedicated professional with experience in education, recruitment, and sales management. Skilled in communication, talent acquisition, and team leadership. Proven ability to manage responsibilities effectively and build strong relationships in both academic and corporate environments.