

## Charisma University

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Charisma University is committed to enhancing the intellectual, personal, and professional growth of our students. This is accomplished by providing low tuition, a challenging curriculum, a highly qualified faculty, and strong academic support.

Charisma University is also committed to providing online education that is flexible, available on-demand, innovative, and effective with the utilization of sound education technologies and techniques. Our degrees are structured to allow students the flexibility to schedule course work around other responsibilities.

# Student Handbook

# CHARISMA UNIVERSITY

*Offering aspiring students and professionals  
an opportunity to shape their careers and futures*



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# A WELCOME FROM THE PRESIDENT

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Welcome to Charisma University, an institution with an American style of education. Our distinguished faculty, with an almost limitless breadth of academic and business experience, offers our students a challenging, inspiring, and practical foundation for their future endeavors.

Charisma University seeks to deliver educational programs and high-value services grounded upon the principles of truth, established practice, and founded science, for the end goal of producing a new breed of self-directed, trustworthy business and educational leaders.

With the help of technology, it is now possible for educational institutions, such as Charisma University, to fulfill this thrust. Education does not need to be confined to traditional settings because students who desire to obtain their degrees or expand their educational qualifications can do so through effective non-traditional means. In light of these facts, Charisma University's online programs and curricula are comprehensive and adhere to exemplary international standards, meaning that the University has received accreditation from relevant academic communities.

In a thrust to promote and accelerate leadership as well as professional development, not only among the Charisma University student body, but also with faculty and staff, harnesses current research methods, relevant curricular offerings, and responsive extension services. By taking this stance, Charisma University assures that we play a significant role in the creation and delivery of relevant knowledge and skill, thereby contributing to society in general. In our aim to serve as a center of knowledge and be a part of the global education and science community, Charisma University also assumes responsibility for ongoing enhancement of well-rounded, research-oriented academe. Charisma University takes pride in the opportunities and knowledge that we offer to the international education landscape, and we value each student as they contribute to this legacy.

We are proud of the academic challenges provided to our students for the sole purpose of creating a culture of excellence in education. We believe that every incoming student adds to our legacy. Our faculty members are encouraged to provide each student with the fundamentals that they will use for the rest of their careers while imparting learning experiences and lessons that will serve them personally and professionally.

Our faculty, staff, and leadership are confident that Charisma University can meet and exceed all academic expectations. We are proud of the opportunities and experiences that Charisma University offers every day, and we hope you will become part of our family.

Best Regards,  
The Most Rev. William Martin Sloane, Ph.D.  
*President/CEO*



# INTRODUCTION

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The design of this catalog is to provide enough information to both current and prospective students about Charisma University's academic degree programs, student services, library services, tuition & fees with a refund policy, admissions and graduation requirements.

This catalog is valid from November 15, 2021 - November 14, 2022. The University reserves the right to review and revise catalog content at any time it is deemed necessary. Such amendments remain in line with promoting the best interests of our students, staff, and faculty members. The University informs all departments, students, faculty members, and other academic units, should these changes occur.

## STAFF MEMBERS

The Most Rev. William Martin Sloane, Ph.D.  
*President/CEO*

Brock Hancock, Ed.D.  
*Chief Academic officer & Provost*

Dana-Marie Ramjit, Ph.D.  
*Executive VP of Student Affairs*

Jason Cade, Ph.D.  
*Chief Financial Officer*

Santarvis Brown, Ph.D.  
*Sr. VP, Assessments*

Anne Wade, Ph.D.  
*Sr. VP for Accreditation & Compliance and Dean, School of Education*

Kristi Dean, Ph.D.  
*Associate Provost*

Deen Ibrahim, Ph.D.  
*Senior Vice President of Enrollment & Marketing*

Lasondrick Bridges, Ph.D.  
*Dean, School of Business*

Chinyere Chukwuka, S.J.D.  
*Dean, School of Law*

John Wallaart, Ph.D.  
*Dean, School of Health Sciences*

Tseng Jufang, Ph.D.  
*Dean, School of Philosophy and Religion*

Francis Yahia, Ph.D.  
*Dean, School of Psychology and Behavioral Sciences*

Kaye-Ann Irving, Ph.D.  
*Registrar*

# ACCREDITATION

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## Accreditation, Certification, and Quality Assurance Institute (ACQUIN)



Recognized by the German Accreditation Council, The Accreditation, Certification, and Quality Assurance Institute (ACQUIN) provides institutional accreditation to Charisma University.

ACQUIN is a member of all relevant European and international associations and project initiatives dedicated to quality assurance in the higher education sector. This association comprises ACQUIN involvement with global, specifically European, associations of external quality assurance institutions including Full Membership to the [European Network for Quality Assurance](#) (ENQA), Associate Membership to the [European University Association](#) (EUA), the [Central Eastern European Network for Quality Assurance](#) (CEENQA), the [International Network for Quality Assurance Agencies in Higher Education](#) (INQAAHE) and Associate Membership with the [Arab Network for Quality Assurance in Higher Education](#) (ARQAANE).

ACQUIN maintains bilateral cooperation partners with the Russian agency "[The National Centre for Public Accreditation](#)" (NCPA), the Kazakhstan agencies "[Independent Kazakhstan Quality Assurance Agency in Education](#)" (IQAA) and "[Independent Agency for Accreditation and Rating](#)" (IAAR) as well as the Mongolian "[Mongolian National Council for Education Accreditation](#)" (MNCEA).

Since 2012, ACQUIN is registered with the "National Register for Accreditation Agencies in the Republic of Kazakhstan" and is thus entitled to carry out accreditation procedures at all universities in Kazakhstan. Additionally, ACQUIN executes audits at universities and technical colleges of applied sciences in Austria under § 22 Para. 2 HS-QSG.

[Charisma University ACQUIN accreditation decision letter](#)

[Charisma University ACQUIN accreditation certificate](#)



## Accreditation Council for Business Schools and Programs (ACBSP)

The [Accreditation Council for Business Schools and Programs \(ACBSP\)](#) accredits Charisma University business, accounting, and business-related programs at the Associate, baccalaureate, Master's, and doctorate levels worldwide. The Council for Higher Education Accreditation (CHEA) recognizes ACBSP.

The ACBSP accredits the following business programs at Charisma University for Business Schools and Programs:

- [Associate of Arts in Business Administration](#)
- [Bachelor of Science in Accounting](#)
- [Bachelor of Business Administration](#)
- [Bachelor of Science in Economics](#)
- [Bachelor of Science in Finance](#)
- [Master of Science in Accounting](#)
- [Bachelor of Arts in Marketing](#)
- [Bachelor of Arts in Hospitality and Tourism Management](#)
- [Bachelor of Science in Human Resource Management](#)
- [Master of Science in Accounting – Forensic Accounting & Audit](#)
- [Master of Arts in Marketing](#)
- [Master of Science in Human Resource Management](#)
- [Master of Science in Information Technology Management](#)
- [Master of Business Administration](#)
- [Executive Master of Business Administration](#)
- [Master of Science in Economics](#)
- [Master of Science in Finance](#)
- [Master of Science in Accounting – Forensic Accounting & Audit](#)
- [Master of Arts in International Relations and Cultural Diplomacy](#)
- [Doctor of Philosophy \(Ph.D.\) in Business Administration](#)
- [Doctor of Philosophy \(Ph.D.\) in Cyber Security Administration](#)
- [Doctor of Philosophy \(Ph.D.\) in Forensic Accounting & Audit](#)

## Ministry of Education



Charisma University is accredited by the Turks and Caicos Islands Ministry of Education as a degree-granting institution for the Associate's degree, Bachelor's degree, Master's degree, and the Doctorate, along with Certificate programs.

Ministry of Education, Youth, Sport, and Culture Government Office  
Grand Turk

Phone: 649-946-2801 ext 10304/10307

Fax: 649-946-2886

Web: <https://www.gov.tc/education/system>

## [Ministry of Education Recognized Schools in the Turks and Caicos Islands](#)

[Universities, Colleges, and Training Institutes Ordinance of the Turks and Caicos Islands](#)  
[Government that empowers Charisma University to offer its academic programs and award degrees to its graduates](#)

## International Association of Universities (IAU)



The [World Higher Education Database](#) lists Charisma University (under the USA) and maintained by the International Association of Universities (IAU). Founded in 1950 under the auspices of UNESCO, the IAU is the leading global association of higher education institutions and organizations from around the world.

The IAU brings together its members from more than 130 countries for reflection and action on shared priorities. IAU is an independent, bilingual (English and French), non-governmental



organization. It acts as the global voice of higher education to UNESCO and other international higher education organizations and provides a global forum for leaders of institutions and associations. Its services are available on the priority basis to Members but also organizations, institutions, and authorities concerned with higher education, as well as to individual policy and decision-makers, specialists, administrators, teachers, researchers, and students. Charisma University #: IAU-026987

# MESSAGE

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## Message from the Executive Vice President for Student Affairs



On behalf of our President, **The Most Rev. Dr. William Martin Sloane**, our entire administrative staff and faculty, we extend a warm welcome during this journey to embark on an academic quest, fulfilling the desires and dreams of obtaining a Bachelors, Graduate or Doctoral degree from Charisma University.

All of us at Charisma University anticipate our students to achieve academic success and professional accomplishments. The University is committed to making educational goals, dreams, and aspirations a reality, and we look forward to assisting everyone in completing their educational and professional programs of study.

If at any time during studies at Charisma University, there are concerns regarding the educational and professional programs or issues that could affect the ability to complete any of the academic programs, the staff in the Department of Student Affairs are here to help. The Department of Student Affairs can assist in any way possible so that there is a positive and rewarding academic and educational experience at Charisma University.

The Department of Student Affairs encourages all students to contact us with any academic concerns. After contacting our experienced staff, we collaborate to assist in resolving all issues, problems, or concerns that could impede the completion of an academic program and hinder the opportunity to reach predetermined and desired academic and professional goals.

**Dana-Marie Ramjit, Ph.D.**

***Executive Vice President for Student Affairs***



## Why Charisma University?

Charisma University strives to be one of the most respected distance online learning institutions in the world. Our academic degree programs are unique, stringent and satisfying. We prepare future business leaders for successful careers without boundaries. Our students depart our University with a breadth of knowledge and an inspiring attitude to lead the students of tomorrow.

Our undergraduate and graduate curricula and faculty provide a whole range of opportunities for bright, dedicated, well-rounded students who earn their way onto our challenging online programs. Our faculty members have an impressive mix of real-world business and teaching experiences, as well as, high-powered academic credentials.

On average, these faculty members have worked as employees or business owners for years. In short, our students' avenues to academic achievement and career success are virtually boundless, and we offer a full spectrum of degrees online.

# ABOUT THE UNIVERSITY





# UNIVERSITY HISTORY

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Charisma University was founded in March of 2011 by Dr. PeterChris Okpala. The University is fully recognized by the Turks and Caicos Islands Ministry of Education as a degree-granting institution for the degrees of Associate, Bachelor, Master, and Doctorate, in addition to Certificate programs.

Charisma University is a Turks and Caicos Islands nonprofit private higher institution approved by the Turks and Caicos Islands Ministry of Education through its Higher Education Advisory Board to offer its degree and certificate programs both online and on-campus.

The University's name, Charisma University, takes root in the term 'charisma' (*n; Theol'*) \* – an extraordinary power, such as the ability to work miracles, granted by the Holy Spirit. We believe that an individual coming to our University receives a remarkable power to learn and to develop one's self in cooperation with the Creator:

*"A wise man hears and increases learning, and a man of understanding attains wise counsel. – Proverbs 1:5 (NKJV)."*

*\*The American Heritage University Dictionary, Third Edition (1993)*

# BOARD GOVERNANCE

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This Statute regulates the rights and duties of Charisma University's administrators and committee members and lays out the procedural principles for the central organs and departments. This document arises out of the University's mission, vision, and core values. Charisma University is a community of men and women who are committed to uplifting educational standards and achievements. Charisma University has a history of self-management and seeks to assure every student, employee, and faculty member, of their equal opportunity in the University to fulfill his or her potential at the highest standards of excellence possible.

Considering these, the Charisma University leadership, reaffirm that every member of the University has rights, and accounts for the discharge of duties that flow from Charisma University's mission and vision. For this Statute, the term "leaders" refer to the professionals who occupy leadership positions in Charisma University, as depicted in the Organizational Chart.

The Governing body of Charisma University is its Board of Directors. The Board is responsible for the leadership and control of the University, including, but is not limited to, Board appointments, Strategic Plan approvals, Budget and Funding approvals, significant expenditure approval, and annual review of the University's policies, procedures, and internal controls.

The Board has delegated responsibility for the management of the University to the President/Chief Executive Officer.

The Board is composed of persons who are interested, informed, and active in overseeing University finances and direction. It is the policy of the Board to quarterly review and adopts a clearly articulated mission statement that serves to guide Charisma University's mission.

This statement describes why Charisma University exists and what we hope to accomplish. The Board also develops business and strategic plans describing future University activities, with details of, where, how, why, and for whom.

The Board reviews the performance achieved by University management and instigates change if necessary.

## Board Members

**Prof. Dr. Ian Mackechnie**  
*Chair, Board of Directors*

**Prof. Dr. Kasey Kalleichelven**  
*Vice-Chair, Board of Directors*

**Siva Sundram, Ph.D.**  
*Secretary, Board of Directors*

**Ivor B. English, Ph.D.**  
*Member, Board of Directors*

**Chris V. Rey, J.D.**  
*Member, Board of Directors*

# THE MISSION

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***To make educational excellence accessible and affordable worldwide***

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*At Charisma University,  
Student Success Is Our Goal*

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## Vision Statement

***Charisma University will be a premier center for international students and faculty to gather online, share information, learn from each other, engage in useful scholarship, and improve their lives and communities.***

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Faculty and students of Charisma University engage in continuous learning, improving professional practice, and self-assessment in order to provide the highest form of service to the community. The graduates of this academic institution will provide proactive professional services that would promote dynamism in teamwork.

To achieve the goals and objectives of Charisma University, the University is committed to providing our students with the best and most modern education. Using our innovative online modules, we hope to equip our students and graduates with the latest information and learning in their respective fields. With excellence at the heart of our goals, the University is intent on utilizing and optimizing research in the areas of business and education for the advancement of students, faculty, and stakeholders alike.

The University is also responsible for the enhancement of well-rounded, research-oriented academe; and, thus, encourages research building among its populace. Through highly experienced faculty that are in diverse fields, the University also plans to produce internationally competitive alumni. Additionally, the University aims to develop a network that spans globally to help establish its graduates anywhere in the world.

## GOALS AND OBJECTIVES

- ❖ to prepare graduates (Bachelor through Doctoral degrees) for competent practices coupled with superior communication skills (both verbal and written);
- ❖ to develop graduates with well-rounded skill sets so that one's own practice can be evaluated;
- ❖ to present online degree programs that are comprehensive, easy to use, efficient and effective;
- ❖ to function within the organizational structures and, if necessary, seek and implement appropriate organizational modifications so that our graduates are recognized as outstanding business leaders and superb educators;
- ❖ to pursue courageously innovative educational programs and high value services anchored in truth, established practice and founded science;
- ❖ to promote and accelerate leadership as well as encourage professional development through continuing education and intensive curricular formation;
- ❖ to facilitate the development of learners towards transformation through a synergistic utilization of current researches, relevant curricular offerings and responsive extension services;
- ❖ to relentlessly generate a new breed of self-directed, competitive business and educational leaders; and
- ❖ to support one another, both faculty and students, in sustaining the shared

## University Values

In the delivery of all educational opportunities, Charisma University affirms the following values.

- **Diversity and Inclusion** – We embrace the diversity of individuals, ideas, beliefs, and cultures. We respect the dignity of all persons, the rights and property of others, and the right of all people to hold and express disparate beliefs.
- **Quality** – We strive to deliver education according to world-class standards. We are committed to an uncompromising standard of excellence in teaching, learning, creativity, and scholarship. We pursue excellence in all operations and strive to produce the highest quality outcomes in all endeavors.
- **Integrity** – We strive to build a community of learning and fairness marked by mutual respect. We uphold the principles of honesty, trust, equality, and accountability and ensure that these values translate into action. We believe that integrity is multi-dimensional and upheld by students, faculty members, administrators, partners, and staff.
- **Student-Centeredness** – We are student-centered in our approach to learning. We promote active learning rather than direct instruction so that learners gain professional competence with solving problems, addressing queries, formulating questions, debating ideas, and collaborating with teams.
- **Educational Access** – We believe that educational access is a fundamental human right. We seek to provide affordable higher education services and resources around the world to audiences where barriers to learning may exist.
- **Life-Long Learning** – We strive to build a community of life-long learners who share a common vision and passionate commitment to continually learn and apply new concepts and ideas both inside and outside the classroom.
- **Collaboration** – We believe that to best attain goals and objectives include when stakeholders work with a shared purpose. We model collaboration throughout our teaching and services as part of the international community. We actively seek opportunities to build partnerships and engage with external organizations.
- **Innovation** – We seek imaginative solutions to our challenges, purposed toward fulfilling our mission. We inculcate the value of innovation among our stakeholders, not only in the form of the most effective technological resources that enhance the delivery of educational content but also with the effective use of pedagogical approaches and instructional strategies.



# ACADEMIC POLICIES



# GRADING STANDARDS

The grading system of Charisma University follows a 4.0-grade point scale.

Grades P and NP do not apply to graduate programs. Undergraduate students that seeking consideration for a P or NP grading option should notify their instructors three weeks before the end of their courses. In some cases, most undergraduate courses have no P & NP grading option. Students interested in the P & NP grading option should check with their instructors in advance whether their courses have P & NP option.

Grade	Quality	Minimum	Interpretation
A	4.00	93%	Excellent Achievement
A-	3.67	90%	
B+	3.33	87%	
B	3.00	83%	Good Achievement
B-	2.67	80%	
C+	2.33	75%	Credit
C	2.00	73%	
C-	1.67	69%	Below Standard
D+	1.33	65%	
D	1.00	60%	
D-	0.67	55%	Inferior but passing
F	0.00	less	
P	0.00	than	Credit, not toward GPA
NP	0.00	73%	No Pass, No Credit
TR(U)	0.00	73%	Undergraduate Transfer
TR(G)	0.00	83%	Graduate Transfer
R	0.00	80%	Repeat

## Pass/Fail, Incomplete, and Withdrawals

While a grade designation of PASS (P) equates to a grade computed in the cumulative GPA score, the classification of FAIL (F) affects the cumulative GPA negatively.

Students who receive an (I) or incomplete grade may continue on the path of steady progress toward course completion but require more time to complete the course due to unavoidable circumstances. Incomplete grades not removed within the same grading period are recorded as an (F) if there is no attempt to finish the coursework. However, if the student requires additional time, cannot complete the (X) within the time specified by the Instructor will receive a withdrawal.



Each student is responsible for officially withdrawing from course(s) he/she wishes not to attend.



*A student can withdraw from a course at any time in the Student Support Center with an understanding that refund and grading policies will apply. Please, check the academic calendar for the last date to withdraw with or without a 'W' grade and the refund policy to calculate the amount the University will refund you. The Registrar's office will process the course withdrawal request within 48hrs of receipt of the request. A withdrawal designation [W] indicates that the student chose to withdraw from the course before the end grading period, or final examination.*

The (W) designation will not affect the GPA. Each student is responsible for withdrawing from a course(s) officially he/she wishes not to attend. In the event of a student abandons/leaves his/her class or course(s) without official withdrawal, then a grade "F" is recorded on each of those courses such student abandoned. Students under this category will be dismissed from the University regardless of his/her GPA.



## STANDARDS OF ACADEMIC PROGRESS

Undergraduate students and graduate students must maintain a minimum GPA of 2.0 and 3.0, respectively, on a 4-point scale is regarded as competitive toward degree completion. Failure to maintain at least a 2.0 Cumulative GPA on undergraduate level or 3.0 cumulative GPA on graduate-level will result in Probation Status for the following grading period. If a student attains less than 2.0 GPA for undergraduate or 3.0 for graduate-level for two consecutive grading periods, the student will be suspended from regular student status or dismissed for not meeting academic proficiency status.

Charisma University Believes In  
Empowerment Through Education

## PETITION FOR GRADES

In the event a student does not agree with his/her grade(s), petition for grades must be filed in the [Student Support Center](#) by such student within 30 days from the date the Instructor(s) posted the grade(s). The Dean of the applicable School, after careful discussion(s) with the appropriate Instructor (s), will either recommend to the Registrar the approval or denial of the grade(s) petition(s). The student (petitioner) receives notification in writing of the Dean's decision within 14 days of the receipt of the grade(s) petition(s).

## COURSE REPETITIONS

A student may repeat a course one time provided that he/she accepts the second grading of the course as final toward their GPA. Students who withdraw from a course before completion and grading period will not be subject to the course repetition limitations. However, if it appears historical that the student chooses withdrawal from a given course more than two times, the course repetition standard imposes with the next enrollment.

## ADVANCED STANDING

Advance standing is that status given a student who has met the minimal prerequisites for a particular course either by taking a course of similar nature from another institution or credit by examination. Students that attain an advanced standing status receive an exemption from taking the prerequisite courses; however, they must meet the minimum credit hour requirement for graduation at the particular level of graduation they have applied.

# FAMILY EDUCATION RIGHTS PRIVACY ACT (FERPA)

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Charisma University complies with the Family Educational Rights and Privacy Act (FERPA) of the United States of America. FERPA is a Federal law aimed at protecting the privacy of the education records of the students. Student record privacy has become an issue, especially in online education. However, Charisma University makes sure that it protects the privacy of its students by protecting their education records. In general, we seek written permission from the parents or eligible students before we release any information from the education record of the student. The parents or eligible students have the right to review and inspect the education record, and if they request it, we will provide it. However, records disclose, without consent and following FERPA regulations and under the following conditions or to the following parties:

- School officials with legal, educational interest, accrediting organizations, other institutions to which a student is transferring
- Specified officials for evaluation or audit or purposes
- To comply with a lawfully issued subpoena or judicial order

Students who believe that the University has not adhered to the FERPA regulations can file complaints directly to the US department of education at

**Family Policy Compliance Office**  
**US Department of Education**  
400 Maryland Avenue SW  
Washington, DC 20202-8520, USA

## RETENTION OF STUDENT RECORDS

Charisma University permanently retains each student's transcripts. Students can request their transcripts anytime by using the transcript request online form available in the University Portal.

**Charisma University is top students' choice of a University!**

*Education is priceless, that is why Charisma consistently innovates to stimulate the intellect of its students, while allowing them to have fun in their classes at the same time.*

Student records are available at the University administrative office and in the University Portal accessible ONLY by the student to which the record belongs.

# ACADEMIC FREEDOM POLICY

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Charisma University is an institution of high-quality education that aims to meet the goals to satisfy the greater good and the unencumbered quest for knowledge and its openness to examination and critical investigatory practices of the greater community. The University pursues to instruct its pupils in the self-governing and autonomous fashion that leverages the acknowledge of individual rights to fulfill societal accountability to encourage and motivate inspirational consciousness and esteem for a cooperative environment of scholarship. Charisma University assures liberty, autonomy, and sovereignty of artistic rights to faculty in the pursuit of producing a culture of student inquisitiveness and open-mindedness. Charisma University's faculty hold the responsibility to employ judgment in choosing appropriate themes that support knowledge attainment and education that aligns with curriculum and professional requirements and institutional academic objectives.

Charisma University supports and upholds a culture in which intellectual and academic freedom, as well as self-governing knowledge. This pledge conveys to faculty, staff, and leadership in several ways, including the faculty handbooks, course syllabi, and on-boarding or orientations.

Charisma University permits students, faculty, and staff to scrutinize and assess all curriculum concerning their academic area of study and curriculum, as set forth by the discipline's professional community at large. According to the Student's Rights and Responsibilities, the University permits prospects for affiliation and reservation for their academic freedom and autonomy of expression. Moreover, Charisma University's apex of academic freedom gears towards those who possess less experience with these principles and schools of thought, such as entry-level students, staff, or faculty.

Charisma University members, including employees, faculty members, administrators, and leadership committees, all have individual freedoms that form the substance of the University. At the heart of these freedoms is academic freedom that is a hard-earned principle for Charisma University, won and maintained by committed men and women amidst numerous challenges. Charisma University's leadership has a strong desire to safeguard these freedoms and strengthen them whenever possible.

Hence, Charisma University leaders, including administrators and leadership committees, all have individual freedoms that form the substance of the University. These Charisma University leaders are citizens, individuals from a learned profession, and leaders of an academic institution. When these individuals speak or write as citizens, they have the freedom from institutional censorship or discipline, but their respective positions in the Charisma University community entails special obligations. As scholars and university leaders, they are to keep in mind that the public may judge their profession and Charisma through their utterances. Thus, they should always be precise in their speech, exercise appropriate restraint, as well as be respectful toward others' opinions.



# ACADEMIC HONESTY POLICY

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At Charisma University, the production of quality graduates is a deliberate outcome. The University upholds academic integrity and enforces it among our student population for the sake of emphasizing the need to recognize and respect one's intellectual property.

Any form of academic dishonesty from any student constitutes a severe offense and warrants penalty. Academic dishonesty is classified as follows: Plagiarism, Cheating, Falsification of academic records, and Fabrication.

The course instructor and student discuss the first instance of academic dishonesty. The course instructor has the right to select one of the following options as a remedy:

- Withdrawing such student from that course
- Assigning a failing grade to such student in that course
- Referring the case to the academic review board

*At Charisma University,  
Your Success Is Our Goal*

Instructors that choose to refer academic dishonesty cases to the academic review board calls for a formal hearing, which the concerned student must attend. The review board conducts structured and official interviews via telephone conference call. The academic review board is composed of five faculty members appointed by the school dean and headed by the Chair of Academic Review Board. The academic review board forwards recommendations to the school dean who has the final right to a decision.

The second instance of academic dishonesty warrants immediate expulsion from the University, and the student's academic permanent file receives a record of the incident. Students expelled as a result of academic dishonesty remain inadmissible in the future.

## GRIEVANCE PROCEDURES

Charisma University addresses grievance appeals according to their gravity. Students send out their concerns through the [Student Support Center](#). To gauge the grievance or appeal's urgency and level of seriousness, it sorts according to the type of student complaint. Potential concerns could be regarding their course modules, the system of their programs, their professors, and grades. According to these problems, the Dean of Students' Affairs will schedule an online chat with the students to better address and hear the concerns they may have. The Executive Vice President of Students conduct evaluations and monitors the professors' performance through online activity and will have access to message-exchanges and any communication activity between professors and students.

## STUDENT'S RIGHTS

1. Right to cancel enrollment agreement/or withdraw from their programs and receive refunds (please see the refund policy)



2. Right to file a grievance petition against any faculty member or staff member
3. Right to petition for grades
4. Right to their academic records per Family Educational Rights and Privacy Act (FERPA) law
5. Right to have a copy of the University's catalog, and brochure

# INSIDE THE CLASSROOM

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Charisma University courses are offered 100% online under the tutelage of live professors. Course materials and access to an online classroom will be made available to each student. No part of the academic work requires students to mail their completed work to their professors. Each course lasts for 8 weeks (weeks are from Sunday through Saturday).

Assignments, examinations, and quizzes (graded electronically) are due by the last day of each week, which is on Saturday before 11:59 p.m. local time. Students submit assignments on the date due; extensions are only extended in critical cases, not due to workload or organizational issues.

Charisma University has an academic writing center to provide students with guidelines on how to achieve the writing level expected of their course level. Each week, students participate in a discussion board activity. Each discussion board activity consists of one or more threads/topics. Instructors design assessment questions to allow students to apply the concepts they have learned in the chapter to real-world business scenarios or hypotheticals, but realistic situations.

Students are required to provide an answer(s) to the questions in each thread before 11:59 p.m. on Wednesday and comment on two classmates' posts by Saturday, the end of the week. Professors support the students throughout this 8-week course, complete grading and commenting on students' assignments, and discussion board participation within five days after the due dates. Students are encouraged to check their grades with their professors' comments at that time.

Access student grades, with professors' comments, in the online classroom. Professors are not required by the University to mail any students' graded assignments/discussion board responses to the students.

## ATTENDANCE POLICY

All courses at Charisma University are delivered 100% online. The University requires that every student login to their classrooms frequently to interact with their professors and fellow students (e.g., exchange information, upload assignments, complete exams).

Each University professor tracks its students' course progress, a factor that can significantly impact the student's final course grade. Students that are not willing to participate fully in online learning receive advising to withdraw from their classes.

*At Charisma,  
the sky is limit!*



The policy is to drop students from class after 21 days of inactivity. The date of the drop is after 21 days. The basis of refunds center on the drop day at the end of the 21 days.

The policy is to drop students not graduating in the maximum time allowed for the program. The maximum for each degree is listed below.

<b>Degree Level</b>	<b>Total Number of Credits</b>	<b>GPA</b> (Acceptable for graduation)	<b>Grad. Duration (months)</b> (Grad time-not guaranteed. Must meet all financial obligations.)	<b>Max. time (months)</b> (Allowed to complete the degree program)
Associate Degree (AA)	60 Total Credits (includes 33 credits in general education courses)	2.0 or better	Within 18-24	48
Bachelors degree	120 Total Credits (includes 51 credits in general education courses)	2.0 or better	within 36-48	96
Master's (MS, MA, MBA, EMBA, MPH, M.Ed.) degree	36-54 Total Credits (includes 6-12 credits in theses)	3.0 or better	within 12-18	48
Doctorate (Ph.D., or Ed.D.) degree	63-90 Total Credits (includes 14 credits in dissertation and one credit in comp exam)	3.0 or better	within 36-60	84-96
Doctorate (PsyD)	60-90 Total Credits	3.0 or better	within 36-60	84-96

NOTE: Students must maintain a minimum GPA for their degree type.

### Leave of Absence

Leave of absence is granted to students on a request based on:

- a) Illness\*
- b) Maternity
- c) Bereavement/Funeral
- d) Child Care
- e) Military Services

NOTE: A leave of absence may be granted for more than 12 months if necessary.

Students seeking a leave of absence must use the online Support Center to submit a request. Students should note that leave of absence is granted for a maximum of 12 months unless otherwise stated.

### Course Numbering System

Charisma University adheres to the below course numbering system:

- Undergraduate lower-division courses: 100-299
- Undergraduate upper-division courses: 300-499
- Master's level courses: 500-799
- Doctoral level courses: 800-999



# GENERAL EDUCATION REQUIREMENTS

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*Each course values at 3 Credits. The general education courses at Charisma University hone students as holistic individuals possessing critical thinking skills applicable to diverse fields of knowledge. Students must complete 51 Credits from General Education Courses in undergraduate degree programs distributed as follows:*

## English Courses (9 Credits)

*Undergraduate students must complete the following courses from the English section*

ENG 210 - American Literature  
ENG 100 English Composition I  
ENG 101 English Composition II

## Communications Courses (9 Credits)

*Undergraduate students must complete the following courses from the Communications section*

COM 210 Business Communication I  
COM 211 Business Communication II  
COM 286 Public Speaking

## Humanities (6 Credits)

*Undergraduate students must complete the following courses from the Humanities section*

PHIL 264 World Religion  
PHIL 100 Introduction to Philosophy

## Natural Science (3 Credits)

*Undergraduate students must complete the following courses from the Natural Science section*

BIO 100 Principles of Biology  
CHEM 100 Introduction to Chemistry

## Mathematics (3 Credits)

*Undergraduate students must complete the following course from the Mathematics section*

MTH 257 College Algebra

## Computer Science (3 Credits)

*Undergraduate students must complete the following course from the Computer Science section*

CIS 100 Introduction to Computer



## History (9 Credits)

***Undergraduate students must complete the following courses from the History section***

HIS 217 Western Civilization I  
HIS 218 Western Civilization II  
HIS 122 American Government

## Social and Behavioral Sciences (9 Credits)

***Undergraduate students must complete the following courses from the Social and Behavioral Sciences section***

PSY 100 Introduction to Psychology  
SOC 110 Introduction to Sociology  
POL 100 Introduction to Political Science

## General Education Course Descriptions

### **ENG 210 – American Literature (3 Credits)**

As an introduction to literature, this course presents a survey course. As such, we will start at the beginning of American literature with the colonial times, including the works of William Bradford and Anne Bradstreet. Then we will move through to the mid-nineteenth century with works from Walt Whitman and Emily Dickinson. Our study will include an analysis of how American literature has developed and its place in American history. ***Prerequisite ENG 100***

### **ENG 100 English Composition I (3 Credits)**

This course will include expository writing as well as the development and revision of paragraphs in essays. There will be various lessons that as rhetorical strategies, reading, and discussion of selected essays.

### **ENG 101 English Composition II (3 Credits)**

This course will build on the previous course and focus on establishing skills in documented critical writing. It will also teach students to have a background in fiction, drama, and poetry. ***Prerequisite ENG 100***

### **COM 210 Business Communication I (3 Credits)**

This course includes the principles of the composition of effective business writing. Students would learn how to write business letters and memorandums with high accuracy in grammar, spelling, structure, and format.

### **COM 211 Business Communication II (3 Credits)**

In this course, the students will include more than writing skills. This course will cultivate the business communication skills of the students in terms of written and oral communication. ***Prerequisite COM 210***



### **COM 285 Speech Communication (3 Credits)**

The course establishes the study of human symbolic behavior for the students. It presents theoretical approaches as well as technical methods for speech and communication dynamics.

### **PHIL 264 World Religion (3 Credits)**

This course encompasses the religions around the world. The students will be able to understand the differences and similarities of such beliefs. The students will understand the view of others regarding the capacity of people to respect diversity.

### **PHIL 100 Introduction to Philosophy (3 Credits)**

This course is an introduction to philosophical thinking in general and a survey of the most significant philosophical disciplines, methods, and ideas available for the students to comprehend and appreciate.

### **BIO 100 Principles of Biology (3 Credits)**

This introductory course covers topics such as biology terminology, cell biology, genetics, and classifications of organisms.

### **CHEM 110 Introduction to Chemistry (3 Credits)**

This introductory course designates the study of matter and its interactions, foundational theories, and concepts needed for chemistry instruction. Emphasis is on problem-solving and laboratory skills.

### **MTH 257 College Algebra (3 Credits)**

The College Algebra course presents the basic principles of algebra. It is a course that teaches the methods and theories regarding algebraic principles and problem-solving.

### **PSY 100 Introduction to Psychology (3 Credits)**

Students learn the works of seminal psychologists and introduce the field of psychology in terms of concepts, theories, and findings that students expect to understand.

### **SOC 110 Introduction to Sociology (3 Credits)**

This introductory course instructs on significant findings in sociology and the fundamental sociological skills while focusing on identifying, as well as interpreting patterns of human social relations

### **POL 100 Introduction to Political Science (3 Credits)**

Students will enhance their analysis of this field through exposure to political activities that give the background for political science as it presents its concepts, approaches, and the introduction to the theorists of political science.



### **CIS 100 Introduction to Computer (3 Credits)**

Intro to Computers covers the use of Microsoft Office applications and the history of computers, Word, Excel, and general concepts.

### **HIS 217 Western Civilization I (3 Credits)**

This course provides a survey of the historical development of western institutions, ideas, and cultures that have developed in ancient times as well as the era of European expansion.

### **HIS 218 Western Civilizations II (3 Credits)**

The course provides an understanding of dominant intellectual trends that appeared in the West since the Renaissance. It includes the United States and Russia discussions, as they play a part in the history of the 20<sup>th</sup> century. **Prerequisite HIST 217**

### **HIS 122 American Government (3 Credits)**

American Government provides the background for the principles of the American government that involve politics, processes, and major institutions. Students practice evaluating and analyzing public policies for public interests for the common good.

# MASTER'S DEGREE THESIS

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The primary purpose of Charisma University's Master's Degree thesis requirement is to demonstrate the graduate student's capacity and ability to research in his or her field. The University has set the following guidelines for graduate students writing Master's theses to complete their degree. Each student should work closely with her or his advisor to come up with a thesis project of high standards.

## **The Thesis Advisor and the Reader**

The thesis advisor will guide the Master's student. It is the student's responsibility to consult with his/her Dean and obtain the agreement of a member to serve in this capacity. The thesis advisor must be a Faculty member of the Master's degree program. The student can make alternate arrangements, but this is only by approval of the applicable Dean and the Program Director. After consultation with the thesis advisor, the student should choose a second reader (any member of the graduate faculty). He or she must provide the second reading a draft of his or her work following a strict timetable so that the student can incorporate criticisms and suggestions made by the second reader into the thesis.

## **Choosing a Thesis Topic**

The initial and arguably most essential step in completing a thesis is choosing a thesis topic. The thesis advisor guides the Master's student in selecting which thesis subject and problem to evaluate. The student should choose a topic that is of intense and direct interest to him or her so that enthusiasm is maintained even in times of extreme pressure and adversity. The graduate student should also realize that various possible subjects are highly suitable. It is always a mistake to spend too much time finding the "optimum thesis topic." Besides, the research topic must allow the student to learn not only about the subject but also about the proper research methods used.

The thesis topic should not be so remote from the student's field of specialized training since acquiring the necessary background can result in an excessive delay. Also, the research topic should add, however modestly, to the professional knowledge in the chosen field. After choosing the topic to focus on, the student submits the "Thesis Subject" form, which describes the general topic and problem of the thesis. The thesis director and the thesis advisor should sign this form. At this time, the student should have already identified the proposed second reader. The student then submits to the thesis director an outline of the thesis and the thesis proposal, usually a draft of the first chapter.

While the University does not require a minimum length for the proposal, it should contain adequate details to clearly define and justify the research problem, as well as the proposed research plan. The student may include preliminary results if available. Concurrently, second



readers receive the scope and meet with students to review. If the reader approves the thesis outline and proposal, the student then proceeds to write the thesis.

### **Writing the First Draft**

The student must make sure that the thesis reflects the guidance of the advisor. There is no minimum length for the thesis. However, it should contain complete detail to clearly define and justify the research problem and the significance of the study, present a comprehensive literature review, discuss the research design and methodology used, as well as the analysis of the results, conclusions, and practical and theoretical recommendations. While the University expects the Master's thesis to contribute to the body of knowledge in the chosen field, the student should also emphasize the competent application of the research design and methodology.

The thesis must use the most current edition of the Publication Manual of the American Psychological Association format in typeface, headings, number of pages, and spacing. The referencing and citation style, as well as the use of graphs, tables, figures, and photos, should follow the APA guidelines. The student advisor and thesis readers should carefully consult and rigorously adhere to the guidelines set by the APA. The student should not use other handbooks, except with the permission of the thesis advisor. If a thesis lacks appropriate use of the latest APA version, the advisor will return the thesis unread and ask the student to correct in-text citations, reference lists, and other matters regarding formatting before the thesis reader starts reading and examining the manuscript. Charisma expects students to uphold high standards of research ethics, including honesty and integrity, in coding, collecting, and analyzing data. The Master's thesis must be an original work. Plagiarism is considered an academic crime. It constitutes grounds for

failing the Master's; the University may apply more severe sanctions if circumstances permit them. It is the responsibility of the student to understand the dangers of plagiarism and why they should avoid it. In order to avoid plagiarism, the University strictly requires the students to use the APA style of documentation, requiring the proper use of the author-date method of documentation. All references used in the text include the reference list found at the end of the manuscript.

### **The Final Draft**

The Graduate Office receive a progress report from Advisors regarding the thesis and general quality of their work. The student submits the final draft to the thesis advisor. He or she should have identified the third reader by this time. The thesis advisor then sends copies and thesis evaluation forms to the second and third readers. They either approve or disapprove the copy of the thesis, depending on the agreement within the Committee. If disapproved, the student needs to revise the thesis until it meets the standards of the Committee.

### **Oral Defense**

Once the Thesis Committee deems that the student is prepared to defend his or her work, the advisor will complete the oral defense form, indicating the defense teleconference date and those invited, including the committee members, faculty members, and Master's students in the

appropriate department. In the oral defense, the graduate student participates in a real-time conference with the committees and other guests. The telephone conference call is the conventional manner of conferencing. On the day of the oral defense, the teleconference company establishes the conference connection and tape-records the proceedings. During the oral defense, Thesis Committee members present focus questions related to the research. The presentation of each focus question should take about one minute.

The Master's student will reply to each question. He or she responds in five minutes. Committee members are allowed to give follow-up questions to the student. Each follow-up question should take about one minute for the presentation. The student replies to each follow-up question in not more than three minutes. Under exceptional circumstances, alternative methods of oral defense are more appropriate than telephone conferences. The thesis adviser can arrange acceptable alternatives such as videoconferences or electronic chat, rapid exchanges of e-mail, or face-to-face conferences. Under rare conditions, the oral defense of the thesis occurs by fax or post.

### **Evaluation**

The Master's thesis serves as a demonstration of the capacity of the student to conduct original research. The thesis advisor shall evaluate the complete thesis submitted for assessment. As applicable, student's contribution and their timeliness is an essential component in the evaluation of the thesis. The thesis advisor submits in writing a statement with a proposal for a final grade. The thesis advisor, when preparing the report, may also request statements from the Instructor. In cases where the advisor has proposed the grade of "Excellent," "Satisfactory," or "Fail," the Thesis Committee shall consult another University faculty or adjunct professor knowledgeable in the field when deciding on the student's grade.

# DOCTORAL DISSERTATION

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Students enrolled in a Charisma University doctoral program are required to submit a dissertation to satisfy this critical part of the requirements to complete his/her degree. This manuscript is the most critical requirement of the doctoral program because it is a permanent record of the creative effort or independent research that will give a student his or her degree. The best professional practice and academic tradition require Charisma University to share and preserve the student's work with other academics and scholars. In order to do that successfully, we must uphold high standards of scholarship, and we must require that every student meet those standards.

## Passing the Comprehensive Examination

Students intending to pursue doctoral degrees must take and pass a comprehensive examination after they have completed their non-dissertation courses because it is a prerequisite of the dissertation courses. One of the purposes of this examination is to sufficiently assess students' full knowledge of the dissertation title they wish to research.

## Intellectual Requirements

Students should come up with a dissertation that makes an original and significant contribution to the field of study. Students can explore previously neglected primary sources, undertake an interpretation of existing literature or original theoretical analysis, or use primary material to develop their critique of past and current scholarly arguments. Merely reviewing the books and scholarly articles and materials that students have collected about the topic is not enough. The dissertation should demonstrate that students can collect research evidence and consider a particular problem or topic in detail, and also that they understand how their chosen topic supports or debunks the works other scholars have done in the field. The review of related literature should demonstrate how the works of others on the same topic relate to each other and where the students' work positions. Also, the analysis should demonstrate an awareness of other researchers and the implications for these positions for a dissertation.

## Writing the Dissertation

Charisma University requires all doctoral students to strictly follow the guidelines of the latest edition of the Publication Manual of the American Psychological Association (APA) format, including guidelines on headings, spacing, margins, typeface, number of pages, citation and reference style, rules in the usage of graphs, figures, tables, and so forth. Doctoral students, as well as their dissertation supervisors and examiners, should carefully consult and rigorously adhere to the APA Handbook. Students should not use other handbooks except with the permission of their supervisors. If students have not prepared a dissertation draft using an approved APA handbook, the Dissertation Committee will return the manuscript unread and will ask that reference lists, citations, and other matters regarding format are revised before the examiners proceed to work with the dissertation. Additionally, students are to uphold high standards of research ethics, including honesty and integrity in coding, to collect and to analyze

data. As to the length of the dissertation, this University has no specific requirement. All dissertations must be in English. Charisma University expects that every dissertation is an original work. Plagiarism is a ground for failing the doctoral program; the University may also apply more severe sanctions if circumstances warrant them. Students are responsible for understanding the concept and consequences of plagiarism. In order to avoid plagiarism, the University strictly requires the students to use the APA style of documentation that requires the author-date style of documentation. The reference list at the end of the manuscript includes all references cited in the text.

### **Preliminary Acceptance of the Dissertation**

Before sending it to the Dissertation Committee, members of the doctoral Supervisory Committee shall declare to the dissertation supervisor one of the below options.

- (1) The work is of adequate quality and substance to warrant that it is ready to be read and reviewed by external examiners and that the doctoral student is prepared to proceed to the oral defense; or
- (2) The work is unsatisfactory, and that the doctoral student is not prepared to proceed to the final oral defense.

This preliminary acceptance of student dissertations protects and maintains the reputation of doctoral programs and Charisma University for excellence in online education. If the supervisory Committee considers a dissertation is ready for examination by external members, the supervisory Committee completes and signs a form. This form states to forward the preliminary acceptance of the dissertation to the Academic Unit graduate program designate. The Academic Unit graduate program representative then completes and submits the same form before inviting external examiners to read and examine the dissertation, and before the scheduled oral defense.

### **Dissertation Committee**

The Dissertation Committee comprises of two qualified external members (who are research active). The third committee member is usually a member of the Charisma University research staff. The dissertation supervisor, in collaboration with the doctoral student, is responsible for forming the Committee. The dissertation supervisor will present the proposed dissertation committee members or external examiners to Charisma University's Dissertation Council before the proposal defense. The Dissertation Council will then review the application and make a recommendation to the Dean of the applicable college, who will make the final decision whether the proposed external members are of an acceptable standard. The decision basis is on three criteria:

- (1) The member is an expert in the specific focus area of the doctoral student's research, with a strong academic record of high-quality works and publications related to the topic.
- (2) The member has typically graduated their doctoral students.
- (3) The member is generally from a department that grants Doctorate's degrees.

Once approved, the Dean sends a letter to the external members or examiners, inviting them to act as the external role, including participation in the oral defense using virtual technology.

## Oral Defense

Once the Dissertation Committee deems that the student is prepared to defend his or her work, the supervisor will send the oral defense form to the applicable Dean, indicating the defense teleconference date and those invited, including the Dissertation Council, the committee members, faculty members and graduate students in the appropriate department. In the oral defense, the graduate student participates in a real-time conference with the committees and their guests. The telephone conference is the conventional manner of meeting.

During the oral defense, Committee members present focus questions related to the research. The presentation of each focus question takes about one minute.

- (1) The doctoral student responds to each question.
- (2) They are allowed five minutes per response.
- (3) Committee members may provide follow-up questions to the student.
- (4) Each follow-up question takes no more than a minute for presentation.
- (5) The student replies to each follow-up question in less than three minutes.

Under exceptional circumstances, alternative methods of oral defense are more appropriate than telephone conferences. The supervisor can arrange acceptable alternatives such as videoconferences or electronic chat, rapid exchanges of e-mail, or face-to-face conferences.

Under rare conditions, the dissertation defense occurs by fax or post. Following the completion of the oral defense at which the student passes the dissertation, the candidate makes the needed revisions and submits the approved dissertation within the timelines established by the examination committee, and the Dissertation Committee. If the student fails to submit the final copy and the necessary forms on or before the approved time limit, they may not graduate. After the Dissertation Committee receives the completed dissertation and forms indicating that the student has passed the dissertation and the oral examination, which endorses the candidate.



# TRANSFER CREDIT POLICIES

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## Maximum Number of Transfer Credits Accepted

Military Assessment (ACE)	30 Credits Bachelors 6 Credits Master's (evaluated as graduate credits) 4 Credits Doctorates (evaluated as graduate credits)
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NOTE: Courses accepted under this clause lists as a PASS and carry no GPA designation

Transfer from other Colleges	90 Credits Bachelors 9 Credits Master's 12 Credits Doctorates
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NOTE: Courses accepted under this clause lists as a transfer and carry no GPA designation.

Maximum combined Military or Transfer credits cannot exceed 90 credits for Bachelors, nine (9) credits for Master's, and 12 credits for doctorates applied toward any degree program. Graduate-level credit(s) transfer should not be older than ten (10) years from the date of entry into the program.

Charisma University accepts credits from accredited colleges or universities. Students that have completed their previous educations at universities/colleges where English was not the official language of instruction must forward their transcripts/credentials to any of the following agencies for evaluation:

- Foreign Academic Credentials Service - <https://facsusa.com/>
- International Education Research Foundation (IERF) - <http://ierf.org/>
- Validential - <https://validential.com/>

Students will forward completed credentials evaluation by any of the above evaluation agencies to the University directly from the agency providing the evaluation service(s).

Charisma University voluntarily complies with the principles and criteria of Servicemembers Opportunity College (SOC) and provides full opportunity for inter-institutional transfer of credits received at other SOC Colleges and Universities, to the published limits regarding the transfer of credits. Further, the University fully respects and grants the transfer of Military acquired Skills and Knowledge from the American Council on Education (ACE).



## Credit by Examination

A maximum of 24 undergraduate credits is acceptable toward the degree from Internal and External subject examinations. Charisma University recognizes the following examination programs: College Level Examination Program (CLEP); Advance Placement (AP) Examinations; University of the State of New York Subject Exams; and Thomas A. Edison State Subject Exams.

## Experiential Learning

Charisma University does not sponsor experiential learning. The University awards no credits based on life experience.



# ENROLLMENTS AND ADMISSIONS



# ADMISSIONS REQUIREMENTS

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Charisma University does not discriminate against any person based on age, sex, religion, race, color, disability, national or ethnic origin, or political affiliation in its admission policies, its employment opportunities, or other policies or practices.

All degree and non-degree seeking students must meet the following admissions requirements before getting admitted or provisionally admit into the University:

1. A completed admissions application;
2. A completed letter of intent (for doctoral students) stating which doctoral you plan to complete and the reason for your seeking the degree;
3. Doctorate applicants are required to provide documentation attesting to two years of professional experience, in the form of resumes or letters of recommendation;
4. Official transcripts from accredited colleges, universities, or other institutions attended and have earned any credit sent directly to Charisma University;
  - A. The University accepts unofficial copies of transcripts for provisional admissions provided the receipt of the official transcripts within eight (8) weeks of acceptance.
  - B. Students admitted under provisional status will not be allowed to take more than 12 credits courses for undergraduate classes or 6-8 credits courses for graduate classes until the removal of their provisional status.
5. Adherence to the GPA Policies;
  - A. Master's degree-seeking students must have earned a Bachelor's degree with a minimum GPA of 2.0 from accredited colleges or universities.
  - B. Doctorate seeking students must have earned a Master's degree with a minimum GPA of 3.0 from accredited colleges or universities. At the discretion of the school Dean, Doctorate seeking students with less than 3.0 GPA of Master's degree may be conditionally admitted into the program and required to maintain a minimum of 3.3 GPA for 12 consecutive semester hours in the program.
6. Proof of High School Diploma/Certificate or GED (Required from all undergraduate degree-seeking students);
7. Official documents that support the granting of college or university credit from sources such CLEP, DANTES, and college-level GED, advanced placement examinations, Achievement Tests (AT), University of the State of New York Subject Exams, and Thomas A. Edison State Subject Exams;
8. Non-traditional transfer credits that meet the University requirements;
  - A. Evaluation of armed services-credits evaluated using the American Council on Education (ACE) guide <http://militaryguides.acenet.edu/>



- B. Formal educational programs and courses sponsored by non-collegiate organizations whose credits meet the recommendations established by the American Council on Education
- C. Charisma University accepts credits from accredited colleges or universities. Students that have completed their previous educations at universities/colleges where English was not the official language of instruction must forward their transcripts/credentials to any of the following agencies for evaluation:
  - Foreign Academic Credentials Service - <https://facsusa.com/>
  - International Education Research Foundation (IERF) - <http://ierf.org/>
  - Validential - <https://validential.com/>

\*NOTE: Completed credentials evaluation by any of the above evaluation agencies must be forwarded directly to Charisma University by the agency providing such evaluation service(s).

10. English Proficiency requirement met through one of the following ways:

- A. Undergraduate applicants (Associate/Bachelors' degrees) whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must receive a minimum score of 500 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 61 on the Internet-Based Test (IBT), or a 6.0 on the International English Language Test (IELTS)
- B. Graduate applicants (Master's' degrees) whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must receive a minimum score of 530 on the paper-based Test of English as a Foreign Language (TOEFL PBT) or 71 on the Internet-Based Test (IBT) or 6.5 on the International English Language Test (IELTS)
- C. Graduate applicants (Doctorates' degrees) whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must receive a minimum score of 550 on the Test of English as a Foreign Language (TOEFL PBT) or 80 on the Internet-Based Test (IBT) or 6.5 on the International English Language Test (IELTS)

### Language of Instruction

Prospective students should be aware of the fact that English is the language of instruction at this University. The University emphasizes continued improvement in speaking, writing, and reading skills throughout the student's course of study. Students from these countries have met the University's English proficiency requirements:

Antigua and Barbuda	Bermuda	Cameroon (English-speaking part)
Australia	Botswana	Canada except for Quebec
Bahamas	British	Cayman Islands
Bangladesh	Caribbean	Cook Islands
Barbados	British West Indies	Dominica
Belize	Brunei	

Fiji	Malta	St. Vincent
The Gambia	Mauritius	Seychelles
Ghana	Micronesia	Sierra Leone
Gibraltar	Namibia	Solomon Islands
Grenada	Nauru	South Africa
Guyana	New Zealand	Sri Lanka
Hong Kong	Nigeria	Swaziland
India	Niue	Tanzania
Ireland	Northern Marianas	Trinidad – Tobago
Jamaica	Pakistan	Uganda
Kenya	Papua-New Guinea	United Kingdom
Lesotho	Philippines	United States
Liberia	St. Christopher-Nevis	Zambia
Malawi	St. Lucia	Zimbabwe

Students from countries not listed above may have to fulfill the University's English proficiency requirement, as stated in the enrollments/admissions section. The University does **not** provide English language services.

### HIGH SCHOOL CERTIFICATE/DIPLOMA/GED REQUIREMENTS BY COUNTRY

#### Afghanistan

- \* Baccalauria with a minimum average of 65%

#### Albania

- \* Dëftesë Pjekurie (Certificate of Maturity) with a minimum average of 6 or "shtatë."

#### Argentina

- \* Bachillerato with a minimum average of five (5) (scale of 1-10)
- \* **Victoria** - Certificate of Education with "B" or 70%
- \* **Western Australia** - Certificate of Secondary Education with "B"

#### Australia

- \* **Australian Capital Territory** - Year 12 Certificate with minimum "B" or "High Achievement."
- \* **New South Wales** - Higher School Certificate
- \* **Northern Territory** - Senior Secondary Studies Certificate with "B" or 14
- \* **Queensland** - Senior Certificate with "High Achievement"
- \* **South Australia** - Certificate of Education with minimum "B," "High" or 14
- \* **Tasmania** - Certificate of Education with "H"

#### Austria

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- \* Reifeprüfungsezeugnis (Maturity Examination Certificate) with a minimum of three (3) or "Befriedigend" (Satisfactory)

### **Bahamas**

- \* High school transcript with a minimum average of 70%; BGCSEs with a minimum grade of "C."

### **Bahrain**

- \* Shahadat itmaam al-diraasa al-thaanawiya al-aamma (Secondary School Certificate) and tawjihi exam results with a minimum average of 70% or "Very Good."

### **Bangladesh**

- \* Higher Secondary Certificate with a minimum Second Division or 50% (First Division or 60% in required courses)

### **Barbados**

- \* CXC with a minimum grade of three (3) or at least two GCE A levels with grades of "C" or better (or one year of study beyond O levels)

### **Belarus**

- \* Atestat ab agul' naj sjarednjaj adukatsyl (Certificate of Completion of General Secondary Education) with a minimum four (4) (scale of 2-5) or "Dobra" (Good)

### **Belgium**

- \* Certificat d'Enseignement Secondaire Superior/Getuigschrift van Hoger Secundair/Abschlußzeugnis der Oberstufe des Sekundarunterrichts (Certificate of Higher Secondary Education) with a minimum 11

### **Belize**

- \* CXC with a minimum grade of three (3) or at least two GCE A levels with grades of "C" or better (or one year of study beyond O levels)

### **Benin**

- \* Baccalauréat with a minimum 10 (scale of 1-20)

### **Bermuda**

- \* IB Diploma - a minimum overall score of 15; American Curriculum - a minimum "C."

### **Bolivia**

- \* Bachiller en Humanidades (Bachelor in the Humanities) with a minimum grade of "5" (scale of 1-7) or "Bueno" (Good)

### **Botswana**

- \* Cambridge Overseas School Certificate with grades of five (5) or better

### **Brazil**

- \* Certificado de Conclusão de Segundo Grau (Secondary Education Conclusion Certificate) with a minimum grade of five (5) (scale of 0-10)

### **Brunei Darussalam**

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- \* At least two GCE A levels with grades of "C" or better, or Matriculation Examination results

**Bulgaria**

- \* Diploma za Sredno Obrazovanie (Diploma of Secondary Education) with a minimum grade of three (3) (scale of 2-6)

**Burkina Faso**

- \* Diplôme de Bachelier de l'Enseignement du Second Degré (Diploma of Bachelor of Secondary Education) with a minimum 14 (scale of 0-20)

**Burundi**

- \* Diplôme des Humanités Complètes with min 70% or "grande distinction" required

**Cameroon**

- \* Secondary Anglophone - at least two GCE A Levels with a minimum grade of "C."
- \* Secondary Francophone - Baccalauréat de l'Enseignement Secondaire (Baccalaureate of Secondary Education) with a a minimum average of 10 (scale of 0 – 20)

**Canada**

- \* High School Diploma or GED. SAT or ACT is acceptable to substitute a GED. However, completion of high school is a condition for acceptance of either SAT or ACT.

**Central Africa Republic**

- \* Diplôme de Bachelier de l'Enseignement du Second Degré (Diploma of Secondary School Bachelor) with a minimum 10 (scale of 0 – 20)

**Chad**

- \* Baccalauréat (Baccalaureate) with a minimum 10 (scale of 0 – 20)

**Chile**

- \* Licencia de Educación Media (License of Middle Education) with a minimum five (5) required (scale of 0 – 7)

**China**

- \* Senior/Upper Middle School Graduation Certificate with a minimum average of 70%

**Columbia**

- \* Bachiller (Bachelor) a minimum average of 5 required (scale of 0 – 10)

**Congo**

- \* Baccalauréat (Baccalaureate) with a minimum 14 (scale of 0 – 20)

**Costa Rica**

- \* Diploma de conclusión de Estudios de educación diversificada (Certificate of the conclusion of diversified education studies) or Bachillerato (Bachelor) with 70/100, 7/10

**Cote d'Ivoire**

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- \* Baccalauréat (Baccalaureate) / Diplôme de Bachelier de l'Enseignement du Second Degré (Diploma of Bachelor of Secondary Education) with 10 (scale of 0 - 20)

### **Croatia**

- \* Secondary School Leaving Diploma with a minimum 3/5 or "Dobar" ("Good")

### **Cuba**

- \* Bachiller/Bachillerato (Bachelor/Baccalaureate) or Diploma de Graduado Pre-Universitario (Pre-University Graduate Diploma) with a minimum 70%

### **Cyprus- South (Greek-Cypriot)**

- \* Apolyterion (Certificate of Completion – Upper Secondary School) with a minimum 11/20

### **Cyprus- North (Turkish-Cypriot)**

- \* Lise Diplomasi (Secondary School Diploma) with a minimum 7/10

### **Czech Republic**

- \* Vysvědčení o Maturitní Zkoušce (Certificate or Maturity Examination) with a minimum 2/5 or "Chvalitebný" (Very Good)

### **Denmark**

- \* Studentereksamen (Student Examination); Højere Forberedelseseksamen or "HK" (Higher Preparatory Examination); Højere handelseksamen or "HHK" (Higher Commercial Examination); or Højere teknisk eksamen or "HTX" (Higher Technical Examination) with a minimum 6.5/13

### **Dominican Republic**

- \* Bachillerato en Ciencias y Letras (Bachelor in Sciences and Letters)

### **Ecuador**

- \* Bachillerato (Baccalaureate) with a minimum 6/10

### **Egypt**

- \* Thaanawiya (Certificate of Completion of General Secondary Education) with a minimum 70%

### **El Salvador**

- \* Bachiller (Bachelor) with a minimum 5/10

### **Eritrea**

- \* School Leaving Certificate with a minimum grade of 70%

### **Estonia**

- \* Secondary School Certificate with a minimum 3/5

### **Ethiopia**

- \* Ethiopian School Leaving Certificate Examination (ESLCE) with a minimum B or 70%

### **Fiji**

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- \* Form 7 Examination with a minimum of 70%

### **Finland**

- \* Ylioppilastutkintotodistus / Studentexamensbetyg (Matriculation Examination Certificate) with a minimum 7/10

### **France**

- \* Diplôme de Bachelier de l'Enseignement du Second Degré (Diploma of Baccalaureate of Secondary Education); Diplôme de Bachelier de Technicien (Diploma of Baccalaureate of Technician), depending on course complement; or Baccalauréat Professionel (Vocational Baccalaureate), depending upon course complement, with a minimum grade of 10/20

### **Gabon**

- \* Baccalauréat (Baccalaureate) or Baccalauréat Technique (Technical Baccalaureate), depending on course complement, with a minimum grade of 10/20

### **Gambia**

- \* WAEC Senior Secondary results, or GCE O level, or GCSE of SAEB, or NECO with at least five grades of C5 or better.

### **Georgia**

- \* Sashualo ganatlebis atestati (Certificate of Completion) with a minimum grade of 3/5

### **Germany**

- \* Zeugnis der Allgemeinen Hochschulreife (Certificate of General University Maturity) / Abitur examination with grades of 3 or lower (scale of 6-1) on Certificate and eight (8) or better (scale of 0-15) on Abitur

### **Ghana**

- \* WAEC Senior Secondary results, or GCE O level, or GCSE of SAEB, or NECO with at least five grades of C5 or better.

### **Greece**

- \* Apolyterio (Certificate of Completion – upper secondary school) with a minimum grade of 10/20

### **Grenada**

- \* CXC's with a minimum grade of three (3) (scale of 1-6)

### **Guatemala**

- \* Bachiller en Ciencias y Letras (Bachelor in Science and Letters) with a minimum 70%

### **Guyana**

- \* CXC's with a minimum grade of three (3) (scale of 1-6)

### **Haiti**

- \* Baccalauréat (Baccalaureate) or Diplôme d'Enseignement Secondaire (Diploma of Secondary Instruction) with a minimum 70%

### **Honduras**

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- \* Bachiller en Ciencias y Letras (Bachelor in Sciences and Letters) or Bachillerato (Baccalaureate) with a minimum 70%

**Hong Kong**

- \* At least two A levels with grades of C or better

**Hungary**

- \* Gimnaziumi Erettsegi Bizonyitvány (Secondary School Maturity Certificate) with a minimum grade of 3/5

**Iceland**

- \* Studentsprof (Matriculation Examination) with a minimum 5/10

**India**

- \* Higher Secondary Certificate with min Second Class or Division ranking and a minimum 50%

**Indonesia**

- \* Surat Tanda Tamat Belajar Sekolah Menengah Unum (Certificate of Completion of Upper Secondary School) with a minimum grade of 5/10

**Iran**

- \* Pre-University Year with a minimum grade of 10/20

**Iraq**

- \* Baccalaureate with a minimum grade of 70%

**Ireland**

- \* Leaving Certificate with at least two higher-level grades of C or better

**Israel**

- \* Teudat Bagrut with 7/10 or 70%

**Italy**

- \* Diploma dell' Esame di Stato conclusivo dei Corsi di Istruzione Secondaria Superiore with a minimum grade of 7/10

**Jamaica**

- \* CXC with a minimum grade of 3 or at least two GCE A levels with grades of "C" or better (or one year of study beyond O levels)

**Japan**

- \* Kotogakko Sotsugyo Shosho (Diploma of Graduation) with a minimum grade of three (3) (scale of 1-5)

**Jordan**

- \* Tawjihi (General Secondary Education Certificate) with a minimum of 60%

**Kazakhstan**

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- \* Atestat o Srednem Obrazovanii or Diplom o Srednem Spetsialnom Obrazovanii (Certificate of Complete Secondary Education) with a minimum grade of 3/5

**Kenya**

- \* A minimum "B" average on Kenya Certificate of Secondary Education (KCSE) exams

**Korea (South)**

- \* Immungye Kodung Hakkyo Choeupchang (Academic Upper Secondary School Certificate) with "C" average or 70%

**Kuwait**

- \* Shahadat Al-Thanawiya-Al-A'ama (Secondary School Leaving Certificate) with a minimum of 60%

**Latvia**

- \* Atestāts par vispārējo vidējo izglītību (Certificate of General Secondary Education) with a minimum 6/10

**Lebanon**

- \* Baccalauréat II with a minimum grade of 10/20

**Lesotho**

- \* Five courses including with a minimum grade of 4.5 (scale of 9 – 1) Liberia
- \* WAEC Senior Secondary results, or GCE O level, or GCSE of SAEB, or NECO with at least five grades of credits or better.

**Liechtenstein**

- \* Matura (Maturity Certificate)

**Lithuania**

- \* Maturity Certificate
- \* Luxembourg: Diplôme de Maturité or Diplôme de Fin d'Études Secondaire

**Macedonia**

- \* Svidetelstvo za Zavreno Sredno Obrazovanie (Certificate of Completion or Secondary Education) with a minimum 60% or 6/10

**Madagascar**

- \* Baccalauréat de l'Enseignement du Second Degré with a minimum 10/20

**Malawi**

- \* Malawi Certificate of Education with at least five grades of 4.5 or better (scale of 9 – 1)

**Malaysia**

- \* Sijil Tinggi Persekolahan Malaysia (STPM) with 60%

**Mali**

- \* Baccalauréat Malien with a minimum of 10/20

**Malta**

- \* Matriculation Certificate or at least two (2) A levels at grade "C" or better

**Mauritania**

- \* Baccalauréat de l'Enseignement du Second Degré with a minimum of 10/20

**Mauritius**

- \* GCE with at least two A levels at grade C or better or French Baccalauréat with a minimum 10/20

**Mexico**

- \* Bachillerato

**Moldova**

- \* Diploma de Baccalaureat (Diploma of Baccalaureate) or Atestat de Studii Medii (Certificate of Secondary Studies) with a minimum 5/10

**Mongolia**

- \* Certificate of Complete Secondary Education with excellent grades or one year of study from a recognized university

**Montserrat**

- \* CXC grades of 3 or better or at least two GCE A levels with grades of "C" or better

**Morocco**

- \* Baccalauréat de l'Enseignement Secondaire with a minimum 10/20

**Mozambique**

- \* Certificado de Habilitação es Literarias (Secondary School Leaving Certificate) with a minimum 10/20

**Myanmar**

- \* One year of study from a recognized university with a minimum 60%

**Namibia**

- \* GCE results with at least two A levels at grades of "C" or better or one year of study beyond GCSEs

**Nepal**

- \* Proficiency Certificate with 60%

**Netherlands**

- \* HAVO Diploma (Hoger Algemeen Voortgezet Onderwijs) with a minimum 5/10

**New Zealand**

- \* National Certificate of Educational Achievement (NCEA) Level III

**Niger**

- \* Diplôme de Bachelier de l'Enseignement du Second Degré (Diploma of Baccalaureate of Secondary Education) with 10/20

**Nigeria**

- \* WAEC Senior Secondary results, or GCE O level, or GCSE of SAEB, or NECO with at least five grades of credits or better.

**Norway**

- \* Vitnemål fra den videregående skolen (Certificate from Upper Secondary School) with a minimum grade of 3/6

**Oman**

- \* Thanawiya amma (Secondary School Leaving Certificate) with 70%

**Pakistan**

- \* Higher Secondary Certificate or Intermediate Certificate with 50% or Second Division standing (60% in required courses)

**Panama**

- \* Bachiller (Bachelor) with a minimum 3/5

**Papua New Guinea**

- \* Higher School Certificate with 60%

**Paraguay**

- \* Bachiller (Bachelor) with a minimum 3/5

**Peru**

- \* Bachiller (Bachelor) with a minimum 10/20

**Philippines**

- \* A minimum one year of study from a recognized university or High School Diploma

**Poland**

- \* Świadectwo Dojrzałości (Maturity Certificate) with 3/6

**Portugal**

- \* Certificado de Fim de Estudos Secundárias (Certificate of Completion of Secondary Studies) with 10/20

**Qatar**

- \* Thanawiya aam Qatari (Qatari General Secondary Education Certificate) with 60%

**Romania**

- \* Diplomă de Bacalaureat (Baccalaureate Diploma) with 5/10

**Russian Federation**

- \* Attestat o Srednem Obrazovanii (Certificate of Secondary Education) with 3/5

**Rwanda**

- \* Certificat des Humanités Générales

**St. Kitts and Nevis**

- \* CXC with a minimum grade of 3 or at least two GCE A levels with grades of "C" or better (or one year of study beyond O levels)

**St. Lucia**

- \* CXC with a minimum grade of 3 or at least two GCE A levels with grades of "C" or better (or one year of study beyond O levels)

**St. Martin/St. Maarten**

- \* Diplôme de Bachelier de l'Enseignement du Second Degré (Diploma of Baccalaureate of Secondary Education) with a minimum 10/20

**St. Pierre and Miquelon**

- \* Diplôme de Bachelier de l'Enseignement du Second Degré (Diploma of Baccalaureate of Secondary Education) with a minimum 10/20

**St. Vincent and The Grenadines**

- \* CXC with a minimum grade of three (3) or at least two GCE A levels with grades of "C" or better (or one year of study beyond O levels)

**Saudi Arabia**

- \* Tawjihyah (General Secondary Education Certificate) with a minimum of 70%

**Scotland**

- \* Scottish Certificate of Education at the Higher Level, or at least two GCE A levels with grades of "C" or better

**Senegal**

- \* Baccalauréat or Diplôme de Bachelier de l'Enseignement du Second Degré (Diploma of Baccalaureate of Secondary Education) with 14/20

**Serbia and Montenegro**

- \* Diploma o Završenoj Srednjoj Školi (Diploma of Completion of Secondary School)

**Seychelles**

- \* At least two GCE A levels with grades of "C" or better or one year of study beyond O levels

**Sierra Leone**

- \* WAEC Senior Secondary results, or GCE O level, or GCSE of SAEB, or NECO with at least five grades of C5 or better.

**Singapore**

- \* Sijil am Pelajaran Singapore-Cambridge (Singapore-Cambridge General Certificate of Education) with Ordinary and Advanced level grades of C5 or better

**Slovakia**

- \* Vysvedčenie o Maturitnej Skúške (Maturity Certificate) with a minimum grade of two (2) (scale of 5-1)

**Slovenia**

- \* Maturiteno spričevalo (Maturity Examinations Certificate) with a minimum 3/5

**Solomon Islands**

- \* At least two GCE A levels at grade "C" or better

**Somalia**

- \* At least two GCE A levels at grade "C" or better

**South Africa**

- \* Senior Certificate with Matriculation Endorsement with a minimum 70% or "B" average

**Spain**

- \* Título de Bachiller with a minimum average of 6/10

**Sri Lanka**

- \* Sri Lanka General Certificate of Education Advanced Level or General Certificate of Education with at least two grades at "C" or better

**Sudan**

- \* Cambridge Overseas School Certificate or GCE A levels with at least two grades at "C" or better

**Suriname**

- \* CXC with a minimum grade of 3 or at least two GCE A levels with grades of "C" or better (or one year of study beyond O levels)

**Swaziland**

- \* Cambridge Overseas School Certificate or GCE A levels with at least two grades of "C/5" or better

**Sweden**

- \* Slutbetyg Från Gymnasieskola (Upper Secondary School Leaving Certificate) with Väl Godkänd/VG (Pass with Distinction)

**Switzerland**

- \* Maturitätszeugnis, Certificat de Maturite, or Attestato di Maturita (Maturity Certificate)

**Syria**

- \* Baccalauréat or Al Shahada Al Thanawiya (Secondary School Leaving Certificate)

**Taiwan**

- \* Senior High School Leaving Certificate and A minimum 70% (B) average Tajikistan
- \* Attestat o Srednem Obrazovanii (Certificate of Secondary Education) with a minimum 3/5

**Tanzania**

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- \* National Tanzanian Examination results at Advanced Level or GCE A level results with at least two grades of "C" or better

**Thailand**

- \* Matayom VI with a minimum average of 2/4

**Togo**

- \* Baccalauréat (Baccalaureate) with a minimum average of 10/20

**Trinidad and Tobago**

- \* CXC with a minimum grade of 3 or at least two GCE A levels with grades of "C" or better (or one year of study beyond O levels)

**Tunisia**

- \* Baccalauréat (Baccalaureate) with a minimum average of 10/20

**Turkey**

- \* Devlet Lise Diploması (State Secondary School Diploma) or Lise Bitirme Diploması (Secondary School Completion Diploma) with a minimum 3/5

**Turkmenistan**

- \* Attestat o Srednem Obrazovanii (Certificate of Secondary Education) with a minimum 3/5
- \* CXC grades of 3 or better or at least two GCE A levels with grades of "C" or better
- \* Uganda Advanced Certificate of Education, Cambridge Overseas Higher School Certificate or East African Advanced Certificate of Education with grades of "C" or better

**Ukraine**

- \* Attestat pro povnu zagal' nu seredno osbitu (Certificate of Completed Secondary Education) with a minimum 3/5

**United Arab Emirates**

- \* Thanawiya (Secondary School Leaving Certificate) with a minimum of 70%

**United Kingdom (England, Wales and Northern Ireland)**

- \* GCE Advanced level with at least two grades of C or better

**United States of America**

- \* High School Diploma or GED. SAT or ACT may substitute a GED. However, completion of high school is a condition for the acceptance of either SAT or ACT.

**Uruguay**

- \* Bachiller or Bachillerato with a minimum 6/12

**Uzbekistan**

- \* Attestat o Srednem Obrazovanii (Certificate of Secondary Education) with 3/5

**Venezuela**

- \* Bachiller with a minimum average of 10/20

### **Vietnam**

- \* Bang Tốt Nghiệp Phổ Thông or Bang TuTai Hai (Baccalaureat II) with a minimum average of 5/10

### **Yemen**

- \* Thanawiya (General Secondary School Certificate) with a minimum average of 70%

### **Zambia**

- \* Zambian School Certificate with at least five grades of "5" or better (including that for "English Language")

### **Zimbabwe**

- \* General Certificate of Education (GCE) with at least two A levels at grade "C" or better



# PROVISIONAL ADMISSIONS

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Charisma provisionally admits and registers students that have not met all of the admissions requirements, provided they deliver copies of unofficial transcripts in advance. The maximum time allowed for students on provisional admissions status to provide their official transcripts is eight (8) weeks. Students under this provisional admission status that have failed to submit official transcripts after the maximum allowable time are not eligible to continue attending classes until adherence to all admissions requirements. Charisma does not permit students admitted under provisional status to register for more than 12 credits total for courses in undergraduate programs or 6-8 credits total for courses in graduate programs.

## RE-ADMISSIONS

Students on academic suspension, or who have withdrawn from the University for six (6) months or more must submit a petition for re-admission. File a re-admissions application or petition for an evaluation fee of \$25.00. The petition requires the applicant to justify their decision to return to the University and the benefits of higher education.

## NON-DEGREE SEEKING STUDENTS

Charisma University welcomes students that wish to take single courses to fulfill their academic degree programs with other Universities/Colleges or meet employment requirements. Students under this category classify as non-degree seeking students. Admission as a non-degree seeking does not guarantee credit-bearing or degree-seeking admissions into the University academic programs. Non-degree seeking students interested in changing their status to degree-seeking follow the standard University admissions procedures. Transfer credits apply when only apply to the requirements when relating to a student's currently enrolled program.

## COURSE REGISTRATION

The Registrar's office registers students that are in academic and financial good standing with the University. Academic good standing is maintaining a minimum GPA of 2.0 for the undergraduate degree programs and 3.0 for graduate degree programs at every quarter. Financial good standing defines students that (i) are in full compliance with payment arrangements entered into with the University; and, (ii) have fully paid their tuition fees.

NOTE: Students on academic probation are also eligible to take classes.

## COURSE LOAD

Undergraduate and Master's degree-seeking students should not register for more than two (2) courses per session (6 credits) until they receive approval from the School Dean. Doctorate-seeking students should not register for more than one (1) course per session (3-4 credits) unless approved by the School Dean. Each session lasts for eight (8) weeks, and the University expects that students enroll in every session for at least one (1) course to maintain their academic status

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and avoid administrative withdrawal from the program. The school Dean grants exceptions for students on a leave of absence.

## GRADUATION REQUIREMENTS



Students who are two sessions (16 weeks) away from meeting their graduation requirements are required to petition for graduation. A fee of \$500 shall apply for each graduation application. The graduation application form is available via the students' portal. Below are the minimum graduation requirements.

<b>Degree Level</b>	<b>Total Number of Credits</b>	<b>GPA</b> (Acceptable for graduation)	<b>Grad. Duration (months)</b> (Grad time-not guaranteed. Must meet all financial obligations.)	<b>Max. time (months)</b> (Allowed to complete the degree program)
Associate Degree (AA)	60 Total Credits (includes 33 credits in general education courses)	2.0 or better	Within 18-24	48
Bachelors degree	120 Total Credits (includes 51 credits in general education courses)	2.0 or better	within 36-48	96
Master's (MS, MA, MBA, EMBA, MPH, M.Ed.) degree	36-54 Total Credits (includes 6-12 credits in theses)	3.0 or better	within 12-18	48
Doctorate (Ph.D., or Ed.D.) degree	63-90 Total Credits (includes 14 credits in dissertation and one credit in comp exam)	3.0 or better	within 36-60	84-96
Doctorate (PsyD)	60-90 Total Credits	3.0 or better	within 36-60	84-96

## DEGREE PROGRAM EXTENSION POLICY

Students wishing to be granted an extension on their degree completion time may do so in the [Student Support Center](#). The School Dean has the highest authority to either approve or deny such an extension. Students also receive approvals if they were on military leave, have had medical reasons, or family issues. Extensions are granted for a maximum of 12 months unless otherwise noted.



## DEGREE CONFERRAL DATES

Charisma University degree conferral dates are at every month.

## ACADEMIC HONORS AND AWARDS

Charisma University recognizes students that have graduated with high GPAs. Below are the details of how the University awards academic honors.

Academic Honor	GPA
Summa Cum Laude	3.95 to 4.00
Magna Cum Laude	3.89 to 3.94
Cum Laude	3.80 to 3.88
Distinction	3.60 to 3.79

## Residency Requirements

While there is no physical residency at Charisma University required for the degree programs, there is a minimum number of credits required under the direction of the University — 30 credits for the Bachelors; 27 credits for the Master's degree (where the Master degrees requires 36 credits); and 51 credits for the Doctorate (where the doctoral degree requires 63 credits). The minimum number of credits for degrees requiring a different number of credits for completion will be adjusted appropriately. The minimum number of credits indicated for each degree is related to the Transfer Credit Policy. Charisma University considers each course completed as completed in-residence.

## Transcript Request Policy

Students who wish to make requests for official transcripts may do so in the Student Support Center located on Charisma's main webpage. The University processes the first request for an official transcript at no charge. Subsequent requests attract a fee of \$15 per request. Transcripts and course registrations receive a **"hold"** status for students that have not satisfied their financial obligations with the University.

## Refund Policy

The effective date of official withdrawal from the university is the last day of recorded attendance. Students notify the registrar in writing before or upon the date of complete withdrawal. The University retains a fixed registration fee equal to 20% of the tuition but not to exceed \$200 for students that cancel the enrollment agreement after seven

business days (excluding Saturday and Sunday). Refunds are to be made only on tuition as follows:



During the first week	100% Refund is issued
During the second week	80% Refund is issued
During the third week	60% Refund is issued
During the fourth week	50% Refund is issued
During the fifth week	20% Refund is issued
After the fifth week	0% Refund is issued

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first session, or the seventh day after enrollment, whichever is later. Students may cancel the enrollment agreement by submitting written notice of such cancellation to the University at its address shown on the contract. Notices shall be received by the University not later than midnight of the seventh business day (excluding Sundays and holidays) following the signing of the enrollment agreement. It is acceptable to deliver personally, or otherwise the written note within that timeframe. In the event of a dispute over timely notice, the burden to prove service rests on the sender.

## Resources

### Student Services

Charisma University offers various student services. These services are all designed to provide the support that students may need to have the best chance for success.

### Orientation Program

Charisma University offers an orientation program wherein new students receive a tutorial about the different processes and procedures of the University. The Charisma University website offers a means by which to reach out to administrative contacts, with whom each has an open-door policy.

### Testing

The purpose of testing is to provide students an overall assessment regarding their personalities and chosen careers so that they may gain greater insight about their potential and the characteristics that are essential for professionals in an international environment.

### Information Services

Efficient information services ensure the students of their options and the methodology for the right choices in their professional and personal lives.

### Personal Counseling



Personal counseling is available for students to guide them towards maximum self-realization and development as they become fully integrated and mature societal contributors

### **Follow-up Services**

Follow-up services are also available, as the University's services do not cease with just an orientation and one-time counseling.

### **Academic Advising**

Academic advising and career development services assist students by guiding students while enrolled at the University. Academic advisors can help in several ways.

1. Acts as a humanizing agent whose interaction with students occur outside the classroom, and in an informal setting, so the student feels comfortable seeking the advisor out
2. Functions as a counselor or mentor to help guide students through academic policy and procedure, offers advice and listens, and refers to support when needed
3. Works as an educator or instructor to teach students strategies for success and helps them understand the curriculum, the purpose of their academic program, and encourages problem-solving critical thinking, and decision-making

There are also unique options for students with disabilities.

### **Research and Evaluation**

Research and evaluation are continuous to ensure the effectiveness of student services that are offered by Charisma University.

### **LIBRARY SERVICES**

The Charisma University Library concentrates on fostering an information-literate Charisma community. We support the educational goals and research needs of Charisma's faculty and staff by providing access to resources, instruction, and services necessary for academic success. The Library teaches skills for finding, analyzing, and using the information to build a community of lifelong learners. For our library, we provide students with secure access journals through the LIRN (library and information resources network) and open access through the DOAJ (Directory of Open Access Journals). We now have a partnership with Wiley and Sons to provide us with e-textbooks for our courses, and we are working on numerous other partnerships with academic publishers to ensure that our students have the resources they need.

#### **Secure Access Journals (LIRN)**

The Library and Information Resources Network is a consortium of educational institutions that have joined to share access to information resources. The LIRN collection provides students with millions of peer-reviewed and full-text journal, magazine, and newspaper articles, e-books, podcasts, audio, and video resources to support their academic studies from ProQuest, Gale Cengage, EBSCO, eLibrary, Books 24x7, and more, covering topics for General Education, Business, and Medical programs.



Charisma's membership with LIRN provides access to its authentication gateway (a portal to subscription resources for students, provides a list of available resources, along with a description of the resource). Additionally, the LIRN platform allows the production of COUNTER-compliant library resource usage reports (are usage reports that are formatted as defined in the COUNTER Code of Practice and use defined ways to count usage) and technical support.

COUNTER is known as the Code of Practice that ensures vendors/publishers provide usage data that is consistent, credible, and comparable to the library. So, it provides the standard that enables the knowledge community to count the use of electronic resources. With this information, the library experts can compare statistics from different vendors to make better-informed purchasing decisions and further cater to the needs of our students.

With LIRN, Charisma has access to LIRN Search, a search engine that students can use to query all LIRN databases, a specific subject area, or resource with a single search. The University's Library website houses this search engine; therefore, students need only to use the link to access the databases.

Charisma also provides LIRN training through a series of seminars and webinars held throughout the year, which has been very helpful for us in keeping updated and relevant. Students can contact the Director of Library at [library@charisma.edu.eu](mailto:library@charisma.edu.eu) with any additional questions or more significant guidance. The library's website contains all of this information.

### Technical Support Services

Charisma University students, staff, and faculty members should use the [Support Center](#) to report any technical problems with the login credentials to the classes, library, writing center, and e-mail address.

### WRITING CENTER

Charisma University aims to equip its students with superior written and oral communication skills. Hence, the university has a Writing Center that will assist students in cultivating quintessential writing skills, at no additional cost. Charisma University's Writing Center (WC) is a writing lab available online 24 hours a day, seven days a week, to university students. Outstanding writing skills are indispensable to students who strive for professional and scholastic success, and the WC can help students write in a manner that is comprehensible, concise, structured, cohesive, and articulate. Through the WC, our students have the tools that they need to be more effective communicators, which establish a marked advantage embarking upon entry into the chosen professional work environment.

### WC Service

#### 1) Paper Review

Most of the University's course requisites entail considerable writing on various research papers like essays, critiques, case studies, term papers, theses, and dissertations. The AWC offers review services handled by a staff of competent and experienced professionals,

who have had extensive training in guiding students in their writing assignments. Students may upload their papers at the appropriate section provided in the university's students' portal, and within 24 to 48 hours, they will receive feedback on their paper(s) regarding grammar and usage, citation, format structures, and general sentence construction. The completed and reviewed paper contains comments, written in a different color so that the suggested changes are easily detected. Students are free to submit multiple papers if needed.

## 2) **Plagiarism Check**

Charisma University has a stringent policy against plagiarism of any kind and cautions students to submit only plagiarism-free papers. If in doubt, the students may upload their papers at the appropriate section provided in the university's writing center for plagiarism check using special software. Within a few seconds of uploading, the students may expect results on the plagiarism check done on their papers. Students are encouraged to take advantage of the WC plagiarism check before submitting their papers to Professors. Plagiarism check promotes originality in student's written works and enhances their research skills. If the plagiarism check conducted by the WC is positive, the paper will be free from any plagiarism. Multiple submissions are allowed.

## 3) **Tutorials**

The WC has a comprehensive section on writing tutorials and guidelines, which students may access 24 hours a day, seven days a week. The links in the WC Tutorials section provides thorough information and guidelines on basic grammar principles, getting started on writing an assignment, formatting styles, and guidelines for writing various essays, theses, and dissertations.

Students can contact the Director for the academic writing center at [writing@charisma.edu.eu](mailto:writing@charisma.edu.eu) for additional support. The writing center's website also contains all of this information.

## **Study Suggestions**

Distance learning provides different learning experiences for students. Moreover, it poses many challenges: there is little or no face to face contact with instructors; there might be a lack of social communication with classmates except for some occasional chat room and discussion board conversations, and there is limited opportunity for oral communication. Given these considerations, a student at Charisma University can still succeed in learning and completing an online course with the exercise of proper discipline, good study habits, and efficient time management.

The following study suggestions will further help students in completing each online course successfully and will also improve and increase their ability to learn:

- (1) Learn to manage time more efficiently. Create a study schedule by keeping a calendar. Take note of requirements to be submitted and the due dates not to miss deadlines.
- (2) Participate in chat room discussions related to online courses' topics. Since there is not much social interaction in distance learning, chat room discussions allow a learning community at hand.
- (3) Join an online collaborative project dealing with matters of interest to provide an environment for sharing viewpoints and knowledge with student learners similarly situated.
- (4) Select a study location that will be conducive to learning. Organize a study spot by arranging necessary tools systematically (e.g., laptop, computer, notes).
- (5) In reviewing materials, make use of study techniques and methods such as mnemonics and making associations. These techniques are beneficial, especially when memorizing information.
- (6) Realize the internal personal style of studying. Know which technique or method makes it easier to study a lesson.

# UNIVERSITY POLICY

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## Disability Policy

Charisma University is committed to providing an education that does not discriminate based on the disabilities of faculty, staff, students, or other stakeholders. The University's disability policy has a direct impact on the usage of media, technologies, and materials for online learning courses, especially concerning our hard-of-hearing and deaf students. All online course media and materials with an audio component are either transcribed or captioned before we assign them (usually before the classes start) to provide reasonable accommodation for hard-of-hearing and deaf students. Since instructors may not know whether they have a hard-of-hearing or deaf students enrolled in their class until the end of the Drop/Add period, they are required to choose and develop accessible materials when they design their courses. Reasonable accommodations for students with hearing disabilities currently do not exist when instructors use synchronous audio communication technologies within a course. For example, the University does not use online learning telephone conferencing systems when students with hearing disabilities register in a course, even when student participation is not necessary or anticipated.

## Affirmative Action Policy

Charisma University recognizes the need for Affirmative Action. It pledges its commitment to take on positive actions to address the effects of past practices or barriers to equal educational opportunity and to achieve the fair and full participation of people with disabilities, women, minorities, and older persons. The University also further states that it will conform to the anti-discrimination provisions of the Federal regulations and laws.

Charisma recognizes the education difficulties experienced by minorities, people with disabilities, many older persons, and where appropriate, Charisma set program goals to overcome the present effects of past discrimination to achieve the full and fair teaching and learning of such persons. In order to implement affirmative action policies, our staff has prepared an Affirmative Action Plan that includes programs aimed at eliminating discrimination and promoting fairness. The Affirmative Action Plan incorporates specific objectives, goals, actions, timetables, as well as a complaint procedure.

## Sexual Harassment & Gender Discrimination

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment. Charisma University has zero-tolerance for sexual harassment from any staff, faculty members, and students. The university will follow proper protocol, including appropriate notification, if it is reasonable to cause to believe that sexual harassment has occurred.

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## Ethical Computer Use

Charisma University upholds our standard procedure regarding the ethical use of computers. Everyone within the community who uses the University communications and computing facilities is responsible for using them in a professional, legal, and ethical manner, meaning that every user agrees to the following conditions: Users must respect the integrity of the systems and must recognize that some data are confidential. They must also respect the rules and regulations that govern the use of equipment and facilities, and they must not obtain unauthorized access to the accounts and files of others. Users must also respect the intended use of all accounts, and they must follow the guidelines for and familiarize themselves with appropriate usage for the systems they access.

## Copyright Policy and Procedures

Charisma University has a strict policy regarding copyrights and patents. Any student who engages in a research project that involves significant use of facilities, equipment, funds, or materials of the University, or one that is subject to terms and conditions of a sponsored project or other contracts between the University and another party, shall assign this project as well as all its patents and applications to the University unless the project releases to the researcher per the patent policy provisions.

When a student completes a research project that does not involve significant use of facilities, equipment, funds, or materials of Charisma University, and one that is not under the terms of a sponsored research project or other contracts between the University and another party, the University will waive its rights. The research project will be the exclusive property of the student, the terms of financial aid received, such as scholarships, external sponsorship, fellowships, or any other financial aid provided, do not change his or her rights in the project, whether or not the University administers the project. The Provost or his designee is the one responsible for administering intellectual property matters that are related to patents, inventions, trademarks, publications, and copyrights. The Provost shall represent the University in any matter regarding intellectual property that may substantially affect the institution's relationships with the public, government, and industry. It is the responsibility of the University President to advise and make recommendations to the Provost relating to intellectual property matters that arise from the activities of students conducting research. The rights determination between faculty/student researchers and the University, as well as the disposition of patent rights, is determined on a case-by-case basis.

## Student Code of Conduct

### *Section I: Scope*

This policy applies to all students at Charisma University.

### *Section II: Guiding Principles*

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The University, in all its programs, is committed to:

- (1) Providing a learning experience that meets the needs of the students by the provision of some technical assistance as well as library and information services online,
- (2) Recognize the importance of critical thinking, exchange of ideas and open inquiry; thus different venues for online students' providing interaction, and
- (3) Continuous pursuit of high academic standards and quality education.

### ***Section III: Academic and Ethical Conduct***

All students enrolled in a university program will observe and conform to the University's requirements concerning academic matters and ethics and behavior in dealing with online instructors as well as personal conduct with other students in chat room discussions. Given these considerations, students:

- (1) Should observe respect and proper behavior towards his/her online instructor during lectures and fellow students during chat room and online board discussions, and
- (2) Use all resources and materials provided by the University for academic purposes. Using these resources and materials for any other purpose without the permission of the University shall be punishable by disqualification from the program.
- (3) Observe scholastic honesty in all academic submissions. Plagiarism is strictly prohibited and could result in student disqualification from the program.

### ***Section IV: Implementation***

The above policies shall be implemented and made available to all Charisma University students.

# STUDENT RESOURCES

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## Library Services

The Charisma University Library is dedicated to fostering an information-literate Charisma community. We support the educational goals and research needs of Charisma's faculty, and staff by providing access to resources, instruction, and services necessary for academic success. The library teaches skills for finding, analyzing, and using information to build a community of lifelong learners. For our library, we provide students with secure access journals through the LIRN (library and information resources network).

Our membership with LIRN gives us access to LIRN's authentication gateway (a portal to our subscription resources for students, provides a list of available resources, along with a description of the resource), COUNTER compliant library resource usage reports (are usage reports that are formatted exactly as defined in the COUNTER Code of Practice and use defined ways to count usage) and technical support.

With LIRN, Charisma has access to LIRNSearch, a search engine that students can use to query all LIRN databases, a specific subject area or resource with a single search. This search engine is located on our Library's website so students need only to click the link to access the databases.

We also have available to our staff, LIRN training through a series of seminars and webinars held throughout the year, which has been very helpful for us in keeping updated and relevant.

## Writing Center

Our academic writing center aims to promote the educational mission of Charisma University by enabling students to build and apply their writing skills as scholars/practitioners. Charisma University equips its students with superior written and oral communication skills which we believe are indispensable to professional and scholastic success.

The writing center is a tool that will enable the student to communicate effectively by cultivating quintessential writing skills at no additional cost. The writing center is an automated writing lab accessible online 24 hours a day, 7 days a week, to the university's students. This lab is maintained through the university's premium account with Grammarly.

Grammarly is a writing tool that helps to check students' writing for errors. It is very useful in academics since it helps students with grammar and punctuation, spelling, plagiarism and writing style. Each student is provided with a premium account that provides additional assistance such as:

- Critical grammar and spelling checks
  - Advanced checks for punctuation, grammar, context, and sentence structure
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- Vocabulary enhancement suggestions
- Genre-specific writing style checks
- Plagiarism detector that checks more than 16 billion web pages
- Access to documents on multiple devices
- The use of native desktop apps (Windows and macOS)
- contextual spelling and grammar mistakes
- Explanations of grammar rules
- Integration with Microsoft® Office
- Definitions and synonyms via double clicks
- Ability to add words to your personal dictionary
- Access to performance stats via email

In addition to our automated writing services provided by Grammarly, Charisma's writing center's website includes supplemental writing and learning resources for students such as APA guidelines, multimodal instructional resources for students, professional development materials for faculty, and support services for our community of scholar-practitioners, all developed to accommodate the diverse learning styles and needs of online learners.

### **Career Services Center**

Charisma University Career Services Center supports students and alumni in developing workplace skills to succeed as professionals. To achieve this, we provide cutting-edge, global career resources and services and promote applied learning. Our distinct role is to support our learners in career management.

We provide the following services and resources:

1. One-on-one advising where you and a Career Services Advisor can collaborate to set action steps tailored to meet your specific goals.
2. Online networking.
3. Job search tools and global listings.
4. A professional career management team available for students and alumni to build resumes, cover letters, career portfolios, interviewing and networking skills.
5. A Charisma University Career Services Center LinkedIn group to connect you with other Charisma students and alumni for professional networking and sharing career information.
6. A blog, and Facebook presence to publicize our offerings and information.

### **Support Center**

Charisma University addresses student concerns via our support center located on our University's website. Each student is provided with a support center account. This system serves our students in order of priority using a ticketing system to have their concerns addressed in a timely fashion.