

2010 COURSE CATALOG

University Policies



Colorado Technical University

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A listing of the degree programs offered at Colorado Technical University can be found in the Degree Program section of this catalog.

University Policy and Program Changes

This catalog contains a summary of the policies, rules and procedures of Colorado Technical University at the time of publication. From time to time, it may be necessary or desirable for the University to make changes to this catalog due to the requirements and standards of the University's accrediting body, state licensing agency or the U.S. Department of Education, or due to market conditions, employer needs or other reasons. The University reserves the right to make changes to any provision of this catalog, including the amount of tuition, academic programs and courses, school policies and procedures, faculty and administrative staff, the academic calendar and other dates, and other provisions at any time.

The University also reserves the right to make changes in the online platform and instructional materials, to modify curriculum and, when size and curriculum permit, to combine classes.

Students are expected to be familiar with the information presented in this school catalog, in any supplements and addenda to the catalog, and with all school policies. Notice of these changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format. By enrolling with the University, students agree to accept and abide by the terms stated in this catalog and all school policies.

If there is any conflict between any statement in this catalog and the enrollment agreement signed by the student, the provision in the enrollment agreement controls and is binding.

Colorado Technical University

PART I - UNIVERSITY ADMINISTRATION

Board of Directors

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University of Utah, B.A.

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Mankato State University, M.S., B.S.

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Professor of Engineering
University of Colorado, Ph.D.
University of Illinois, M.S.
United States Air Force Academy, B.S.

Tonya Liggins
Sr. Vice Chancellor, CTU Institute for Advanced Studies
Colorado Technical University, MSM
Colorado Technical University, MSM
Illinois Institute of Technology, B.S.

Diana Kostrzewski, Ph.D., RN
Dean of Health Sciences
Capella University, Ph.D.
University of North Dakota, M.S.
Minnesota State University Moorhead, B.S.N.
Northland Community & Technical College, ADN
Agassiz Valley School of Practical Nursing, Diploma

*See the catalog addendum for a listing of campus Faculty, Staff and Administration.

Colorado Technical University

Colorado Technical University is owned by Colorado Technical University, Inc., a Colorado corporation, which is wholly owned by Career Education Corporation (CEC). CEC is a Delaware corporation with principal offices located at 2895 Greenspoint Parkway, Suite 600, Hoffman Estates, IL 60169.

The executive officers of CEC are:

Gary E. McCullough, President and Chief Executive Officer
Michael J. Graham, Executive Vice President and Chief Financial Officer

Members of the CEC Board of Directors are:

| | |
|-------------------------|--------------------|
| Steven Lesnik, Chairman | Thomas B. Lally |
| Dennis H. Chookaszian | Gary E. McCullough |
| David W. Devonshire | Edward A. Snyder |
| Patrick W. Gross | Leslie T. Thornton |
| Greg L. Jackson | |

PART II - ACCREDITATION & AFFILIATIONS

The Higher Learning Commission of the North Central Association of Colleges and Schools

Colorado Technical University is accredited by the Higher Learning Commission and is a member of the North Central Association of Colleges and Schools: 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504. (312) 263-0456 <http://www.ncacihe.org/>

Department of Higher Education, Colorado Commission on Higher Education (CCHE)

Colorado Technical University's authorization to award degrees has been granted by the State of Colorado, Department of Higher Education, Colorado Commission on Higher Education: 1380 Lawrence Street, Suite 1200, Denver, CO 80204. (303) 866-2723 http://www.state.co.us/cche_dir/heccche.html

Missouri Department of Higher Education (MDHE)

Colorado Technical University's authorization to award degrees has been granted by the State of Missouri, Department of Higher Education, 3515 Amazonas Drive, Jefferson City, MO 65190. (816) 751-2361 <http://www.dhe.mo.gov>

Project Management Institute (PMI®)

Colorado Technical University has been reviewed and approved as a provider of project management training by the Project Management Institute (PMI). As a PMI Registered Education Provider (R.E.P.), Colorado Technical University has agreed to abide by PMI established quality assurance criteria. CTU's courses in project management prepare students to take PMI's Project Management Professional® certification

Colorado Technical University Online's Master of Science in Management with a concentration in Project Management, Master of Science in Management with a concentration in Information Technology Management, and Bachelor of Science in Business Administration with a concentration in Project Management are accredited by the Project Management Institute's Global Accreditation Center. www.pmi.org

Society for Human Resource Management (SHRM)

Colorado Technical University has met the requirements for affiliation with the Society for Human Resource Management: 1800 Duke Street, Alexandria, VA 22314. (800) 283-7476 <http://www.shrm.org>

Colorado Technical University

Accreditation Board for Engineering and Technology (ABET)

The Bachelor of Science degree programs in Computer Engineering and Electrical Engineering at the Colorado Springs Campus are accredited by the Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology. 111 Market Place, Suite 1050, Baltimore, MD 21202. (410) 347-7700 <http://www.abet.org>

The Commission of Accreditation of Allied Health Education Programs (CAAHEP)

The Associate of Science in Medical Assisting at the Sioux Falls campus, the Associate of Applied Science in Surgical Technology at the Kansas City campus, and the Associate of Science in Surgical Technology at the Pueblo campus are accredited by the Commission on Accreditation of Allied Health Education Programs, 35 East Wacker Drive, Suite 1970, Chicago, IL 60601-2208. (312) 553-9355 <http://www.caahep.org>

Accrediting Bureau of Health Education Schools (ABHES)

The Associate of Applied Science in Medical Assisting at the Kansas City Campus is accredited by the Accrediting Bureau of Health Education Schools. 7777 Leesburg Pike, Suite 314, N. Falls Church, VA 22043 (703) 917-9503 <http://www.abhes.org>

Joint Review Committee on Education in Radiologic Technology (JRCERT)

The Associate of Applied Science in Radiological Technology at the Kansas City campus is accredited by the Joint Review Committee on Education in Radiological Technology. 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182 (312) 704-5300 www.jrcert.org

PART III - UNIVERSITY PROFILE

Campus Locations

Colorado Technical University – Colorado Springs
4435 North Chestnut Street
Colorado Springs, CO 80907
719.598.0200
www.coloradotech.edu

Colorado Technical University – Denver DTC
5775 Denver Tech Center Blvd.
Greenwood Village, CO 80111
303.362.2901
www.coloradotech.edu

Colorado Technical University – Pueblo
1025 West 6th Street
Pueblo, CO 81003
719.595.0200
www.coloradotech.edu

Colorado Technical University – Kansas City
520 East 19th Avenue
North Kansas City, MO 64116
816.472.7400
www.coloradotech.edu

Colorado Technical University – Denver
Westminster
185 West 121st Avenue
Westminster, CO 80234
303.362.2900
www.coloradotech.edu

Colorado Technical University – Sioux Falls
3901 West 59th Street
Sioux Falls, SD 57108
605.361.0200
www.coloradotech.edu

Colorado Technical University Online
4435 North Chestnut Street, Suite E
Colorado Springs, CO 80907
800-416-8904
www.coloradotech.edu

Colorado Technical University

University Vision

Colorado Technical University will be recognized nationally and internationally as the University of Choice and the University of Choices. We will achieve this by continued focus on quality curriculum; on innovative and effective delivery, and on excellent customer service for an increasing number of learners.

History of the University

Colorado Technical University is a private, for-profit, accredited institution of higher learning, granting professional certificates, associate, bachelor's, master's, and doctorate degrees. The University was initially founded in Colorado Springs in 1965 where the main campus continues to reside today.

Over the past 40 years, the University has evolved from a technical training school to a university with graduate-level programs. The introduction in 1995 of doctorate programs, the establishment of branch campuses in Denver, Colorado; Sioux Falls, South Dakota; and North Kansas City, Missouri and the introduction of the online division have established CTU as a mature institution in higher education.

In 2003, Career Education Corporation (CEC) assumed ownership of the University. CEC is one of North America's largest providers of private, postsecondary education. CEC colleges and universities offer a variety of doctorate, master's, bachelor's and associate's degrees and non-degree programs in career-oriented disciplines including information technology, visual communication and design technologies, business studies and culinary arts. All CEC programs emphasize hands-on learning and expose students to industry-current technologies and expert faculty.

University Mission

The mission of Colorado Technical University, an institution of higher learning, is to provide career-oriented education by teaching applied real-world, industry current programs in selected areas, serving the needs of students for employment and career advancement and the needs of industry for highly qualified professionals at the associate's, bachelor's, master's and doctorate levels.

University Purposes

To achieve this mission, Colorado Technical University will:

- Maintain its focus on learning and its commitment to continuous improvement of student learning and teaching effectiveness through systematic assessment and innovation in curriculum, delivery and service
- Use the CTU Professional Learning Model™ to foster ready-to-achieve learning experiences that result in demonstrated competencies; students are provided hands-on, industry-related, problem-solving experiences that model the professional environment and encourage achievements that lead to student and employer success

CTU Professional Learning Model (CTU PLM™)

The Professional Learning Model is founded on the idea that students learn best by working on real-world, professional projects related to their chosen career fields. By working with hands-on, industry-related projects and experiences, students develop the expertise to apply conceptual knowledge to get effective results. Through professional learning, students experience the complexity of real world problems and learn to select an appropriate approach to a problem that has more than one solution. Assessment is integrated into the learning by defining the professional standards of performance.

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- Maintain an applied research and problem solving focus in the CTU Professional Learning Model™ to promote an educational background at all levels that promotes students to adapt to dynamic environments, become life-long learners as well as life-long contributors to themselves, their families, their profession, and our society
- Ensure high-tech is integrated with high-touch customer service; provide students with a sensitive and motivating environment of supportive services in career planning, academic advising, and financial and career services to enhance students' probability of success
- Maintain current and relevant programs through active participation with the business community; this interaction is conducted through our advisory boards and faculty selection, and enables Colorado Technical University to identify and implement timely curriculum and equipment changes in selected programs
- Provide an environment that is conducive to professional growth, encouraging the faculty and administrative team to engage in scholarly and professional activities that support the university's mission and the needs of its students, industry and the community
- Select faculty with demonstrated industry experience, advanced degrees and teaching qualifications to deliver state-of-the-practice education; provide on-going professional development, review and certification, especially in fostering student success through teaching and support

PART IV - UNIVERSITY POLICIES

Campus Security

Colorado Technical University strives to maintain a safe and secure atmosphere for the campus community. The University fosters an environment where diversity is celebrated, and where persons of all races, creeds, sexual orientations, religions and nationalities are made welcome. The safety, security and rights of students and employees are of critical importance.

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Campus Security/Clery Act), Colorado Technical University publishes an annual security report that contains information concerning policies and programs relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement and access to campus facilities. The annual security report also includes statistics concerning the occurrence of specified types of crimes on campus, at certain off-campus locations, and on the public property surrounding campus. The annual security report is published each year by October 1 and contains statistics for the three most recent calendar years. The annual security report is provided to all current students and employees. Students attending a physical campus may receive a copy of the most recent annual security report during regular business hours from the Student Services Office.

In addition to the annual security report, Colorado Technical University maintains a log of all crimes committed and reported on its local campus. The crime log is available for public inspection during regular business hours at the Student Services Office. Colorado Technical University will provide timely warning to the campus community concerning the occurrence of any crime includable in the annual security report that is reported to campus security or local police and that is considered to be a threat to students or employees.

Colorado Technical University reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare.

Colorado Technical University

Drug-Free Environment

In compliance with the Drug-Free Workplace Act of 1988 (P.L.101-690) and the Drug-Free Schools and Communities Act of 1989 (P.L.101-226) Colorado Technical University has taken steps to provide a drug-free environment. As a matter of policy, Colorado Technical University prohibits the unlawful manufacture, possession, use, sale, dispensation, or distribution of controlled substances by students and employees on its property and at any school activity and supports the enforcement of Federal and state drug laws and prohibits the possession, use and sale of alcoholic beverages by students and employees on its property and at any school activity and supports the enforcement of state underage drinking laws. Information on the drug-free awareness program and drug and alcohol abuse prevention program may be found in the Student Handbook. Any violation of these policies will result in appropriate disciplinary actions up to and including expulsion in the case of students and termination in the case of employees, even for a first offense. Violations of the law will also be referred to the appropriate law enforcement authorities. Students or employees may also be referred to substance abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program.

Harassment

Colorado Technical University is committed to the policy that all members of the University's community, including its faculty, students, and staff, have the right to be free from harassment by any other member of the University's community. Should a student feel that he/she has been harassed; the student should immediately inform a University official. Sexual harassment refers to, among other things, sexual conduct that is unwelcome, and/or offensive to the recipient.

All students and employees must be allowed to work and study in an environment free from unsolicited and unwelcome advances. Harassment will not be tolerated.

Non-Discrimination

The University admits students without regard to race, gender, sexual orientation, religion, creed, color, national origin, ancestry, marital status, age, disability, or any other factor prohibited by law.

Reasonable Accommodations for Individuals with Disabilities

Colorado Technical University does not discriminate against individuals on the basis of physical or mental disability. The University is fully committed to providing reasonable accommodations, including appropriate auxiliary aids and services, to qualified individuals with a disability, unless providing such accommodations would result in undue burden or fundamentally alter the nature of the relevant program, benefit or service provided by Colorado Technical University.

The University's infrastructure and programs are generally accessible to persons with disabilities. Individuals requesting an accommodation for a disability will need to complete an Application for Accommodation. Individuals must include present current medical certification stating the nature of the disability and the type of accommodation needed. The certification must be completed by a qualified diagnostic professional. To enable Colorado Technical University to provide an accommodation for a disability in a timely manner, individuals should submit the request six weeks before the first day of classes, or as soon as practicable. Students attending a physical campus should submit their application to the Student Services Office. Students enrolled in the CTU Online Virtual Campus should submit their request to the Academic Affairs Department at ctu_special_needs_accommodation@ctuonline.edu

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Student Grievance Procedure

If a student has a grievance with any part of the University, the student should, at the first indication of the problem or concern, attempt to resolve the issue with the instructor or University staff member. The student's Advisor can often be of great assistance in such a situation.

If this fails to yield adequate resolution, students may escalate their concern within the University to a supervising manager of the department.

Students enrolled in the Colorado Technical University Online campus can submit their concerns directly to department management through the Student Assistance Center on the Virtual Campus. The Student Assistance Center can be found on the Virtual Campus by selecting the Academics tab. Then, by selecting the "Student Assistance" link on the left side of the page, option 3 is an online portal where students can submit their written concern. Alternatively, students may submit their concern to the Office of the Ombudsman.

If a student's grievance or concern is not resolved to his/her satisfaction through this process, a student may choose to seek resolution in accordance with the provision of the Dispute Resolution clause included as part of the student's Enrollment Agreement.

At any time, a student may also contact: The Higher Learning Commission of the North Central Association of Colleges and Schools at 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504. (312) 263-0456.

Notification of Rights under FERPA with respect to Student Records

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

1. Students enrolled at Colorado Technical University shall have the right to inspect and review the contents of their education records, within 45 days of the day the institution receives the request for access. Students may request to review their education records by submitting a written request indentifying the record(s) the student wishes to review to the Colorado Technical University. The institution will arrange for access and notify the student of the time and place where the records may be inspected.
2. Parental access to a student's record will be allowed by Colorado Technical University without prior consent if: (1) the student has violated a law or the institution's rules or policies governing alcohol or substance abuse, if the student is under 21 years old; or (2) the information is needed to protect the health or safety of the student or other individuals in an emergency.
3. A student's education records are defined as files, materials, or documents, including those in electronic format, that contain information directly related to the student and are maintained by the institution, except as provided by law. Access to a student's education records is afforded to school officials who have a legitimate educational interest in the records. A school official is defined as a person employed or engaged by the institution in an administrative, supervisory, academic or support staff position (including law enforcement unit and health staff); a person or company (including its employees) with whom the school has contracted (such as an attorney, auditor, consultant or collection agent); a trustee serving on a governing board; or a person assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility or commitment to the school.
4. Students may request that the institution amend any of their education records, if they believe the record contains information that is inaccurate, misleading or in violation of their privacy rights. The request for

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change must be made in writing and delivered to Colorado Technical University and must identify the part of the record the student wants changed and the reason for the requested change stated fully.

5. Directory information is student information that the institution may release to third parties without the consent of the student. Colorado Technical University to be released to third parties without the student's consent, the student must present such a request in writing to Colorado Technical University within 45 days of the student's enrollment or by such later date as the institution may specify. Under no circumstance may the student use the right to opt out to prevent the institution from disclosing that student's name, electronic identifier, or institutional e-mail address in a class in which the student is enrolled.
6. The written consent of the student is required before personally identifiable information from education records of that student may be released to a third party, unless the disclosure is otherwise allowed under an express FERPA exception to disclosure or is required by law.
7. A student who believes that Colorado Technical University has violated his or her rights concerning the release of or access to his or her records has the right to file a complaint with the U.S. Department of Education. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

PART V - ADMISSIONS

Colorado Technical University offers a number of academic programs leading to the associate's, bachelor's, master's or doctoral degree. All of the university's regional campuses and divisions provide unique opportunities for students to learn in a challenging and rewarding environment.

Colorado Technical University strives to provide students with learning experiences that will prepare them for careers in tomorrow's world. Colorado Technical University has a tradition of providing students with excellence in education. The University does not discriminate on the basis of race, national origin, sex, marital status, veteran status or disabilities when making admissions decisions.

While Colorado Technical University makes every effort to accommodate every student who applies, the University reserves the right to determine the adequacy of all credentials submitted for admission. Some program areas limit admissions or have additional criteria that might be program specific. Selection of students for admission into degree programs of study is based on an individual evaluation of each applicant's capability and potential for successful completion of the program. Colorado Technical University does not guarantee admission to all programs of study. Factors such as test scores, supplemental documents, personal character, experience and/or other criteria may be taken into consideration.

Undergraduate Admissions

Colorado Technical University encourages students who have the motivation, interest and desire to pursue and complete a postsecondary degree to apply. To be considered for admission to an undergraduate degree program, applicants must fulfill the admissions requirements listed below:

1. Participate in an admissions interview with an Admissions Advisor.

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2. Submit a complete Colorado Technical University application for admission.
3. Submit \$50 application fee. (\$100.00 for international students that enroll at a CTU ground campus.)
4. Submit attestation of high school graduation or equivalency. Falsification of the attestation will result in dismissal from the University.
5. Non-native speakers of English are required to provide proof of English proficiency (Example: TOEFL, IELTS or other English proficiency assessments) prior to admission.

Take the Accuplacer exam as part of the enrollment process (does not apply to students enrolled through Virtual Campus). All new students are required to take this exam to ensure proper placement in math and English courses. The score is not an admissions criterion, but rather an opportunity for the University to provide the best possible education for incoming students.

Graduate Admissions

Graduate programs at Colorado Technical University are designed for students desiring an advanced, comprehensive, graduate-level education commensurate with the needs of industry. To be considered for admission to a University graduate degree program, applicants must fulfill the admissions requirements listed below:

1. Participate in an admissions interview with an Admissions Advisor.
2. Submit a complete Colorado Technical University application for admission.
3. Submit \$50 application fee. (\$100.00 for international students that enroll at a CTU ground campus.)
4. An official transcript verifying completion of an accredited baccalaureate degree must be on file by the end of the first session or the student will be administratively withdrawn from the University. Students admitted without an official baccalaureate transcript on file will be admitted as a non-regular student.
5. Certain graduate degree programs may include an entrance essay requirement. Ask your Admissions Advisor whether your degree program includes this requirement. If required, details outlining essay requirements will be provided.
6. Non-native speakers of English are required to provide proof of English proficiency (e.g. TOEFL, IELTS or other English proficiency assessments) prior to admission.

Undergraduate Educational Requirement for Graduate Admissions

Colorado Technical University seeks students who desire to build upon their undergraduate degree and career experiences by pursuing graduate study. Colorado Technical University will accept baccalaureate degrees earned with a CGPA of 2.0 or higher (on a 4.0 scale) from any United States institution accredited by an agency recognized by the U.S. Department of Education or from internationally recognized foreign institutions of higher education. International institutions must be licensed or officially recognized by the Education Department or Ministry of the country where the institution is in operation to be eligible for transfer of credit or degree status.

There are additional requirements for admission to Graduate Level Business Administration Programs. These programs are coordinated by the Institute for Advanced Studies (IAS).

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1. Set up an interview (phone or in-person) with a representative from the Institute for Advanced Studies.
2. A bachelor's degree from an accredited college or university is required to enter the Executive Master of Business Administration program. A cumulative GPA of 3.0 on a 4.0 scale is required for admission.
3. Submit a copy of your resume. The resume should highlight a minimum of three years of related employment experience and your education history.
4. Submit a brief essay (3 single spaced pages) relating to a topic provided by the Institute for Advanced Studies.

Admission requirements for Doctoral Programs

These programs are coordinated by the Institute for Advanced Studies (IAS)

1. Participate in an admissions interview with an admission's advisor.
2. Set up an interview (phone or in-person) with a representative from the Institute for Advanced Studies.
3. Submit a complete Colorado Technical University application for admission.
4. Submit \$50.00 application fee. (\$100.00 for international students that enroll in a CTU ground campus.)
5. A master's degree from an accredited college or university is required to enter the CTU doctoral program. Official transcripts of ALL undergraduate and graduate work are required. Foreign transcripts must be translated into English, if necessary, and must be evaluated for equivalency to U.S. degrees by an approved agency, including a copy of the non-English original [see section on "International Transcripts" (i.e., page 30) for additional information]. Only one copy of each official transcript is required.
6. Submit a copy of your resume. The resume should highlight a minimum of five years of related employment experience and your education history.
7. Submit a brief essay (1800-3000 words) discussing a topic or issue in your field of interest.

Non-Regular Graduate Admission

Colorado Technical University offers students the opportunity to begin graduate-level courses pending receipt of their official transcript verifying completion of an accredited baccalaureate degree. Students may be admitted under a non-regular graduate student status for no more than one session (extension may be granted upon approval from the Registrar's Office). Upon receipt of the official transcript verifying completion of an accredited baccalaureate degree and the graduate matriculation verification, students may be admitted to the graduate program as a regular student. Students admitted as a non-regular graduate student will be financially responsible for all associated costs of attending the University.

Non-degree Seeking Students

Colorado Technical University welcomes students who might not be actively pursuing a degree. To be considered for admission to the University as a non-degree seeking student, applicants must fulfill the admissions requirements listed below:

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1. Participate in an admissions interview with an Admissions Advisor.
2. Submit a complete Colorado Technical University application for admission.
3. Submit \$50.00 application fee.
4. Submit attestation of high school graduation or equivalency. Falsification of the attestation will result in dismissal from the University.
5. Additional documentation may be required dependent upon the student's course selection. Non-degree seeking students may take up to 25% of a program before declaring to become a degree seeking student.

English Proficiency Assessment (for Non-Native Speakers)

Non-Native speakers of English are required to provide proof of English proficiency prior to admission. Accepted methods for the demonstration of English proficiency at CTU include:

TOEFL score of 500 for undergraduate students or 550 for nursing and graduate students, or 173 for the computer based exam for undergraduate students and 213 for graduate students.

For the Internet Based Test of English as a Foreign Language (TOEFL iBT) an aggregate score of 79 for graduate programs and 61 for undergraduate programs is required. In addition to the aggregate score requirement for the internet based test, the following minimum scores must also be met:

Writing – 18 for graduate, 17 for undergraduate
Speaking – 18 for graduate, 17 for undergraduate
Reading – 17 for graduate, 16 for undergraduate
Listening – 16 for graduate, 15 for undergraduate

| | iBT | Computer based | TOEFL |
|------------------|-----|----------------|-------|
| Graduate/Nursing | 79 | 213 | 550 |
| Undergraduate | 61 | 173 | 500 |

- International English Language Testing System (IELTS) score of 5.0 and higher for undergraduate students and 6.0 or higher for graduate students
- A grade of C or better in an intermediate ESL or college-level English course taken at an accredited English-speaking postsecondary institution
- Graduation from an English-speaking postsecondary institution
- Graduation from an English-speaking secondary institution

International Students

Students that are not permanent residents of the United States or its territories, or not in the U.S. on a valid work visa, are classified as international students.

In order to ensure completion of a meaningful education at the university and to comply with United States Immigration and Customs Enforcement policies, all international students are expected to complete their degree

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requirements with little or no interruption to their studies. International students must register full time and attend a full academic year (3 quarters/9 months). International students not residing in the U.S. that are pursuing a degree from CTU through online Virtual Campus do not need to meet the above requirements.

CTU is committed to ensuring that international students receive a meaningful and successful American educational experience. To achieve that objective, CTU requires that all F-status international students adhere to the following procedures.

- Students submit a certified English translation and evaluation of equivalency of their education transcripts for the appropriate level of admission being sought.
- Students provide a statement of financial support explaining that tuition will be paid in advance of each academic term and that a sponsor will provide all necessary living expenses for the international applicant or provide a letter of financial guarantee from a sponsoring entity. The guarantee letter must cover the total projected educational expenses for at least one full academic year.
- Students provide evidence of satisfaction of the English proficiency requirements.
- Students meet the admission requirements listed in the admissions section of the catalog and declare an academic major. Students may change this major at a later date, but an initial declaration allows students to set up an education plan with their advisors.
- CTU's published refund policy will apply. Form I-20 AB is issued after acceptance and receipt of student's deposit. (See the Financial Policies insert to this catalog for additional information.) Students pursuing degrees that are offered through Online Virtual Campus do not need an I-20 form.
- International students pursuing a graduate degree are required to submit proof of a Bachelor's degree or equivalent.
- Select Chinese Articulation Agreement students studying at CTU may have special requirements.
- Due to space limitations, CTU reserves the right to select applicants most likely to benefit from the programs.

International Transcripts

International institutions must be licensed or officially recognized by the Education Department or Ministry of the country where the institution is in operation to be eligible for transfer of credit or degree status. Students enrolled at CTU are required to have on file within one session of their program start date all official transcripts for any institutions of higher education previously attended. This is required for all transcripts, including transcripts from international secondary schools and/or institutions of higher education. The Registrar's office will ultimately verify and/or certify the institutions' eligibility for transfer credit or degree equivalency. Several transcript evaluation services are available to students. Acceptable evaluations may only come from evaluation services that are a member of NACES (National Association of Credential Evaluation Services, Inc.). CTU will consider evaluations and/or recommendations directly from AACRAO (Association of Collegiate Registrars and Admissions Officers). Contact the Registrar's Office for a listing of such organizations. Students are responsible for all applicable fees.

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Re-Entry to the University

A student desiring to return to the University after a withdrawal (not dismissal) is considered a new student and must submit a new admissions application through the Re-Entry Department for consideration of readmission. Students desiring to return to the University after a dismissal, please refer to the Dismissal Appeal section elsewhere in this catalog.

A student that wishes to re-enter the University is subject to the current policies and tuition and fees in effect at the time of return to the University. Students may be required to pay an application fee upon re-entry to the University. Also, the University will re-evaluate all forms relating to advanced standing to ensure the previous advanced standing earned is accurate for the current program.

A student will not be eligible to re-enroll unless all prior financial obligations to the University have been paid in full. The University may, at its discretion, allow a student to re-enroll if arrangements have been made to pay the balance in full over the new program length.

Specialized Admission and Graduation Requirements

College of Criminal Justice

Students may be required to complete a criminal background check in order to participate or attend class activities at certain sites. Students may also be required to complete a background investigation or check to qualify for some types of Internships. A criminal record may disqualify the student from certain class activities, internships, or career choices.

College of Health Sciences

Health Science Programs often find students experiencing financial, time and personal constraints while participating in their respective program. For example, clinical/externship experiences may need to be completed based on the location and needs of the hospital or clinical site. Students will be required to purchase textbooks, uniforms, and equipment necessary for the specific program. Graduation from health science programs does not guarantee licensure/certification in the specific profession. Graduates should qualify to apply to take the appropriate licensure/certification exam.

Health Standards

Administrative personnel at clinical agencies and in the all the health science programs believe that health science students and the public with whom they come in contact must be protected against communicable diseases and unsafe practice. Each health science student must assume responsibility for meeting the health and safety requirements.

- Students must submit a completed immunization and vaccination policy form.
- An annual TB skin test must be documented. In the event the TB (Mantoux) test is positive, a negative chest x-ray must be documented.
- Healthcare facilities may require that health science students have a drug screening test completed prior to attending clinical experiences. In addition, students may not be allowed to participate in clinical experiences if they test positive for illegal drugs or prescription drugs without physician authorization. Moreover, positive drug tests may prevent the health science graduate from taking certain national certification or licensing

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exams. Finally, healthcare facilities may not hire students or graduates who have a record of illegal drug use or abnormal drug tests.

- Students are required to have a complete physical exam prior to participation in clinical/externship experiences.
- For more information, please contact your Admission Advisor to determine specific requirements for your degree program.

Admission requirements for Health Programs

- A personal interview with the specific health science committee
- Basic computer skills (word, internet searching, and email)
- International students must demonstrate proficiency in the English Language, as measured by a TOEFL score of 550 or above; 213 or higher on the computer based exam and 79 or higher for the Internet Based Test of English as a Foreign Language (TOEFL iBT).
- Testing success with the Accuplacer test (not required for BSN or BSHSA)
- Students with no computer experience will take HIT080 Introduction to Computing for HealthCare Professionals as a prerequisite. A computer skills competency test will be administered to prospective students to determine their level of proficiency and potential need for computer training
- Approved Criminal Background Check

For more information, please contact your Admission Advisor to determine specific requirements for your degree program.

PART VI - ACADEMIC AFFAIRS

Academic Honesty

All students are expected to conform to the accepted standards of academic honesty. Any clear violations of these standards, such as cheating, violating copyright laws, or plagiarism are handled promptly, firmly, privately, and fairly by the Instructor and may result in sanctions up to and including dismissal from the University. The Instructor will promptly notify the University (Dean, Chair, or appropriate academic official) of the discovery of the incident.

First-time violations may result in an “F” being assigned for the course in which the violation occurs and the placement of a letter in the student’s file. The faculty member reserves the right to assign the student an “F” for the assignment, and “F” for the course, or may request the student to re-submit the assignment. The final determination will be made by the Dean or Program Chair for the particular program or campus

A second violation may result in dismissal from the University. The student may appeal any decision to the appropriate Appeals Board on the individual campus or division. This Appeals Board will render a final decision after appropriate investigation.

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Cheating

Cheating shall be defined as:

- copying to any extent the work of another;
- intentionally assisting another student during an examination;
- having unauthorized access to material related to an examination during the examination;
- possessing or having access to unauthorized copies of an examination;
- departing from any stated examination conditions.

Plagiarism

The New International Dictionary of the English Language, (Funk & Wagnalls, c2000, p. 965) defines Plagiarize as “to appropriate and pass off as one’s own (the writings, ideas, etc., of another)”.

Plagiarism involves:

- submitting another person’s work as one’s own;
- submitting work from any source that is not properly acknowledged by footnote, bibliography, or reference within a paper;
- submitting work pieced together from phrases and/or sentences from various sources without acknowledgment;
- submitting work with another person’s phrase(s) rearranged without acknowledgement;
- submitting work that uses any phrase, sentence, or stylistic mannerism without acknowledgment;
- omitting quotation marks from any directly quoted material;
- failure to use ellipsis (...) to indicate omission of one or more words;
- any other actions deemed to be plagiarism by the faculty.

Academic Program Changes for Students Attending the University through the Online Virtual Campus

A Program change request must be made no later than 48 hours before the start of a session. The program change process is initiated once the student speaks with the Prior Learning Assessment department. A Prior Learning Assessment Manager and a member of the Registrar’s Office must approve the program change. The new schedule will only reflect courses applicable to the student’s new program.

Attendance

The University posts attendance for each course every week (Students enrolled through the Colorado Technical University Online Virtual Campus please refer to the Course Participation policy). The nature of the learning environment and the special needs of adult students require a revised definition of “present” if one of the following conditions applies:

- The student is physically in the classroom and participating, or
- The student has participated in the learning environment (turned in required work, requested and received course content missed in class, participated in an online discussion/chat group, has communicated with the instructor or has made adequate progress in the course to date).

Although attendance should not be used as a percentage of the overall grade, participation may be evaluated by the instructor as a percentage of the course grade. Students should note that Healthcare programs may have more rigorous attendance requirements. Specific requirements can be found in the Health Science Program Handbook.

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Academic Year

The University defines the academic year as a period of time in which a full-time student is expected to complete three quarters of instructional time. A full-time undergraduate student is expected to complete at least 36 credits within the academic year and a full-time graduate student is expected to complete at least 24 credits within the academic year. Colorado Technical University's academic calendar operates on the quarter system with each quarter consisting of 11 weeks. A detailed academic calendar is included as an addendum to this catalog.

Add/ Drop Policy

The add/drop scheduling period is held during the first week of a student's session. Students desiring to drop or add a course within this period need to contact their Academic/Student Advisor for guidance in making this schedule change. Any schedule changes may extend the length of a program of study.

Administrative (Automatic) Withdrawals

Students attending the Colorado Technical University Online Virtual Campus please refer to the Online University Withdrawal section of this catalog for information regarding Administrative Withdrawals. Attendance for students' taking courses at the physical campuses will be reviewed at the end of each week to determine whether a student is officially attending.

- Students who do not participate within the first two weeks of a course at a physical campus will be administratively withdrawn.
- 11 week course: students who have not posted attendance for three consecutive weeks will be administratively withdrawn.
- 5 ½ week course: students who are not posted as present for 15 consecutive calendar days will be administratively withdrawn.

Specific withdrawal requirements for Healthcare programs can be found in the Health Science Program Handbook.

Course Participation (for students enrolled at Colorado Technical University Online Virtual Campus)

Students are encouraged to participate in their online courses in an academically-related environment comparable to the minimum of one contact hour of instruction in a seven-day calendar week. This participation is monitored so that Student Advisors can track student course participation weekly and contact students who have fallen behind in course assignments. In order to support students in the first week of instruction of each session, courses are open to students two calendar days in advance of the first day of the session. Students who participate in a class related activity in advance of the first week of instruction will have their course participation recorded as of the first day of the session.

A class related activity is defined as one of the following:

- viewing the task list or the syllabus;
- viewing a course presentation;
- posting an assignment to the discussion board;
- writing and submitting an individual assignment;
- participating in a live chat; or
- viewing an archived chat at a later date.

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Course Load

The normal academic load for a full-time student varies by academic level:

Doctorate: 8 or more quarter credit hours per quarter

Master's: 4 quarter credit hours per session, 8 or more quarter credit hours per quarter

Undergraduate: 12 or more quarter credit hours per quarter

For students enrolled in degree programs through Colorado Technical University Online's Virtual Campus, no more than one course in Master's degree programs or two courses in undergraduate degree programs may be taken in any session as this constitutes a course overload. Exceptions to this may be made on a case- by-case basis by an appropriate academic official.

Course Numbering System

Undergraduate preparatory courses are numbered 0 – 99 and do not count toward graduation.

Undergraduate credit courses are numbered 100 – 499.

Master's foundation courses (not counted toward the degree) are numbered 500 – 599.

Master's credit courses are numbered 600 – 699.

Doctorate credit courses are numbered 700 – 899.

Preparatory Courses (000-099 Level)

Colorado Technical University may offer additional courses in math and English for those students who need assistance in developing their skills in these particular areas. Preparatory courses are offered at a reduced charge, and are included on the student's transcript. Preparatory courses are not counted as credits toward the fulfillment of degree requirements, nor are these courses included in CGPA Requirements or Rate of Progress calculations for Satisfactory Academic Progress (SAP). However preparatory courses will be included in the calculation towards the Maximum Time in Which to Complete.

Enrollment Period Definition

Colorado Technical University follows the 11-week quarter system. Each quarter consists of two sessions of 5-1/2 weeks each. In each 11-week quarter, sessions are identified as Session A and Session B. If a student begins his or her degree program at the beginning of a Session A, he or she will have their academic quarter identified as that found on the Academic Calendar. Students who begin their degree program at the beginning of Session B will have their 11-week academic quarter defined as the 5-1/2 weeks of Session B and the subsequent 5-1/2 weeks of Session A. To illustrate this, a Session A student's quarter is defined below, followed by a Session B student's quarter:

| Quarter definition for student who starts degree program in Session A: | | |
|--|-------------|--------------------------------|
| Session A | 5 1/2 weeks | 11-Week Quarter (Session C) |
| Session B | 5 1/2 weeks | |

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| | | |
|--|-------------|--------------------------------|
| Quarter definition for student who starts degree program in Session B: | | |
| Session B | 5 1/2 weeks | 11-Week Quarter (Session D) |
| Session A | 5 1/2 weeks | |

Grade Level Classification

Earned undergraduate credit hours

| | |
|-----------|--------|
| Freshman | 0-35 |
| Sophomore | 36-71 |
| Junior | 72-107 |
| Senior | 108+ |

Earned Graduate Credit Hours:

| | |
|----------|------|
| 1st year | 0-24 |
| 2nd year | 25+ |

Grade Point Average (GPA)

The grade point average is computed for each academic level using course grade points. The grade points earned for each course are computed by multiplying the course's credit hours by the grade point of the final grade received. The quarterly GPA is computed by dividing the sum of the grade points earned in all courses taken during the quarter by the total number of credit hours attempted during the quarter. The Cumulative Grade Point Average (CGPA) is calculated by dividing the total earned quality points by the total credits attempted.

Grading System

Grade reports are available to students at the completion of each term/session. Grades are based on the quality of work as indicated on the course syllabus. Earned quality points are calculated for each course by multiplying the grade point value for the grade received for the course multiplied by the credit hour value of the course. For example, a 4.0 credit course with a grade of B would earn 12.0 quality points (credit value of course (4) times grade point value of B (3)). The Cumulative Grade Point Average (CGPA) is calculated by dividing the total earned quality points by the total attempted credits.

The following pages provide an illustration of letter grades, description, percentage points, meaning and quality points.

Undergraduate Grade Scale for students attending physical campuses

| Letter Grade | Description | Percentage | Included in Credits Earned | Included in Credits Attempted | Included in CGPA | Grade Points |
|--------------|-------------|------------|----------------------------|-------------------------------|------------------|--------------|
| A | Excellent | 94 – 100 | Yes | Yes | Yes | 4.0 |
| A- | | 90-93 | | | | 3.7 |
| B+ | Good | 86 – 89 | Yes | Yes | Yes | 3.3 |
| B | | 83 – 85 | | | | 3.0 |
| B- | | 80 - 82 | | | | 2.7 |
| C+ | Fair | 76 – 79 | Yes | Yes | Yes | 2.3 |
| C | | 73-75 | | | | 2.0 |
| C- | | 70-72 | | | | 1.7 |
| D+ | Poor | 66 – 69 | Yes | Yes | Yes | 1.3 |

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| | | | | | | |
|----|----------------|---------|-----|-----|-----|-----|
| D | | 63 – 65 | | | | 1.0 |
| D- | | 60-62 | | | | .7 |
| F | Unsatisfactory | 0 – 59 | No | Yes | Yes | 0.0 |
| P | Passing | A/R | Yes | Yes | No | NA |
| I | Incomplete | - | No | Yes | No | NA |
| W | Withdraw | - | No | Yes | No | NA |
| PR | Proficiency | - | Yes | No | No | NA |
| TC | Transfer | - | Yes | No | No | NA |
| AU | Audit | - | No | No | No | NA |
| ** | Repeat | - | No | Yes | No | NA |

Graduate Grade Scale for students attending physical campuses

| Letter Grade | Description | Percentage | Included in Credits Earned | Included in Credits Attempted | Included in CGPA | Grade Points |
|--------------|----------------|------------|----------------------------|-------------------------------|------------------|--------------|
| A | Excellent | 94 - 100 | Yes | Yes | Yes | 4.0 |
| A- | | 90 - 93 | | | | 3.7 |
| B+ | Good | 86 - 89 | Yes | Yes | Yes | 3.3 |
| B | | 83 - 85 | | | | 3.0 |
| B- | | 80 - 82 | | | | 2.7 |
| C+ | Fair | 76 - 79 | Yes | Yes | Yes | 2.3 |
| C | | 73 - 75 | | | | 2.0 |
| F | Unsatisfactory | 0 - 72 | No | Yes | Yes | 0.0 |
| I | Incomplete | - | No | Yes | No | NA |
| W | Withdraw | - | No | Yes | No | NA |
| PR | Proficiency | - | Yes | No | No | NA |
| TC | Transfer | - | Yes | No | No | NA |
| AU | Audit | - | No | No | No | NA |
| ** | Repeat | - | No | Yes | No | NA |

Doctorate Grade Scale for students attending physical campuses

| Letter Grade | Description | Percentage | Included in Credits Earned | Included in Credits Attempted | Included in CGPA | Grade Points |
|--------------|----------------|------------|----------------------------|-------------------------------|------------------|--------------|
| A | Excellent | 94 - 100 | Yes | Yes | Yes | 4.0 |
| A- | | 90 - 93 | | | | 3.7 |
| B+ | Good | 86 - 89 | Yes | Yes | Yes | 3.3 |
| B | | 83 - 85 | | | | 3.0 |
| B- | | 80 - 82 | | | | 2.7 |
| F | Failing | 0 - 79 | No | Yes | Yes | 0.0 |
| I | Incomplete | - | No | Yes | No | NA |
| S | Satisfactory | - | Yes | Yes | No | NA |
| U | Unsatisfactory | - | Yes | Yes | No | NA |
| W | Withdraw | - | No | Yes | No | NA |
| TC | Transfer | - | Yes | No | No | NA |
| AU | Audit | - | No | No | No | NA |

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| | | | | | | |
|----|--------|---|----|-----|----|----|
| ** | Repeat | - | No | Yes | No | NA |
|----|--------|---|----|-----|----|----|

Undergraduate Grade Scale for students attending the online Virtual Campus

| Letter Grade | Description | Percentage | Included in Credits Earned | Included in Credits Attempted | Included in CGPA | Grade Points |
|--------------|----------------|------------|----------------------------|-------------------------------|------------------|--------------|
| A | Excellent | 90 – 100 | Yes | Yes | Yes | 4.0 |
| B+ | Good | 85 – 89 | Yes | Yes | Yes | 3.5 |
| B | | 80 – 84 | | | | 3.0 |
| C+ | Fair | 75 – 79 | Yes | Yes | Yes | 2.5 |
| C | | 70 – 74 | | | | 2.0 |
| D+ | Poor | 65 – 69 | Yes | Yes | Yes | 1.5 |
| D | | 60 – 64 | Yes | Yes | Yes | 1.0 |
| F | Unsatisfactory | 0 – 59 | No | Yes | Yes | 0.0 |
| I | Incomplete | - | No | Yes | No | NA |
| W | Withdraw | - | No | Yes | No | NA |
| PR | Proficiency | - | Yes | No | No | NA |
| ** | Repeat | - | No | Yes | No | NA |
| TC | Transfer | - | Yes | No | No | NA |

Graduate Grade Scale for students attending the online Virtual Campus

| Letter Grade | Description | Percentage | Included in Credits Earned | Included in Credits Attempted | Included in CGPA | Grade Points |
|--------------|----------------|------------|----------------------------|-------------------------------|------------------|--------------|
| A | Excellent | 90 – 100 | Yes | Yes | Yes | 4.0 |
| B+ | Good | 85 – 89 | Yes | Yes | Yes | 3.5 |
| B | | 80 – 84 | | | | 3.0 |
| C+ | Fair | 75 – 79 | Yes | Yes | Yes | 2.5 |
| C | | 70 – 74 | | | | 2.0 |
| F | Unsatisfactory | 0 – 69 | No | Yes | Yes | 0.0 |
| I | Incomplete | - | No | Yes | No | NA |
| W | Withdraw | - | No | Yes | No | NA |
| ** | Repeat | - | No | Yes | No | NA |
| TC | Transfer | - | Yes | No | No | NA |
| PR | Proficiency | - | Yes | No | No | NA |

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Application of Grades and Credits

The charts above describe the impact of each grade on a student's academic progress. For calculating rate of academic progress, grades of F (unsatisfactory), W (withdraw), and I (incomplete) are counted as hours attempted but are not counted as hours successfully completed.

The student must repeat any required course in which the student receives a grade of F or W. A grade of W is not replaced when a student repeats the course, but remains part of the student's permanent record. If the course is no longer offered a substitute course may be used subject to approval from a Program Chair. In the case of a repeated course, the better of the two grades is calculated into the CGPA. The lower grade will be replaced by a double asterisk (**) indicating that a higher grade has been earned for a separate attempt at the course. Both original and repeated credits will be counted as attempted credits in rate of progress calculations.

Students who repeat courses are encouraged to consult their Academic/Student Advisor on how repeated courses may adversely affect their Satisfactory Academic Progress. Students should also contact the Financial Aid Department regarding repeated courses that have extended the length of a degree program and may have resulted in additional charges. Students are financially responsible for attempted courses.

Undergraduate students will be allowed to repeat courses in which they received a grade of D or below and Master students will be allowed to repeat courses in which they received a grade of C or below. A maximum of two C grades may be used toward graduation in a CTU master's program.

Graduation Requirements

In order to graduate students must:

- Have earned a minimum of a 2.0 CGPA for undergraduate degree programs, 3.0 for graduate degree programs, or 3.3 CGPA for doctorate programs
- Have successfully completed all required credits within the maximum allowable time frame in which to complete the degree program
- Be enrolled at the time of graduation
- Meet the residency requirement
 1. Complete 25% of the total credit hours for undergraduate degree programs.
 2. Complete 80% of the total credit hours for graduate degree programs.
 3. All CTU doctoral requirements must be completed in residence at the University. Check with the Institute for Advanced Studies for exceptions.

Students are encouraged to contact their Academic/Student Advisor at least two quarters prior to scheduled graduation to ensure that all graduation requirements will be met.

Students must be current on all financial obligations in order to receive their final transcript and diploma.

Honors

| Undergraduate Graduation Honors for Associate's degrees | |
|--|---------------------------------------|
| The following honors are awarded upon graduation in an Associate's degree program. | |
| Honor | Cumulative Grade Point Average |
| Highest Honors | 3.75-4.00 |
| Honors | 3.50-3.74 |

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Undergraduate Graduation Honors for Bachelor's degrees

The following honors are awarded upon graduation in a Bachelor's degree program.

| Honor | Cumulative Grade Point Average |
|-----------------|--------------------------------|
| Summa Cum Laude | 3.9 to 4.0 |
| Magna Cum Laude | 3.75 to 3.89 |
| Cum Laude | 3.5 to 3.74 |

Diploma Programs

The following honors are awarded upon graduation in a Diploma program.

| Honor | Cumulative Grade Point Average |
|----------------|--------------------------------|
| Highest Honors | 3.75 to 4.0 |
| Honors | 3.5 to 3.74 |

Undergraduate

Full time, undergraduate students who attain a grade point average of 4.0 for the quarter are eligible for the President's/Chancellor's List. Full time, undergraduate students who attain a grade point average of 3.5 to 3.99 with no grade lower than a "C" are eligible for the Dean's List.

Graduate Honors

Although students that demonstrate academic work at an exceptional level are honored at the undergraduate level, exceptional scholastic achievement is expected at the graduate level. The maintenance of high scholastic standards ensures that Colorado Technical University graduate students have a mastery of the subject matter contained in the graduate program.

Incomplete Policy for physical campuses

Incompletes may be granted to students for limited circumstances. To receive an incomplete (I), the student must meet all of the following conditions:

- To request an incomplete from the instructor a student would download the Incomplete Grade Request Form from the MyCampus Portal and submit it to the instructor. The instructor will then submit the approved form to the Registrar's Office, Dean, and/or Program Chair.
- The student must be satisfactorily passing completed assignments at the time the request is made.
- Students must have completed and submitted at least 60% of all assignments at least three (3) days prior to the end of the session.
- The student must request an incomplete no earlier than the last week of the session, and no later than by 12 noon (Central time) on the last day of the session.
- The student is allowed until the end of the break to complete the assignments.
- Requirements may differ for doctoral students. Check with the IAS Director of Education.
- Incomplete grades that are not completed by the end of the break week will be converted to the letter grade the student will have earned. Final grades will affect the student's CGPA.

Students with mitigating circumstances who do not meet the above requirements can make a request for an appeal in writing/e-mail to the Registrar's Office no later 12:00 p.m. (noon) CST on the last day of the session. Students and faculty will be notified in writing if an appeal has been approved.

Incomplete Policy for students attending the online Virtual Campus

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Incompletes may be granted to students for limited circumstances. To receive an incomplete (I), the student must meet all of the following conditions:

- Request the incomplete in writing from the instructor. The student will then receive an approval e-mail from the instructor.
- An incomplete is granted if a student has completed at least 60% of the assignments in a satisfactory manner.
- Submit completed assignments at least three (3) days prior to the end of the session.
- Request an incomplete no earlier than the last week of the session, and no later than 12:00 p.m. (noon) CST on the last day of the session.

If the incomplete is granted, the student is allowed one (1) calendar week after the session ends to complete unfinished assignments. The student will be notified in writing/e-mail by the instructor if the incomplete is granted.

Coursework that has not been completed within one (1) calendar week after the session ends will not be accepted. At that time, final grades will be determined based on the coursework completed.

Students with mitigating circumstances who do not meet the above requirements can make a request for an appeal in writing/e-mail to the Academic Services Department at incompleteappeals@ctuonline.edu no later 12:00 p.m. (noon) CST on the last day of the session. Students and faculty will be notified in writing if an appeal has been approved.

Grade Appeal Procedure

Colorado Technical University strives to ensure that academic evaluation is objective, fair and professionally performed. Assessment of a student's performance is one of the primary responsibilities of a faculty member and is solely his/her responsibility. It is essential that academic standards and the integrity of programs and degrees of the institution be the professional judgment of faculty. It is the responsibility of the instructor to explain and interpret the grading system to students. Grades should be determined within accepted University standards. Guidelines for grading should be distributed at the beginning of each course.

If a student's course grade, or grades for select assignments within a course, have been assigned in error or capriciously (i.e., graded on something other than performance in the course, graded to more exacting standards than other students in the course, or graded outside of stated criteria distributed in the course) a student may take the following steps to seek resolution:

- Confer with the instructor. It is important to fully understand how the grade was determined. The student has an obligation to state the reason(s) why the grade is unjust.
- If a student cannot contact the instructor, the student should contact the appropriate academic official in an attempt to come to a resolution. This process should be done immediately after the grade has been posted.
- If the above does not resolve the appeal to the satisfaction of the student, the student can then elect to submit a petition in writing to the Grade Appeals Committee /Academic Services at their respective campus or division. This appeal needs to be submitted within the subsequent term.

The petition must include evidence demonstrating how the grade was given incorrectly or was given capriciously. The Grade Appeals Committee/Academic Services will then review the petition, confer with the instructor and review any additional evidence that warrants consideration. After reviewing the petition the Grade Appeals Committee/Academic Services will make one of the following recommendations:

- There is not a valid reason for the appeal, and the grade stands as assigned.

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- If it is determined there is evidence the grade was assigned incorrectly or capriciously, the assignment(s) in question will be re-examined by another qualified faculty member.

A grade appeal may result in one of three decisions:

- The grade remains the same;
- the grade is raised; or
- the grade is lowered.

Please note that grades assigned after an appeal will not be changed back to the original grade, as it compromises the academic integrity of the University. Any late penalties assessed (or other grading policies not met) in awarding the original grade will continue to be applied during the review. Grades assigned as a result of the grade appeal process are final and may not be appealed again. Appeals will not be considered until final course grades are posted.

Late Assignments

In order to move quickly and successfully through CTU courses, specific deadlines for all assignments will be clearly stated in the course syllabus. Because of the university's learning model (PLM) that revolves around skill development and concept formation through collaborative learning, students are expected to meet due dates. Should a student be unable to meet a deadline, it is expected the student will make arrangements in advance with the instructor to turn work in late. A penalty for late work will be assigned at the discretion of the faculty member. If a student does not make prior arrangements with the instructor and fails to turn individual work in on time, the following penalties will be applied:

For 5 ½ week courses the following applies:

- Work that is submitted 1 – 2 calendar days AFTER its due date will be graded down 5% from the total points possible.
- Work that is submitted 3 – 6 calendar days AFTER its due date will be graded down 10% from the total points possible.
- Work submitted more than 6 days past its due date will be graded down 20% from the total points possible.
- Final course projects and end-of-term papers must be turned in no later than the last day of class UNLESS an "Incomplete" grade has been arranged in advance of the final course date.

For 11 week courses the following applies:

- Work that is submitted 1 –7 calendar days AFTER its due date will be graded down 10% from the total points possible.
- Work that is submitted 8 - 14 calendar days AFTER its due date will be graded down 20% from the total points possible.
- No work will be accepted more than 14 days past its due date unless prior approval of the instructor has been obtained. Otherwise the student will receive a zero for the assignment.
- Final course projects and end-of-term papers must be turned in no later than the last day of class UNLESS an "Incomplete" grade has been arranged in advance of the final course date.

Exceptions:

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Discussion Board Questions: Courses requiring discussion board assignment are designed for maximum student participation and engagement. It is critical to the success of these courses that students contribute to the Discussion Boards in a timely manner. Therefore, no late postings to the Discussion Boards will be accepted without prior arrangement with the instructor.

Group Projects: Many courses use small group projects. Because the completion of the project demands timely contributions from all team members, no late submissions of an individual team member will be accepted without prior arrangement with the instructor. Late penalties may be assessed to individual team members. The above stated late penalties will apply.

This policy is intended to promote communication between faculty members and students. We encourage students to work with their instructors to meet the course requirements while balancing their professional and personal obligations.

Leave of Absence (LOA)

Students may submit a written request for a Leave of Absence to a campus academic official. Students attending a physical campus or students attending a physical campus and taking some courses through the Colorado Technical University Online Virtual Campus can submit a written request for a Leave of Absence to the appropriate academic official from their campus. Students enrolled solely through the Virtual Campus can submit their request for a Leave of Absence to officeofstudentadvising@ctuonline.edu.

The following conditions may be considered for an LOA:

1. Family Care (loss of family member or unexpected medical care of family)
2. Jury Duty
3. Medical (including pregnancy)
4. Military Duty
5. Temporary out (one session off, does not apply to students enrolled through the Virtual Campus)

The following conditions must be met in order for a student to be eligible for a LOA:

The request must be submitted in writing/email prior to the beginning of the leave and include the date of submission, the effective date, when the student expects to return to school, the reason for the leave of absence, and supporting documentation (unless the medical condition is evident). Students enrolled through the Virtual Campus must submit a request in writing/email by noon on the last date of Add or Drop week in order to be eligible for a LOA in the current session. Requests submitted after noon on the last day of the Add or Drop week will be eligible for a LOA in the next session.

- A student must have completed at least one quarter at the institution.
- A student must have completed his/her most recent quarter and received academic grades (A-F, S, U) for at least one class for that quarter. Students that participated in the Full Course Withdrawal in their previous session are not eligible for a Leave of Absence in the next session.
- A leave will begin on or after the institution's approval of the qualified request for students attending a physical campus, or students attending a physical campus and taking some courses through the Virtual Campus, and a leave must begin on the first day of the session, and end on the day prior to the first day of a session for students enrolled through the Virtual Campus.
- Students attending a physical campus must resume the academic program at or before the point in which he/she began the LOA
- The total of all leaves of absence in a 12-month period may not exceed 180 days.

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Students on a leave of absence may be required to complete additional financial aid documents and failure to return from a leave of absence may affect a student's loan repayment obligations. A leave of absence may also affect the disbursement of financial aid. If a student on a leave of absence fails to return from the leave of absence, the official withdrawal date will be the last day of the grading period prior to the date the leave of absence began.

Master's Advantage™

Students enrolled in a Bachelors program through Colorado Technical University will have the option to enter the Master's Advantage™ Program which will allow them to substitute two graduate courses for two undergraduate courses.

Students enrolling in the Master's Advantage™ program must choose this option at the time of their enrollment in a bachelor's program and select the graduate program they wish to pursue.

To qualify, students must have a CGPA of 3.0 or better prior to entering their final quarter or will be subject to a program change.

Student progress will be monitored by Prior Learning Assessment Specialist to ensure that the student meets the requirement to continue on with the Master's Advantage™ program.

Students enrolled in the Master's Advantage™ program are not eligible for the Multiple Concentrations option.

Students interested in the Master's Advantage™ program should contact the appropriate Dean or Program Chair to determine program eligibility.

Doctoral Advantage

Students enrolled in a Masters program through Colorado Technical University will have the option to enter the Doctoral Advantage Program, which will allow them to substitute four doctoral courses for four graduate courses.

Students wanting to enroll in the Doctoral Advantage program may begin the application process once they have completed the first three courses in their masters program.

To qualify, students must have a CGPA of 3.30 or better prior to entering their final quarter or they will be subject to a program change.

Student progress will be monitored by Prior Learning Assessment Specialist/Program Chair to ensure that the student meets the requirements to continue with the Doctoral Advantage program.

Students enrolled in the Doctoral Advantage program are not eligible for the Multiple Concentrations option.

Students in doctoral programs will be required twice a year to attend an intensive residential symposium lasting four and half days.

Students interested in the Doctoral Advantage program should contact the appropriate Dean or Program Chair to determine program eligibility.

Multiple Concentrations

With Multiple Concentrations, the first concentration is included in the initial degree program choice. The required number of credit hours and corresponding costs for an additional concentration(s) will vary depending on

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the first concentration and the additional concentration the student would like to pursue. Students must notify the University prior to the last quarter before graduation of their intention to pursue an additional concentration(s).

Please refer to the Degree Program section of the course catalog for the additional courses required to complete each concentration. Please note that additional concentration(s) must be within the same discipline of study. Students Enrolled in the Master's Advantage™ and Doctoral Advantage programs are not eligible for the Multiple Concentrations option. Students interested in the Multiple Concentration option should contact the appropriate Dean or Program Chair to determine program eligibility

Satisfactory Academic Progress (SAP)

All students must maintain satisfactory academic progress in order to remain enrolled at the University. Additionally, satisfactory academic progress must be maintained in order to remain eligible to continue receiving federal financial assistance. During periods of Warning and Probation, students remain eligible for financial aid. Satisfactory academic progress is determined by measuring the student's cumulative grade point average (CGPA), the student's rate of progress toward completion of the academic program and maximum time frame in which to complete. These are outlined below.

CGPA Requirements

Students are expected to meet minimum CGPA requirements in order to be considered making satisfactory academic progress. Undergraduate and diploma program students must maintain a minimum CGPA of 2.0 (C equivalent) throughout their enrollment; Master's students must maintain a CGPA of 3.0 (B equivalent) throughout their enrollment, and Doctoral students must maintain a CGPA of 3.3 (B+ equivalent) throughout their enrollment. A student's CGPA will be reviewed at the end of each student's quarter after grades have been posted to determine if the student's CGPA is in compliance.

Rate of Progress

In addition to the CGPA requirements, a student must successfully complete at least two-thirds (66.67%) of the credits attempted within a quarter in order to be considered to be making satisfactory academic progress. Credits attempted are defined as those credits for which students are enrolled in a term and have incurred a financial obligation. As with the determination of CGPA, the completion requirements will be reviewed quarterly after grades have been posted to determine if the student is progressing satisfactorily.

Maximum Time in Which to Complete

A student is not allowed to attempt more than 1.5 times, or 150%, the number of credits in their program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which he/she will complete their program within the maximum timeframe. If a student transfers in no credits and needs to complete all credits required for the degree (i.e. 90), the student has 1.5 times those credits in which to complete the degree, or 135 total credits. If a student in the same 90 credit program transfers in 20 credits, the maximum allowable time would be 105 attempted credits (90 minus 20 equals 70 times 1.5 equals 105).

The following table illustrates these examples:

| Degree Program | Credits in Degree Program | Maximum Allowable Attempted Credits |
|-----------------------|----------------------------------|--|
| Associate's | 90 | 135 |
| Bachelor's | 180 | 270 |
| Master's | 44 | 66 |

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| | | |
|----------|----|-----|
| Master's | 48 | 72 |
| Doctoral | 96 | 144 |

Warning Status

At the end of each quarter, and after grades have been posted, each student's CGPA, rate of progress, and maximum timeframe are reviewed to determine whether the student is meeting the above requirements. Students will be placed on warning status following the first quarter in which the CGPA or the rate of progress falls below the values specified in the tables above. At the end of the next quarter of monitoring, the student will be removed from warning status and returned to regular status if the student meets or exceeds the minimum standards. The student will be placed on probation if the student continues to fall below the specified values. Students on Warning must participate in academic advising as deemed necessary by the University.

Probation Status

Students on probation will be evaluated at the end of the next quarter of monitoring. A student who raises their CGPA and rate of progress at or above the minimum standards will be removed from probation and returned to regular status. If a student does not meet the minimum CGPA or rate of progress requirements at the time of evaluation, the student will be dismissed from the University. Students on Probation must participate in academic advising as deemed necessary by the University.

Dismissal

If a student does not meet the minimum CGPA or rate of progress requirements at the next review, the student will be dismissed from school. The university reserves the right to review the academic record and may elect to continue probation status. A student who has been dismissed may appeal for reinstatement using the appeals process located elsewhere in this section.

Additionally, if at any point it can be determined that it is mathematically impossible for the student to meet minimum requirements, the student will be dismissed from the school.

Notification of academic dismissal will be made in writing. The Student Conduct section of this catalog describes other circumstances that could lead to student dismissal.

As a dismissed student, a tuition refund may be due in accordance with the institution's stated refund policy.

How Change of Program Affects SAP

A student on Academic Probation may not change programs without approval from a University academic official.

When a student elects to change a program at Colorado Technical University (this does not include moving from an associate degree to a bachelor degree in the same program) the student's earned credits and grades will be transferred into the new program as applicable, including transfer credit. Applicable credits earned at the school in the original program of study will be used when computing grade point average, rate of progress and maximum allowable credit attempts.

Dismissal Exception

A student who has previously been dismissed and has been approved to return by the appeals board may be granted an exception from being dismissed again if they meet specific criteria during their future probation

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quarters. To have a dismissal exception granted, the student must have a minimum 66.67% rate of progress during their probation quarter and earn the required program CGPA of 2.0 or 3.0. If these requirements are met, the student will be granted an additional probation quarter. A student can be granted an unlimited number of dismissal exceptions so long as the exception requirements are being met each probation quarter.

Dismissal Appeal

A student who has been academically dismissed must submit a letter of appeal to apply for re-entry. Students should explain what type of circumstances contributed to the dismissal and what plans the student has to eliminate those potential problems in the future. Students may be required to wait at least one grading period before he/she is eligible for re-entry. Students are urged to appeal the decision as soon as possible. The decision about the student's re-entry will be based upon factors such as prior academic record, recent academic improvement, and likelihood of academic success.

Students who are readmitted will be charged tuition consistent with existing published rates. Students readmitted after being dismissed will be reinstated on academic probation and must meet the minimum requirements by the end of the next session or may be dismissed again.

Standard Period of Non-Enrollment (SPN) – is not applicable for students attending the online Virtual Campus

A CTU student electing to not take classes for the summer quarter may apply for a Standard Period of Non-Enrollment (SPN) status without formally withdrawing from the University. The student must apply for SPN status through the office of the campus Registrar. Before the end of the SPN period, a student must register for classes to be reinstated at the University, or be automatically withdrawn by the Registrar.

Student Conduct

Colorado Technical University fosters an academic community that is committed to the educational and personal growth of each and every student and therefore, enrollment in CTU obligates students to conduct themselves as responsible members of the University community. Behavior that discredits the individual or the University, as generally determined by University rules and regulations, may result in disciplinary action. CTU reserves the right to dismiss any student whose conduct is regarded as being in conflict with the best interests of the University or in violation of its rules and regulations.

Additionally, all students are expected to respect the rights of others and are held responsible for conforming to the laws of the national, state and local governments, and for conducting themselves in a manner consistent with the best interests of the University and of the student body. CTU reserves the right to dismiss a student for any of the following reasons: failure to maintain satisfactory academic progress, failure to pay school fees and/or tuition by applicable deadlines, posing a danger to the health or welfare of students or other members of the CTU community, or failure to comply with the policies and procedures of CTU.

Any unpaid balance for tuition, fees and supplies becomes due and payable immediately upon a student's dismissal from the school. The institution will also determine if any Title IV funds need to be returned (see Financial Information Section of this catalog).

Examples of behavior patterns that are not in harmony with the educational goals of the University include the following:

1. Academic or administrative dishonesty, such as cheating, plagiarizing, or knowingly furnishing false information to the University;

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2. Forgery, alteration, misuse, or mutilation of University documents, records, identifications, educational material, and/or University property;
3. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or any other authorized activities on University premises;
4. Physical or verbal abuse of any University official as well as conduct which threatens or endangers the health or safety of any such person;
5. Theft of or damage to property of the University or using, or attempting to use, University property in a manner inconsistent with its designed purpose;
6. Unauthorized entry to, use of, or occupation of University facilities and resources;
7. Intentional and unauthorized interference with right of access to University facilities, freedom of movement or speech of any person on campus;
8. Disorderly, lewd, unwelcome sexual advances, unwanted requests for favors of a sexual nature, physical or verbal conduct of a sexual nature, and indecent or obscene conduct or expression;
9. Unlawful possession, use, or distribution of illicit drugs and alcohol on campus or during any student activities;
10. Violation of a federal, state, or local ordinance including, but not limited to, those covering alcoholic beverages, narcotics, dangerous drugs, gambling, weapons, sex offenses, or arson;
11. Rioting or aiding, abetting, encouraging, or participating in a riot or inciting a riot;
12. Failure to comply with the verbal or written directions of any University officials acting in the performance of their duties and in the scope of their employment;
13. Aiding, abetting, or inciting others in committing any act of misconduct set forth in any of these behavior patterns;
14. Conviction of a crime which is of a serious nature. Upon filing of charges in criminal court involving an offense that is of a serious nature and when it is administratively determined that the continued presence of the student would constitute a threat or danger to the University community, such student may be temporarily suspended pending disposition of the charges in criminal court;
15. Proven plagiarism or falsification of authenticity is a serious matter of significant ethical and legal concern; (Students are informed that if it is ever proven that there was significant misrepresentation or misattribution of material presented, any degrees or credit awarded by the University based on the material will be revoked.)
16. Lack of academic achievement and/or suspension;
17. Unauthorized solicitation of students, faculty or staff on campus or online for any product or service;
18. Other behavior or actions that might constitute a threat to the University Community (i.e., weapons possession, alcohol or drug abuse, etc.) as determined by appropriate university authorities.

Withdrawal from the University/Course

Physical Campus Course Withdrawal

Whether a student is administratively dropped from a course, or chooses to withdraw verbally or in writing, the refund and grade policy shown in the following table will be used.

| | Week 1 | Weeks 2 - 4 | Weeks 5 - End | |
|-------------------------|-----------------------------|----------------------|---|--|
| 5-1/2 Week Course | \$100 flat fee | No refund | No refund | |
| | Course registration deleted | Grade of "W" awarded | Students with a Last Date of Attendance (LDA) prior to week 4 will be dropped after | |

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| | | | | |
|----------------|-----------------------------|----------------------|---|--|
| | | | non-attendance for 2 consecutive weeks. Grade of "W" will be awarded. | |
| | Week 1 | Week 2 | Weeks 3 - 8 | Weeks 9 - 11 |
| 11 Week Course | \$100 flat fee | 75% tuition refund | No refund | No refund |
| | Course registration deleted | Grade of "W" awarded | Grade of "W" awarded | Students with a Last Date of Attendance (LDA) prior to Week 9 will be dropped after 3 consecutive weeks of non-attendance. Grade of "W" will be awarded. |

Note 1: For students receiving Federal Financial Aid, refunds will be calculated according to federal policy.

Note 2: These policies also apply to hybrid courses, as well as virtual courses administered by CTU.

Note 3: Students with a Last Date of Attendance (LDA) that falls after week 4 of a 5-1/2 week session or after week 8 of an 11-week session will not be withdrawn and will receive the grade earned in the course.

Physical Campus University Withdrawal

Students intending to withdraw from the University must submit a verbal or written notice to a University official. A documented notification serves as an official withdrawal and will be processed in a timely manner. The withdrawal date used to determine when the student is no longer enrolled at Colorado Technical University is:

The date the student submitted an official withdrawal notice to a University official and ceased to attend classes. A student who submits a withdrawal notice but who continues to attend classes or other school activities will not be considered to have officially withdrawn from the University.

If a student does not complete the official withdrawal process, the school will determine the student's withdrawal date based upon federal regulation and institutional records.

Please note that the above policy may result in a reduction in school charges that is less than the amount of the Title IV financial aid that must be returned. Therefore, the student may have an outstanding balance due the school that is greater than that which was owed prior to the withdrawal.

Online Course Withdrawal

The Online course withdrawal procedure is a function that can only be carried out in a student's current session. A request to withdraw from a course that is made after add/drop week and before the fifth week of class will receive a "W." Students can withdraw from either some or all of their courses. Students who withdraw from all courses must return the next session. Students who do not return the following session, will be considered withdrawn from the university and must reapply for reentry. Once all of the information has been documented and reviewed the Registrar's Office will assign the W grades and Prior Learning Assessment Department will adjust the schedule.

Online University Withdrawal

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Students intending to withdraw from the University must submit a verbal or written notice to the Student Affairs Department or an e-mail to ctuacademicdean@ctuonline.edu. A student's verbal or written notification serves as an official withdrawal and will be processed in a timely manner.

All balances become due and payable at the time of withdrawal from the University. A student is not granted his or her request for official or unofficial Colorado Technical University transcripts if any outstanding charges are not paid.

During the first week of each session, students must participate at least once in a class related activity (see definition below). If a student does not participate in a class related activity during the first week of the session, the student is administratively withdrawn from the university. The last date of the previous grading period is used as the last date of attendance (LDA) for refund calculations.

Once a student enters the 2nd session of a quarter, following the designated drop period, there will be no refund of tuition.

After the first week, if a student does not participate in a class related activity at least once every 15 calendar days within a session he/she is administratively withdrawn from the University. The LDA is used as the official date of withdrawal for refund calculations.

A class related activity is defined as one of the following:

- viewing the task list or the syllabus;
- viewing a course presentation;
- posting an assignment to the discussion board;
- writing and submitting an individual assignment;
- participating in a live chat; or
- viewing an archived chat at a later date.

A student who is administratively withdrawn from the University before the fifth week will receive a W grade for all current courses. No withdrawal (W) grades may be awarded after the fourth week of the session for current courses. Students desiring to return to the University following a withdrawal should refer to the Re-Entry to the University section elsewhere in this catalog.

PART VII - PRIOR LEARNING ASSESSMENT

Colorado Technical University students may earn transfer credit through completion of advanced standing options that satisfy Colorado Technical University's established criteria for credential awarding. Students in an associate's, bachelor's, and master's degree program may be evaluated and advised on their eligibility to use advanced standing methods within their first quarter of coursework. Advanced standing credit must be evaluated by the University through official documentation and meet the established Prior Learning Assessment criteria and guidelines for transfer credit. Advanced standing options must be completed no later than one session prior to the start date of the course(s) for which the student wishes to earn credit. Once a student is in their last session of their degree program, no advanced standing credit will be awarded. In addition to college credit earned at accredited postsecondary institutions, the following is eligible for evaluation toward academic credit through Colorado Technical University:

1. Course Challenge Examinations
2. Experiential Learning demonstrating subject matter mastery through documented work experience

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3. Military Credit for training or Military Occupational Specialty
4. Professional Training/Certification credit
5. Standardized Assessment score results (AP, CLEP, DSST)

Once a student is accepted for admission to the University, he/she may consult with a Prior Learning Assessment Specialist to learn more about advanced standing requirements and to seek degree planning assistance. However, it should be noted that official transcripts and formal documents are required before evaluation of transfer credit can occur, and the source of credit must meet the established transfer credit criteria.

Proficiency Credit

A grade of PR is awarded for proficiency credit through advanced standing. The University neither implies, nor guarantees, that PR credits will be accepted by other institutions. A grade of PR demonstrates that students are proficient in the specific course requirement for the respective degree program of study. The University may award proficiency credit for learning that has taken place outside the traditional academic setting, for experience through employment, non-collegiate or school based education, or other appropriate life experiences. In the awarding of experiential credit, the University follows guidelines and policies as established by the Council for Adult and Experiential Learning (CAEL), the American Council of Education (ACE), and the American Association of Collegiate Registrars and Admissions Officers (AACRAO). It is important for students to understand that life and learning experiences alone are an inadequate basis for the award of proficiency credit. To be eligible for proficiency credit, the outcomes of the non-collegiate learning experience must be documented, be applicable to the student's program of study, be related to a course, and be assessed as being similar to or meeting the requirements of learning gained through college-level learning experiences.

Experiential Learning (ELP)

Colorado Technical University may award course credit for experiential learning that has been gained through employment, non-collegiate, school based education or other appropriate learning experiences in adherence to ACE recommendations. Life and learning experiences alone, however, are an inadequate basis for the award of experiential credit. In order for such learning to be considered for this credit award, it must:

1. Relate specifically to an associate's or bachelor's degree course in the student's academic program.
2. Result in experientially attained and mastered college-level competencies that are appropriately documented and equivalent to the course outcomes that would be acquired in the comparable Colorado Technical University course.
3. Demonstrate and verify learning through documentation such as work samples and/or supervisory verification.

Students must start the process to determine their eligibility by contacting a Prior Learning Assessment Specialist and/or a Program Chair. The final portfolio is submitted to the Prior Learning Assessment Department and/or a Dean and assigned to a Program Chair to evaluate the portfolio and determine the credit award. The maximum amount of life experience credit accepted toward graduation is 16 quarter credit hours for an associate's degree and 32 quarter credit hours for a bachelor's degree.

Military Credit

As a DANTES-affiliated institution and a recognized member of the Servicemembers Opportunity Colleges (SOC), Colorado Technical University has established programs geared to the needs of active servicemen, servicewomen, and veterans. Advanced standing credit for non-traditional and/or military education and experience is available through a variety of methods as described in this section.

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As a member of SOC, Colorado Technical University may accept military credit for comparable lower level courses or electives, including:

- Military Training Course
- Military Occupational Specialty (MOS)
- Service Colleges

Colorado Technical University uses the ACE Guide to the Evaluation of Educational Experiences in the Armed Services as the basis for evaluating military training and experience. Official military transcripts are the only acceptable documentation for Military Training, MOS, MOS Level, and Service School Credit.

Professional Training/Certification Credit (PTCC)

Many adult learners have acquired formal training outside the sponsorship of credit granting institutions, such as military training, training with officially documented clock hours or Continuing Education Units (CEUs), or other company training. Many of these programs carry ACE recognition and credit recommendations, and may be accepted according to Colorado Technical University's academic credit equivalency requirements. Students may be required to submit a learning narrative for the evaluation process. Other documented clock hour, CEU or other units, and/or other documented training may be evaluated for advanced standing credit awards based on PTCC criteria and guidelines.

Standardized Assessment

Advanced Placement Examinations

Advanced Placement (AP) Examinations provide students with the opportunity to complete college-level coursework while in high school and to gain valuable skills and study habits for college. If a student achieves a qualifying score of a 3 or higher on the respective AP Examination, proficiency credit is awarded according to ACE recommendations for the respective lower level course requirements. Students must submit a copy of an official AP score report to be evaluated for this proficiency credit award.

CLEP Examinations

The College Level Examination Program (CLEP) is a national program of credit by examination to obtain recognition of college level achievement.

Colorado Technical University is a registered CLEP credit granting institution and students should consult <http://www.collegeboard.com> to find a CLEP examination center in their area. Colorado Technical University awards proficiency credit for lower level comparable coursework based on CLEP examination scores as recommended by ACE for the respective lower level course requirements. Students must submit a copy of an official CLEP score report to be evaluated for this proficiency credit award. In order to ensure that a CLEP examination is transferable into the student's degree program, students should consult with their Prior Learning Assessment Specialist. The total number of CLEP credits applied to a degree program may not exceed 45 quarter hours. Students are required to pay a fee directly to CLEP.

Examinations are available in the following areas:

- Business
- English

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- Mathematics
- Social Science
- Physical Science
- Applied Technology
- Humanities

DSST Examinations

DANTES Subject Standardized Tests (DSST) provide another option for students to demonstrate competencies for learning in non-traditional ways. Originally designed for military service members, DSST examinations are now available to both military and civilian learners. More information on study guides and examination options is available at <http://www.getcollegetcredit.com>. Proficiency credit is awarded for passing scores according to ACE recommendations for the respective lower level course requirements. Students must submit a copy of an official DSST score report to be evaluated for this proficiency credit award.

Transfer of College Credit

In certain degree programs, transfer credit may be awarded at Colorado Technical University for applicable credits earned from any United States institution accredited by an agency recognized by the U.S. Secretary of Education. Students transferring to Colorado Technical University under established articulation agreements may transfer in a maximum of 75% of the required program credits in associate's or bachelor's degree programs. In addition, Colorado Technical University will review transcripts from international institutions. Courses under consideration from another college or university other than Colorado Technical University must be relevant and considered equal to the course work at Colorado Technical University before transfer credit will be approved. This is required for all transcripts, including transcripts from international postsecondary institutions. Specific requirements for the evaluation and award of transfer credit include but are not limited to:

1. Official college and military transcripts are evaluated on a course-by-course basis and earned degrees are evaluated for potential block transfer.
2. Only courses with a C or better (undergraduate) or B or better (graduate) will be eligible for transfer credit.
3. Only college level, post-secondary, degree applicable courses will be eligible for transfer credit.
4. Duplication of course transfer is not permitted in any degree program.
5. All official transcripts must be received within 30 days of the student's start date in order to allow time for possible modifications to the student's schedule.
6. Transfer credit must be applied one session before a student's course is scheduled in order to exempt the student from taking the course.
7. Comparable course-to-course transfer may be accepted from accredited institutions based on comparable outcomes in lieu of credit requirements.
8. Transfer credit may be permitted at the graduate level upon the discretion of the Academic Affairs and Prior Learning Assessment Departments. Any exceptions allowed must be justified and approved by an appropriate senior academic official.

The University understands that it may take significant time to receive transcripts requested from other colleges and universities. Students enrolled in Master's degree programs that do not have their official baccalaureate transcripts on file by the end of the first session will be administratively withdrawn from the University at the end of the first session. Students who begin an undergraduate degree program pending the receipt of an official college or university transcript(s) have until the end of the first quarter or the student may be prohibited from further attendance in his/her degree program, which in turn could result in a grade level change.

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Master's degree-seeking students admitted without an official baccalaureate transcript on file will be admitted as a non-regular student and will be financially responsible for all associated costs of attending the University. Financial aid funds cannot be disbursed until this required admissions document has been received by the Registrar's Office.

Transfer of Credit to Colorado Technical University

Colorado Technical University supports the philosophy that related courses, demonstrated proficiencies, and professional experience knowledge may be used to satisfy some course credit requirements. Credit granted for past experience, training, certification, and testing may reduce the time required to earn a degree. Transfer credit will be accepted upon evaluation and at the discretion of Colorado Technical University in all cases. Please see Graduation Requirements for information about the Residency Requirement for Colorado Technical University.

Transfer Credit Grade Point Requirement

Grade point averages earned at other post-secondary institutions are not combined with grade point averages earned at Colorado Technical University. Only courses with a letter grade of "C" /2.0 (undergraduate), and "B"/3.0 (master's), or better are considered for transfer credit. No transfer credit will be awarded for courses that were failed, withdrawn, or have not met the transfer credit criteria.

Transcript Evaluations

Upon receipt of official documents and transcripts, college-level course work from accredited colleges or universities is evaluated for transfer credit by a Prior Learning Assessment Advisor. Transfer credit is not awarded for courses that are remedial by definition of the transferring institution, or equivalent to remedial courses taught through Colorado Technical University. Transcripts and records presented for evaluation become part of the student's permanent record. Students wishing to determine the receipt status of official transcripts may contact the Registrar's Office for additional information.

The process of evaluating international transcripts differs significantly from the process of evaluating domestic (U.S) transcripts. International transcripts must be translated to English and may require official evaluation by an accepted agency recognized by NACES or AACRAO, at the student's expense. Students may be admitted provisionally, as a non-regular student, pending the receipt of official evaluations. Students may consult with their respective Prior Learning Assessment Specialist to gain additional information about the international credential evaluation process.

Transfer of Credit to Other Schools

Colorado Technical University does not imply or guarantee that credits completed at Colorado Technical University will be accepted or transferable to any other college, university, or institution. Each institution has its own policies governing the acceptance of credit from other institutions such as Colorado Technical University. Students seeking to transfer credits earned at Colorado Technical University to another institution should contact the other institution to which they seek admission to inquire as to that institution's policies on credit transfer.

Undergraduate Block Transfer (2+2)

A student possessing an earned associate's degree from an accredited institution at the time of admission to Colorado Technical University may be eligible for a 2 + 2 block transfer of credits into selected Bachelor of Science degree programs at Colorado Technical University. The block transfer allows for up to 90 quarter credit hours to be awarded toward a student's bachelor's degree program. Depending on the degree program, prerequisite course requirements may need to be satisfied, and additional courses may be required if the courses

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are essential for successful completion of the student's degree program. General education content of any earned associate's degree considered for block transfer may require evaluation by the University before a block transfer can be awarded.

Associate of Science or Associate of Arts degrees from a regionally accredited institution normally provide sufficient general education for a block transfer. All other Associate's degrees, regardless of the institution at which they were earned, generally do not contain the general education content for a block transfer. However, a block transfer may be awarded after the associate's degree content is reviewed and the general education requirements are met.

Quarter Semester Conversion

CTU operates on a quarter schedule. One semester hour is converted as 1.5 quarter credit hours.

Undergraduate Credit by Course Challenge for physical campuses

Credit may be earned on the basis of special challenge examinations and/ or projects when students show exceptional background in a particular academic area. In order to challenge a particular course, students must not have previously enrolled in the course and all prerequisites for the course must be met. The maximum amount of credit accepted through course challenge toward graduation is 16 quarter credit hours for an associate's degree and 32 quarter credit hours for a bachelor's degree. Credit earned through course challenge may not be used to satisfy residency requirements. The following actions must be taken by the student to apply for course challenge credit.

- Schedule an appointment with the Dean/Chair or designee of the department that offers the particular course for which course challenge credit is sought. The Dean/Chair or designee will discuss the particular course with the student in more detail and then make an appointment for the student with an appropriate faculty member who will administer the course challenge. The Dean/Chair or designee will also help the student fill out the course challenge request form.
- Meet with the faculty member sponsoring the course challenge to determine the specific requirements to be satisfied.
- A non-refundable fee may be required for each requested course prior to final approval (see Tuition and Fees schedule at each campus).
- Meet all requirements for the challenge within one academic quarter. At the conclusion of the course challenge, a PR (Proficiency) grade will be awarded by the faculty member if the student successfully completes the challenge with a score of 80%.

Course Challenge Examinations for students attending the online Virtual Campus

Colorado Technical University Online allows for potential proficiency related (PR) credit for ENG111 English Composition and MAT105 Business Math in selected associated degree programs. Challenge examinations are offered to allow students the opportunity to test out of lower level, introductory courses in specific subject areas where the student can demonstrate mastery of course objectives. Challenge Exams are scheduled before the corresponding courses are scheduled by the Prior Learning Assessment Department upon request of the student. Challenge Exams can be taken only once.

Undergraduate CTU Placement Examinations – (not applicable for students attending the online Virtual Campus)

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Colorado Technical University is committed to delivering the best possible education to its students. An important part of this commitment involves proper placement of incoming students into CTU math and English courses.

All new degree seeking, undergraduate students, with minimal or no previous college experience, are required to take the Accuplacer exam as part of the enrollment process. Accuplacer is a nationally recognized, computerized, adaptive testing system and is administered to incoming students free of charge by CTU.