Charisma University
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Grace Bay, Providenciales
Turks and Caicos Islands
British West Indies
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Charisma University is committed to enhance 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.

The University is also committed to provide online education that is flexible, on-demand, innovative, and utilizes sound education technologies and techniques. Our degrees are structured to allow you the flexibility to schedule your course work around your other responsibilities.

Charisma University Campus and Administrative Building
Message from the Executive Vice President for Students’ Affairs & Counseling Services

On Behalf of our President, The Most Rev. Dr. William Martin Sloane, our entire administrative staff and our entire faculty we extend our warm welcome to you as you begin your academic quest to fulfill your desires and dreams of obtaining your Bachelors, Graduate or Doctoral Degrees from our University.

All of us at Charisma University wish you much success in your academic and professional achievements. The University is committed to making your educational goals, dreams and aspirations a reality and we look forward to assisting all students in completing their Educational and Professional programs of study.

If at any time during your course of studies at Charisma University you have any concerns regarding your Academic or Educational program, or have concerns or issues that could possibly affect your ability to complete your Educational studies, the staff in the Department of Student Affairs and Counseling Services will be there to help you in any way possible so that you will have a positive and rewarding Academic and Educational experience at Charisma University.

As the Executive Vice President for Student Affairs and Counseling Services, I encourage all students to contact myself with any academic concerns you might have so that we can work together to assist you in resolving all issues, problems or concerns that could impede the completion of your academic program and hinder your opportunity to reach your desired Academic and Professional Goals.

Rev. Fr. Raymond Copp, SSC, PhD
Executive Vice President for Student Affairs and Counseling Services

Rev. Fr. Raymond Copp, SSC, PhD is an Augustinian Catholic priest and member of the Servants of the Holy Cross. Prior to ordination in the Old Roman Catholic Church - Latin Rite, Fr. Copp spent a long career in law enforcement. He is a graduate of four police academies, including two state police academies and the FBI National Academy in Quantico, VA. He holds masters' degrees in education and psychology and doctorates in clinical psychology and sacred theology. Fr. Copp holds certifications as an airline transport pilot, flight instructor, and military command pilot. He volunteers at a medical clinic serving the underinsured and specializes in the treatment of Post-Traumatic Stress Disorder. Fr. Copp is currently a battalion chaplain serving the Maryland Army National Guard where he holds the rank of Lieutenant Colonel. He lives in West Chester, PA.
INTRODUCTION

This student’s handbook was designed to provide enough information to both current and prospective students about Charisma University's academic policies, student services, library services, tuition & fees with refund policy, admissions and graduation requirements etc. The university publishes its student’s handbook annually on every November 15th. This student’s handbook is valid from November 15, 2018 – November 14, 2019. The University reserves the right to review and revise the contents of this handbook at any time as deemed necessary. Such amendments remain in line with promoting the best interests of its students, staff and faculty members. Should these changes take place, all departments, students, faculty members and other academic units will be duly notified.

STAFF MEMBERS

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

Brock Hancock, Ed.D.
Chief Academic Officer & Provost

Rev. Fr. Raymond Copp, SSC, Ph.D
Executive Vice President for Student Affairs and Counseling Services

Marianna Ilyasova, Ph.D.
Dean, School of Business

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Interim Dean School of Education

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Senior Vice President for Internal Quality System

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Senior Vice President for Enrollment Management

Ehab E.L Shamy, Ph.D.
Senior Vice President for International Programs

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Dean, School of Law

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

Rev. Fr. Alex C. Nnaukwu, Ph.D
Dean, School of Philosophy and Religion

Katheryn Sullivan- Ham, Ph.D
Dean, School of Psychology and Behavioral Sciences

Kaye-Ann Irving, Ph.D.
Registrar

Dana Marie- Ramjit, Ph.D.c
Director for Library and Academic Writing Center
# Table of Contents

**A WELCOME FROM THE DEAN OF STUDENT AFFAIRS**  .......................................................... 2  
**INTRODUCTION** .................................................................................................................. 3  
**ACCREDEATION/RECOGNITION** .......................................................................................... 6  
**MEMBERSHIP** .................................................................................................................... 7  
**ARTICULATION AGREEMENTS** ............................................................................................ 7  

**ABOUT THE UNIVERSITY** .................................................................................................... 8  
  **UNIVERSITY HISTORY** ........................................................................................................ 9  
  **BOARD GOVERNANCE** ...................................................................................................... 10  
  **MISSION AND VISION STATEMENTS** .............................................................................. 11  
  **UNIVERSITY VALUES** ........................................................................................................ 13  

**ACADEMIC POLICIES** ........................................................................................................... 15  
  **GRADING STANDARDS** ...................................................................................................... 16  
    **STANDARDS OF ACADEMIC PROGRESS** .................................................................. 18  
    **PETITION FOR GRADES** .............................................................................................. 18  
    **COURSE REPETITIONS** .................................................................................................. 19  
    **ADVANCE STANDING** .................................................................................................. 19  
    **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)** .................................. 19  
    **RETENTION OF STUDENT RECORDS** ........................................................................ 20  
    **ACADEMIC FREEDOM POLICY** .................................................................................. 20  
    **ACADEMIC HONESTY POLICY** .................................................................................. 20  
  **PROCTORED EXAMINATIONS** ............................................................................................ 21  
    **Requirements** ................................................................................................................ 21  
  **GRIEVANCE PROCEDURES** ............................................................................................. 22  
  **STUDENTS’ RIGHTS** .......................................................................................................... 22  
  **INSIDE THE CLASSROOM** ................................................................................................ 23  
  **ATTENDANCE POLICY** ...................................................................................................... 24  
  **LEAVE OF ABSENCE POLICY** .......................................................................................... 24  
  **COURSE NUMBERING SYSTEM** ....................................................................................... 26  
  **MASTER’S DEGREE THESIS** .............................................................................................. 27  
  **THE DOCTORAL DISSERTATION** ....................................................................................... 31  

**TRANSFER CREDITS POLICIES** ............................................................................................ 35  
  **MAXIMUM NUMBER OF TRANSFER CREDITS ACCEPTED** ............................................ 36  
    **Military Assessment (ACE)** ........................................................................................... 36  
    **Transfer from other Colleges** ......................................................................................... 36  
  **CREDIT BY EXAMINATION** ............................................................................................... 37  
  **EXPERIENTIAL LEARNING** ............................................................................................... 37  

**ENROLLMENTS/ ADMISSIONS** ............................................................................................... 38  
  **ADMISSION REQUIREMENTS** .......................................................................................... 39  
  **LANGUAGE OF INSTRUCTION** ........................................................................................ 41  
  **PROVISIONAL ADMISSIONS** ............................................................................................ 43  
  **RE-ADMISSIONS** .............................................................................................................. 43  
  **NON-DEGREE STUDENTS STATUS** .................................................................................. 43
# Table of Contents

- **COURSE REGISTRATIONS** ........................................................................................................... 44
- **COURSE LOAD** .......................................................................................................................... 44
- **ACADEMIC CALENDAR** ........................................................................................................... 45
- **GRADUATION REQUIREMENTS** .............................................................................................. 48
  - **GRADUATION REQUIREMENTS** ......................................................................................... 48
  - **DEGREE PROGRAM EXTENSION POLICY** ...................................................................... 49
  - **DEGREE CONFERRAL DATES** .......................................................................................... 49
  - **ACADEMIC HONOR & AWARDS** ...................................................................................... 49
  - **RESIDENCY REQUIREMENTS** ............................................................................................ 50
  - **TRANSCRIPT REQUEST POLICY** ...................................................................................... 50
- **TUITION & FEES** ...................................................................................................................... 51
  - **TUITION & FEES** ............................................................................................................... 52
  - **REFUND POLICY** .............................................................................................................. 53
- **RESOURCES** ........................................................................................................................... 55
  - **STUDENTS’ SERVICES** ........................................................................................................ 56
    - Orientation Program ............................................................................................................. 56
    - Testing .................................................................................................................................. 56
    - Information Services ............................................................................................................ 56
    - Personal counseling ............................................................................................................ 56
    - Follow-up Services .............................................................................................................. 56
    - Academic Advising ............................................................................................................. 56
    - Research and Evaluation .................................................................................................... 56
  - **LIBRARY SERVICES** ............................................................................................................. 57
  - **TECHNICAL SUPPORT SERVICES** .................................................................................... 57
  - **ACADEMIC WRITING CENTER** ............................................................................................ 57
  - **STUDY SUGGESTIONS** ........................................................................................................ 59
- **UNIVERSITY POLICIES** ........................................................................................................... 61
  - **AMERICAN DISABILITIES ACT OF 1990** ....................................................................... 62
  - **AFFIRMATIVE ACTION POLICY** ....................................................................................... 62
  - **SEXUAL HARASSMENT & GENDER DISCRIMINATION OF 1974** ................................ 63
  - **ETHICAL COMPUTER USE** .................................................................................................. 63
  - **COPYRIGHT POLICY AND PROCEDURES** ...................................................................... 64
  - **STUDENT CODE OF CONDUCT** .......................................................................................... 65
Accreditation

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

Charisma University is a candidate for accreditation with the Accreditation Council for Business Schools and Programs (ACBSP). ACBSP accredits business, accounting, and business-related programs at the associate, baccalaureate, master, and doctorate degree levels worldwide. ACBSP is recognized by the Council for Higher Education Accreditation (CHEA).

Membership

Charisma University is an institutional member of the American Council on Education (ACE). ACE member directory can be viewed here: http://www2.acenet.edu/ACEMemberDirectory/. American Council on Education institutional membership is open to all U.S. Degree-granting colleges and universities that are accredited by a CHEA-recognized accrediting agency. International members are higher education, degree-granting institutions or associations that are recognized by an appropriate national authority and based outside of the United States and its territories.
According to American Council on Education, its member institutions have a historic commitment to adult learners.

University Partnerships/Articulation Agreements

Charisma University proudly maintains articulation agreements with the below accredited institutions:

1. **Bellevue University (www.bellevue.edu)**

   Bellevue University is accredited by The Higher Learning Commission through the U.S. Department of Education and the Council for Higher Education Accreditation (CHEA)

2. **Apollos University (www.apollos.edu)**

   Apollos University (APOLLOS) is an accredited member of the Distance Education Accrediting Commission (DEAC) formally the Distance Education and Training Council - DETC. The DEAC is recognized by the U.S. Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA). Saint Monica University is fully accredited in Cameroon by the National Commission on Private Higher Education at the Ministry of Higher Education.
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.

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Charisma University is
Your Pathway to Success

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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 Associate's degree, Bachelor's degree, Master's degree, and the Doctorate along with Certificate programs.

Charisma University is a Turks and Caicos Islands non-profit 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 word "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 an "extraordinary power" to learn and to develop one's self in cooperation with the Creator: A wise man will hear and increase learning, and a man of understanding will attain wise counsel. --Proverbs 1:5 (NKJV).

**BOARD GOVERNANCE**

The Governing body of Charisma University is its Board of Directors. The Board is responsible for the leadership and control of the University. This includes, 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 the University finances and work. It is the policy of the Board to quarterly review and adopts a clearly articulated mission statement which serves to guide the University work. This statement describes why the Charisma University exists and what it hopes to accomplish. The Board also develops business and strategic plans that describe the activities that the University will undertake, where, and for whom.

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

**Board Members**

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

- **Dr. Kassey Kalleichelven**  
  *Vice-Chair, Board of Directors*

- **Dr. Andy Ng**  
  *Secretary, Board of Directors*

- **Joel E. Andrade, J.D.**  
  *Member, Board of Directors*

- **Chris V. Rey, J.D.**  
  *Member, Board of Directors*
UNIVERSITY MISSION STATEMENT

Charisma University offers American style of education and is committed to molding and training students to become highly skilled professionals in any business industry. The graduates are competent, caring, and qualified professionals who exceed the requirements of their profession, as well as those of their families and communities.

At Charisma University,
Your Success Is Our Goal

UNIVERSITY VISION STATEMENT

Faculty and students of Charisma University will continually 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.

UNIVERSITY 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 mission. |
To achieve the goals and objectives of the Charisma University, the University is committed to provide its students the best and most modern education. Through the use of 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 fields of business and education for the advancement of its students, faculty and services. The university will also be responsible for the enhancement of a well-rounded, research oriented academe; and thus, encourages research building among its populace. Through faculty members that are highly experienced in diverse fields, the university also plans to produce alumni that are internationally competitive. Additionally, the university aims to develop a network that spans globally to help establish its graduates anywhere in the world.
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 are translated into action. We believe that integrity is multi-dimensional and to be upheld by students, faculty members, administrators, librarians, 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 learn to solve problems, address queries, formulate questions, debate ideas, and collaborate in 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 goals and objectives are best attained when stakeholders work with a shared purpose. We model collaboration throughout our teaching and services. We actively seek opportunities to build partnerships and engage with external organizations.

• **Innovation** – We seek imaginative solutions to our challenges and 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 delivery of educational content, but also in 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 are not applicable to graduate programs.*

*Undergraduate students that wish to be considered for P & 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 for P & NP grading option should check with their instructors in advance whether their courses have P & NP option.*

**PASS/FAIL, INCOMPLETE, AND WITHDRAWALS**

While a grade designation of PASS [P] is defined as a grade of C or higher, credit will be granted but no GPA points are received or computed in the cumulative GPA. The designation of FAIL [F] will affect the cumulative GPA negatively. An [I] or incomplete may be given to a student who is making steady progress toward course completion but needs more time to complete the course because of unavoidable circumstances. Incompletes not removed within the following grading period will be recorded as an [F] if there is no attempt to finish the coursework. However, if the student requires more time

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality</th>
<th>Minimum</th>
<th>Interpretation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>93%</td>
<td>Excellent Achievement</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td>90%</td>
<td>Good Achievement</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td>87%</td>
<td>Credit</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>83%</td>
<td>Below Standard</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
<td>80%</td>
<td>Inferior but passing</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td>75%</td>
<td>Credit</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>73%</td>
<td>Below Standard</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
<td>69%</td>
<td>Failure</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
<td>65%</td>
<td>Credit, not count toward GPA</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td>60%</td>
<td>No Pass, No Credit</td>
</tr>
<tr>
<td>D-</td>
<td>0.67</td>
<td>55%</td>
<td>Undergraduate Transfer</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>less than</td>
<td>Failure</td>
</tr>
<tr>
<td>P</td>
<td>0.00</td>
<td>73%</td>
<td>Undergraduate Transfer</td>
</tr>
<tr>
<td>NP</td>
<td>0.00</td>
<td>&lt; 73%</td>
<td>Repeat</td>
</tr>
<tr>
<td>TR(U)</td>
<td>0.00</td>
<td>73%</td>
<td>Graduate Transfer</td>
</tr>
<tr>
<td>TR(G)</td>
<td>0.00</td>
<td>80%</td>
<td>Repeat</td>
</tr>
<tr>
<td>R</td>
<td>0.00</td>
<td></td>
<td>Repeat</td>
</tr>
</tbody>
</table>
because of a physical or mental disability, an [X] will be indicated as in progress. Students who cannot complete the [X] within the time specified by the instructor will receive a withdrawal. Students may withdraw from a course during the “withdrawal period” as stated on the academic calendar. A simple course withdrawal form has to be completed and signed by such students. Only completed and signed withdrawal form will be processed by the Registrar’s office within 48hrs of the receipt of the form. A withdrawal designation [W] indicates that the student chose to withdraw from the course prior to the end grading period, or final examination. The [W] designation will not affect the GPA. Each student is responsible to officially withdraw from course(s) he/she wishes not to attend. In the event a student abandons/leaves his/her course(s) without official withdrawal, grade “F” will be recorded on each of those courses such student abandoned. Student 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 to be 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 less than 2.0 GPA for undergraduate level or 3.0 for graduate level has been attained for two consecutive grading periods, the student will be suspended from regular student status or dismissed for not meeting academic proficiency status.

PETITION FOR GRADES

Instructors are required to upload all students’ grades into their academic records within 7 days of the course completion time. In the event a student does not agree with his/her grade(s), petition for grades must be filed using the grades petition form by such student within 30 days from the date the grades were uploaded by the instructors. The Dean of the applicable school after careful discussions with the applicable instructors will either recommend to the Registrar the approval or denial of such grades petition. Such student (petitioner) will be notified in writing of the dean’s decision within 14 days of the receipt of the grade petition.

COURSE REPLICATIONS

A student may repeat a course one time provided that he/she accept the second grading of the course as final toward their GPA. Students who withdraw from a course prior to 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 will be imposed with the next enrollment.
ADVANCE 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 attaining this status are exempted from taking the prerequisite courses; however, they must meet the minimal credit hour requirement for graduation at the particular level of graduation they have applied.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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. But 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 an 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, we disclose records, without consent and following FERPA regulations, under the following conditions or to the following parties: school officials with legal educational interest, accrediting organizations, other institution to which a student is transferring, specified officials for evaluation or audit or purposes, or to comply with a lawfully issued subpoena or judicial order. Students who believe that the University has not complied with the FERPA regulations can file complaints directly to the U.S department of education at: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, 20202-8520, USA

RETENTION OF STUDENT RECORDS

Charisma University permanently retains each student transcripts. Students can request their transcripts anytime by using the transcript request online form available in the University Portal. The student records are available at the University administrative office and in the University Portal accessible ONLY by the student that owns the records.
ACADEMIC FREEDOM POLICY

Charisma University is proud to implement academic freedom, which is important in eliminating factors that may restrict free learning. Moreover, this policy gives the professors and the University’s officials the right to express their viewpoints on related fields, regardless of the established views or beliefs of the administration and of the students on these issues. Moreover, this also entails that the professors will not be held liable in the event their viewpoint is different from the stand of the University’s administration and even of the students themselves. Professors also have the freedom to implement their own methods of teaching and to formulate evaluation tests which they think are appropriate in meeting the goals of the course.

Furthermore, a part of this policy is the freedom given to students to pursue researches which they believe to beneficial in enhancing their skills. As such, students are also encouraged to communicate their thoughts regardless whether or not these contradict those views expressed by their professors.

ACADEMIC HONESTY POLICY

At Charisma University, quality graduates are meant to be produced. The University upholds academic integrity, and enforces to its students the need to recognize and respect one’s intellectual property. Any form of academic dishonesty from any student constitutes a serious offense and warrants penalty. Academic dishonesty is classified as follows: Plagiarism, Cheating, Falsification of academic records, and Fabrication. First instance of academic dishonesty must be discussed with the course instructor and the student. The course instructor has right to one of the following options: withdrawing such student from that course, assigning a failing grade to such student in that course, or referring the case to the academic review board. Academic dishonesty cases referred to the academic review board calls for a formal hearing, which the concerned student needs to attend. Formal hearings are conducted 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. Recommendations made by the academic review board are forwarded to the school dean who has the final right to decision. Second instance of academic dishonesty warrants immediate expulsion from the university. Second instance of academic dishonesty from any student is recorded in such student’s academic permanent record. Student’s expelled from the university as a result of academic dishonesty remains inadmissible to the university.
Proctored Examinations

All final examinations are proctored. Final examinations are online-based and must be completed at the last week of each applicable course. The following is provided to improve test safeguards:

Requirements:

1) Valid Photo ID must be presented at time of the exam(s) (Only government issued IDs are acceptable)

2) Webcam (Proctor will not administer/proctor your exam without watching you live take exam(s).

3) Microphone with speaker (this will help the Proctor to communicate to the student).

4) Quiet environment (It is recommended that student choose a quiet room/place to take the exam(s). Noisy environment will automatically disqualify the student from the exam(s).

The above further validates the control of the University over the testing procedures and demonstrates that the person taking the test [is] the student who is enrolled into the course of study.

Final examinations must be completed by the 8th week of each applicable course which is the last week of the course.
Grievance Procedures

Grievances appeal at Charisma University must be addressed according to their gravity. Students send out their concerns through a link and page that are created specifically for them. A messaging system is available for them to voice out their grievances. In order to gauge the level of seriousness and urgency of the complaints or grievances, the messaging system should be sorted out according to the kind of concern the students have. 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 will schedule an online chat with the students in order to better address and hear the concerns they may have. If concerns are too serious for it to be done online, it will be the only time personal meetings will be scheduled. Otherwise, those that could be solved through the messaging system would be done so. Evaluations of the professors’ performances will be monitored through the activity that goes on online, as the Dean of students will have access to message-exchanges and any kind of activity between professors and students.

Students' 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 catalogue, and/or brochure.
Inside the Classroom

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 (week runs from Sunday thru Saturday). Assignments, examinations and quizzes (graded electronically) are due by the last day of each week which is on Saturday prior to 11:59 p.m. local time. Assignments should be submitted on the date due; extensions will only be extended in critical cases, not due to workload or organizational issues. There is an academic writing center that will 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. The questions are designed to allow students to apply the concepts they have learned in the chapter to real-world business scenarios or hypothetical, but realistic, situations. Student is required to provide answer(s) to the questions in each thread prior to 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 5 days after the due dates. Students are encouraged to check their grades with their professors’ comments at that time. Grades with professors’ comments can only be
accessed 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. It is required that every student login to their classrooms frequently to interact with their professors and fellow students, exchange information, upload assignments, complete exams, etc. Each University professor tracks his/her student course progress; a factor that can greatly impact the student’s final course grade. Students that are not willing to participate fully in this online learning are advised to withdraw from their classes.

**Leave of Absence**

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

A) Illness*

B) Maternity
At Charisma University, your education is worth both your time and money!

C) Bereavement/Funeral

D) Child Care, and/or

E) Military Services*

* Leave of absence may be granted for a period of more than 12 months if necessary.

Students wishing to be granted a leave of absence must submit a request in writing to the dean of students. Such request requires the student’s signature and reasons for such request. All requests for leave of absence must be faxed to the university. 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 are numbered from 100-299
- Undergraduate upper division courses are numbered from 300-499
- Master’s level courses are numbered from 500-799
- Doctoral level courses are numbered from 800-999
Master’s Degree Thesis

The primary purpose of the Charisma University's Master's thesis requirement is to demonstrate the graduate student's capacity and ability to conduct 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. Basically, the thesis advisor must be a Faculty member of the Master's degree program under which the project is to be completed. The student can make alternate arrangements, but this is only by approval of the applicable Dean and the Program Director. After the 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 reader 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 the most important step in completing a thesis is how to choose a thesis topic. The thesis advisor guides the Master's student in selecting which thesis subject and problem to work on. The student should choose a topic that is of such intense and direct interest to him or her so that enthusiasm is maintained even in times of extreme pressure and adversity. The graduate student, however, should realize that there are various possible subjects that are highly suitable. It is always a mistake to spend too much time finding the "optimum thesis topic". In addition, the research topic must give the student an opportunity to learn not only about the subject being investigated, but also about the proper research methods used. The thesis topic should not be so remote from the student's field of special 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 is required to submit 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 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. At this time, the student should have already shown the second reader the general scope of the project and asked the reader to discuss the outline with him or her. If the reader approves of the thesis outline and proposal, the student then proceeds to writing 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, but it should contain comprehensive 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 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, table, 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 is not prepared in accordance with 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. Students are expected 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 serious 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 must be included in the reference list found at the end of the manuscript.

*The Final Draft*

Advisor reports to the Graduate Office about progress made by the student on the thesis and the general quality of his or her 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 standard 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 presentation. The student replies to each follow-up question in not more than three minutes. Under special
circumstances, alternative methods of oral defense are more appropriate than telephone conference. The thesis adviser can arrange acceptable alternatives such as videoconferences or electronic chat room, rapid exchanges of e-mail, or face-to-face conferences. Under very rare conditions, oral defense of the thesis may be completed by fax or post.

Evaluation

The Master's thesis serves as a demonstration of capacity of the student to conduct original research. The thesis advisor shall evaluate the complete thesis submitted for assessment. As applicable, such factors as the student's independent contribution as well as his or her ability to work on schedule may be an important ground 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.
The Doctoral Dissertation

Student enrolled in Charisma University doctoral program is required to submit a dissertation to satisfy this important 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 this 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 meets those standards.

Passing the Comprehensive Examination

Students intending to pursue doctoral degrees must take and passed a comprehensive examination after they have completed their non-dissertation courses, because it is a pre-requisite of the dissertation courses. One of the purposes of this examination is to sufficiently assess students' full knowledge on 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 own critique of past and current scholarly arguments. Simply reviewing the books and scholarly articles and materials which students have collected about the topic is not enough. The dissertation should exhibit 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' own work is positioned. In addition, the analysis should demonstrate an awareness of what other researchers and scholars have already said and the implications of their positions and views for the 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 be revised before the examiners proceed to work with the dissertation. In addition, students are expected to uphold high standards of research ethics, including honesty and integrity in coding, collecting, and analyzing 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 serious sanctions if circumstances warrant them. Students are responsible to understand 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. All references cited in the text must be included in the reference list at the end of the manuscript.

Preliminary Acceptance of the Dissertation

Before the dissertation is sent to the Dissertation Committee, members of the doctoral supervisory committee shall declare to the dissertation supervisor either: (1) that 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) that the work is unsatisfactory, and that the doctoral student is not prepared to proceed to the final oral defense. This preliminary acceptance of student dissertation must be conducted to protect and maintain the reputation of the doctoral programs and this University for excellence in online
education. If the supervisory committee considers a dissertation ready for examination by external members, the supervisory committee must complete and sign a form stating the preliminary acceptance of the dissertation to be forwarded to the Academic Unit graduate program designate, who must then complete and submit the same form before external examiners are invited to read and examine the dissertation, and before the scheduled oral defense.

*Dissertation Committee*

The Dissertation Committee is comprised of two qualified external members (that is, 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 in forming the Committee. The dissertation supervisor will present the proposed dissertation committee members or external examiners to the 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 acceptable standard. The decision is based on three criteria: (1) The member is an expert in the specific area that the doctoral student is focused on, with a strong academic record of high quality works and publications related to the topic. (2) The member normally has successfully graduated their own doctoral students. (3) The member is normally from a department that grants doctorate's degrees. Once approved, the Dean will send a letter to the external members or examiners, inviting them to take on the external role. They can be included 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
other guests. The telephone conference call is the standard manner of conferencing. During the oral defense, Committee members present focus questions related to the research. The presentation of each focus question should take about one minute. The doctoral student will reply to each question. He or she responds in five minutes. Committee members may provide follow-up questions to the student. Each follow-up question should take a minute for presentation. The student replies to each follow-up question in not more than three minutes. Under special circumstances, alternative methods of oral defense are more appropriate than telephone conference. The supervisor can arrange acceptable alternatives such as videoconferences or electronic chat room, rapid exchanges of e-mail, or face-to-face conferences. Under very rare conditions, dissertation defense may be completed 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, he or she may not be considered for graduation. After the Dissertation Committee receives the completed dissertation and forms indicating that the student has passed the dissertation and the oral examination, it endorses the candidate.
TRANSFER CREDITS POLICIES
Maximum Number of Transfer Credits Accepted

Military Assessment (ACE) 30 Credits Bachelors
6 Credits Masters
(Must be evaluated as graduate credits)
4 Credits Doctorates
(Must be evaluated as graduate credits)

Each course accepted under this clause would be listed as PASS and carry no GPA designation

Transfer from other Colleges 90 Credits Bachelors
9 Credits Masters
12 Credits Doctorates

Each course accepted under this clause would be listed as Transfer and carry no GPA designation.

Maximum combined Military and/or Transfer credits cannot exceed 90 credits for Bachelors, 9 credits for Masters, and 12 credits for doctorates to be applied toward any degree program.
Graduate level credit(s) transfer should not be older than 5 years from the date of entry into Masters/Doctoral 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:

A) World Education Services (WES) – www.wes.org
B) Worldwide Education Consultant Services (WECS) - wecseval.com
C) International Education Research Foundation (IERF) - http://ierf.org/

Completed credentials evaluation by any of the above evaluation agencies must be forwarded to
the university directly by the agency providing such evaluation service(s). Charisma University voluntarily complies with the principles and criteria of Service members Opportunity College (SOC) and will provide full opportunity for inter-institutional transfer of credits received at other SOC Colleges and Universities, to the published limits regarding transfer of credits. Further, American Council on Education (ACE) recommendations will be granted the fullest respect for the transfer of Military acquired Skills and Knowledge.

Credit by Examination

A maximum of 24 undergraduate credits will be accepted toward the degree from Internal and External subject examinations. Charisma University recognizes the following examination programs: College Level Examination Program (CLEP); Advance Placement Examinations (AP); 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/ ADMISSIONS
Admission Requirements

Charisma University does not discriminate against any person on the basis of 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 admitted into the University:

1. A completed application form for admission.
2. A completed letter of intent (for doctoral students) stating which doctorate degree you plan to take and why.
3. Doctorate degree 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 where you have earned any credit. Transcripts are to be sent directly to Charisma University. Unofficial copies of transcripts are accepted for provisional admissions provided that official transcripts are provided within 8 weeks of acceptance. 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 their provisional status have been removed.
5. GPA Policies: (i) Master's degree seeking student must have earned a Bachelor's degree with minimum GPA of 2.0 from accredited colleges or universities. (ii) Doctorate degree seeking student must have earned a Master's degree with minimum GPA of 3.0 from accredited colleges or universities. Doctorate degree seeking student with less than 3.0 GPA of Master's degree from accredited colleges or universities but above 2.49 GPA of Master's degree from accredited colleges or universities are required to take a GRE before conditionally or fully admitted into the University. There are no specific GRE scores required to be admitted, but the admissions committee evaluates each student's performance from GRE and other factors.
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 include:
   A. Members of the armed services-credits MUST be 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.

9. 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:
   A) World Education Services (WES) – www.wes.org
   B) Worldwide Education Consultant Services (WECS) - wecseval.com
   C) International Education Research Foundation (IERF) - http://ierf.org/

   Completed credentials evaluation by any of the above evaluation agencies must be forwarded directly to the university by the agency providing such evaluation service(s).

10. English Proficiency Requirement: The English proficiency requirement may be 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 (Masters' 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).

Upon submissions of all the required documentations, the admissions committee, composed of four faculty members including the dean and the admissions director, reviews each student's application for admissions. Several factors are considered in deciding on a student's admission. It usually takes seven business days from an application submission date before a student is notified of his or her admissions status. Admitted students are assigned a username and password for online classroom access and information on new students' orientation. Students that are not admitted receive a letter of admissions denial.

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, Australia, Bahamas, Bangladesh, Barbados, Belize, Bermuda, Botswana, British, Caribbean, British West Indies, Brunei, Cameroon (English-speaking part), Canada with the exception of Quebec, Cayman
Islands, Cook Islands, Dominica, Fiji, The Gambia, Ghana, Gibraltar, Grenada, Guyana, Hong Kong, India, Ireland, Jamaica, Kenya, Lesotho, Liberia, Malawi, Malta, Mauritius, Micronesia, Namibia, Nauru, New Zealand, Nigeria, Niue, Northern Mariannas, Pakistan, Papua-New Guinea, Philippines, St. Christopher-Nevis, St. Lucia, St. Vincent, Seychelles, Sierra Leone, Solomon Islands, South Africa, Sri Lanka, Swaziland, Tanzania, Trinidad – Tobago, Uganda, United Kingdom, United States, Zambia, 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.
Provisional Admissions

Students that have not met all of the admissions requirements are provisional admitted and will be registered to classes provided they provide copies of their unofficial transcripts before being conditionally admitted to the University. The maximum time allowed for students on provisional admissions status to provide their official transcripts is 8 weeks. Students under this provisional admission status that have failed to submit their official transcripts after the maximum allowable time will generally not be eligible to continue taking classes until all their admissions requirements have been met. 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 their provisional status have been removed.

Re-admissions

Students who are academically suspended, or who have withdrawn from the university for a period of 6 or more months must petition for re-admission. They will file a re-admissions application/petition with an evaluation fee of $25.00. Students will be required to justify their decision to return and how they will benefit through the education they will receive.

Non-Degree Students Status

Charisma University welcomes students that wish to take single courses for the purpose of fulfilling their academic degree programs with other Universities/Colleges or meeting their employments requirements. Students under this category are classified as non-degree seeking
students. Admission as non-degree seeking does not guarantee regular admissions into the University academic programs. Non-degree seeking students interested to change their status into degree seeking should follow the normal University’s admissions procedures. Transfer credits should apply only when applicable to the program requirements a student is enrolled.

Course Registrations

Students that are in good academic and financial status with the University are registered to courses by the Registrar’s office. Good academic status is maintaining a minimum GPA of 2.0 for Undergraduate degree programs and 3.0 for graduate degree programs at every quarter. Good financial status is given to students who (i) are in full compliance with payment arrangements entered into with the University; and, (ii) have fully paid their tuition fees. Students who are on academic probation are also eligible to take classes.

Course Load

Undergraduate degree students should not register for more than 4 courses (12 credits) per quarter unless approved by the Academic Dean. Graduate degree students should not register for more than 2 courses per quarter unless approved by the Academic Dean. It is expected that every student will register every quarter for at least one course to maintain enrollment status and to avoid administrative withdrawal from their programs. Exceptions may be granted to students who are on a leave of absence.
# Academic Calendar

## Spring I, 2019 Session
- Session begins: January 28, 2019
- Last day for tuition fees: January 14, 2019
- Last day to register for classes by petition: February 5, 2019
- Last day to withdraw without "W": February 18, 2019
- Last day to withdraw with "W": March 13, 2019
- Session ends: March 24, 2019
- Final grades posted: March 30, 2019

## Summer 2019 Session
- Session begins: May 27, 2019
- Last day for tuition fees: May 14, 2019
- Last day to register for classes by petition: June 3, 2019
- Last day to withdraw without "W": June 17, 2019
- Last day to withdraw with "W": June 23, 2019
- Session ends: July 28, 2019
- Final grades posted: August 02, 2019

## Spring II, 2019 Session
- Session begins: March 25, 2019
- Last day for tuition fees: March 13, 2019
- Last day to register for classes by petition: April 05, 2019
- Last day to withdraw without "W": April 11, 2019
- Last day to withdraw with "W": May 5, 2019
- Session ends: May 26, 2019
- Final grades posted: June 01, 2019

## Fall I, 2019 Session
- Session begins: July 29, 2019
- Last day for tuition fees: July 14, 2019
- Last day to register for classes by petition: August 02, 2019
- Last day to withdraw without "W": August 15, 2019
- Last day to withdraw with "W": September 6, 2019
- Session ends: September 29, 2019
- Final grades posted: October 03, 2019

## Fall II, 2019 Session
• Session begins: September 30, 2019
• First day for tuition fees: September 13, 2019
• Last day to register for classes by petition: October 05, 2019
• Last day to withdraw without "W": October 13, 2019
• Last day to withdraw with "W": November 10, 2019
• Session ends: November 24, 2019
• Final grades posted: November 29, 2019

• Session begins: November 25, 2019
• Last day for tuition fees: November 14, 2019
• Last day to register for classes by petition: December 04, 2019
• Last day to withdraw without "W": December 13, 2019
• Last day to withdraw with "W": January 14, 2020
• Session ends: January 26, 2020
• Final grades posted: January 30, 2020

Winter, 2019 Session
GRADUATION REQUIREMENTS
# Graduation Requirements

*Students who are two sessions (16 weeks) away from meeting their graduation requirements are required to petition for graduation. A fee of $250 shall apply for each graduation application. The graduation application form is available via students' portal. Below are the minimum graduation requirements:*

<table>
<thead>
<tr>
<th>Degree Level</th>
<th>Total Number of Credits</th>
<th>GPA acceptable for graduation</th>
<th>Possible graduation time - not a promise</th>
<th>Maximum time allowed to complete the degree program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Degree (AA)</td>
<td>60 Total Credits ( must include 36 credits in general education courses)</td>
<td>2.0 or better</td>
<td>Can be completed within 18-24 months</td>
<td>48 months</td>
</tr>
<tr>
<td>Bachelors' degree</td>
<td>120 Total Credits ( must include 45 credits in general education courses)</td>
<td>2.0 or better</td>
<td>Can be completed within 36-48 months</td>
<td>96 months</td>
</tr>
<tr>
<td>Masters' (MS, MA, MBA, M.Ed, MPH) degree</td>
<td>36-45 Total Credits ( must include 6 credits in theses)</td>
<td>3.0 or better</td>
<td>Can be completed within 12-18 months</td>
<td>48 months</td>
</tr>
<tr>
<td>Doctorates' (Ph.D. or Ed.D) degree</td>
<td>63-90 Total Credits ( Must include 14 credits in dissertation and 1 credit in comprehensive exam)</td>
<td>3.0 or better</td>
<td>Can be completed within 24-36 months</td>
<td>84-92 months</td>
</tr>
<tr>
<td>Doctorate (PsyD)</td>
<td>60-90 Total Credits</td>
<td>3.0 or better</td>
<td>Can be completed within 36 months</td>
<td>84-90 months</td>
</tr>
</tbody>
</table>
Degree Program Extension Policy

Student wishing to be granted extension on his/her degree completion time may do so by completing a degree extension request form (DERF). The academic dean has the highest authority to either approve or deny such extension. Approvals are given to student who is/was on military leave, has/had medical reasons, or has/had family issues. Extensions are granted for a maximum of 12 months unless otherwise noted.

Degree Conferral Dates

Charisma University degree conferral dates are at the end of every session.

Academic Honor & Awards

Charisma University recognizes students that have graduated with high GPAs. An academic honor is awarded in the following manner:

<table>
<thead>
<tr>
<th>Academic Honor</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summa Cum Laude</td>
<td>3.95 to 4.00</td>
</tr>
<tr>
<td>Magna Cum Laude</td>
<td>3.89 to 3.94</td>
</tr>
<tr>
<td>Cum Laude</td>
<td>3.80 to 3.88</td>
</tr>
<tr>
<td>Distinction</td>
<td>3.60 to 3.79</td>
</tr>
</tbody>
</table>
Residency Requirements

While there is no residency at Charisma University required for the degree programs, there is a minimum number of credits required to be taken under the direction of the University; 30 credits for the undergraduate degree, 30 credits for the Master’s degree, and 48 credits for Doctorate degree. Each course completed at Charisma University is considered as a residence course.

Transcript Request Policy

Student requesting for official transcripts may do so using the transcript request form. First request of official transcript is processed at no charge. Subsequent requests attract a fee of $5 per request. A “hold” on transcripts or course registrations will be placed on students that have not satisfied their financial obligations with the University.
TUITION & FEES
**Tuition & Fees**

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application fee for admission</td>
<td>$25.00</td>
</tr>
<tr>
<td>Re-admission evaluation fee</td>
<td>$150.00</td>
</tr>
<tr>
<td>Library fee per session</td>
<td>$0.00</td>
</tr>
<tr>
<td>Graduation Application fee</td>
<td>$500.00</td>
</tr>
<tr>
<td>Transcript processing fee</td>
<td>$15.00</td>
</tr>
<tr>
<td>Program Change fee</td>
<td>$25.00</td>
</tr>
<tr>
<td>Exam Proctor fee</td>
<td>$20.00</td>
</tr>
<tr>
<td>Technology fee per course</td>
<td>$45.00</td>
</tr>
<tr>
<td>Bachelor's Degree Course Fee per Credit</td>
<td>$175.00</td>
</tr>
<tr>
<td>Master's Degree Course Fee per Credit</td>
<td>$205.00</td>
</tr>
<tr>
<td>Doctorate Course Fee per Credit</td>
<td>$310.00</td>
</tr>
<tr>
<td>Dissertation Fee (Doctorate Program)</td>
<td>$2500.00</td>
</tr>
<tr>
<td>Thesis Fee (Master's Program)</td>
<td>$1200.00</td>
</tr>
<tr>
<td>Return check charge</td>
<td>$35.00</td>
</tr>
</tbody>
</table>

* One-time payment only
** Non-refundable
*** If applicable

Per session is classified as 8 weeks academic course work

All fees are to be paid in United States Dollar. *Turks and Caicos Islands Residents/citizens receive 40% tuition scholarship.*
Refund Policy

The effective date of official withdrawal from the university is the last day of recorded attendance. The student is expected to notify the registrar in writing prior to or upon the date of complete withdrawal. The University retains an established registration fee equal to 20% of the tuition but not to exceed $200 for students that cancels enrollment agreement after seven business days (excluding Saturday and Sunday). Refunds are to be made only on tuition as follows:

<table>
<thead>
<tr>
<th>Period</th>
<th>Refund Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>During first week</td>
<td>100% Refund issued</td>
</tr>
<tr>
<td>During second week</td>
<td>80% Refund issued</td>
</tr>
<tr>
<td>During third week</td>
<td>60% Refund issued</td>
</tr>
<tr>
<td>During fourth week</td>
<td>50% Refund issued</td>
</tr>
<tr>
<td>During fifth week</td>
<td>20% Refund issued</td>
</tr>
<tr>
<td>After fifth week</td>
<td>0% Refund issued</td>
</tr>
</tbody>
</table>

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

Various student services are offered at Charisma University. All of them were designed to help the students in the optimum manner possible.

**Orientation Program**
Charisma University offers an orientation program wherein new students receive tutorial about the different procedures of the University.

**Testing**
Testing is done in order to provide students assessment regarding their personalities and careers that could tell them more about their potentials and characteristics as future professionals.

**Information Services**
Efficient information services are provided in order to ensure the students of their options and right choices in their professional and personal lives.

**Personal counseling**
Personal counseling is available for students and guides them towards maximum self-realization and development as they become fully integrated and mature individuals.

**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 are provided to better aid the students.
There are also special options for students with disabilities.

**Research and Evaluation**
Research and evaluation are being done to ensure the effectiveness of the student services that are offered by Charisma University.
Library Services

Charisma University Library, houses nearly 100,000 Journals in different subjects, provides access to tens of millions of peer reviewed journal articles. Charisma University Students, Faculty, and Staff can access this library 7 days a week, 24 hrs. a day in the University Portal.

Technical Support Services

Charisma University students, staff and faculty members may e-mail info@charismauniversity.org should they experience technical problems with the University's website or online classroom. Technical support services are available 24hrs a day, 7 days a week.

Academic Writing Center

Charisma University aims to equip its students with superior written and oral communication skills. Hence, the university has an Academic Writing Center which will assist students in cultivating quintessential writing skills, at no additional cost. The Charisma University's Academic Writing Center (AWC) is a writing lab accessible online 24 hours a day, 7 days a week, to the university's students. Outstanding writing skills are indispensable to students who strive for professional and scholastic success and the AWC can help them write in a manner that is comprehensible, concise, structured, cohesive and articulate. Through the AWC, our students have the tool that will enable them to communicate excellently, providing them an advantage as they prepare to enter their chosen professional work environments. The AWC is staffed by professionals who have attained exemplary scholastic achievements, from reputable universities.
AWC Services

(1) **Paper Review**

Most of 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 to be 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 a feedback on their paper(s) pertaining to grammar and usage, citation, format structures, and general sentence construction. The reviewed paper will be completed with comments, done in text of 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 students' portal, where the AWC review team can check for plagiarism using special software. Within two hours of uploading, the students may expect results on the plagiarism check done on their papers. Students are encouraged to take advantage of the AWC plagiarism check before submitting their papers to instructors. Plagiarism check promotes originality in student's written works, and enhances their research skills. If the plagiarism check conducted by the AWC is positive, the paper will be returned to the concerned student with the appropriate feedback and guidelines on proper citation styles. Multiple submissions are allowed.

(3) **Tutorials**

The AWC 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 AWC 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.
Study Suggestions

Distance learning provides different learning experiences for students. Moreover, it poses many challenges: there are little or no face to face contacts with instructors; there might be lack of social communication with classmates except for some occasional chat room and discussion board conversations; and there is no much work on oral communication. Given these considerations, a student at Charisma University can still succeed in learning and completing an online course given proper discipline, good study habits and efficient time management. The following study suggestions will further help a student in completing each online course successfully and will also improve and increase his/her ability to learn:

(1) Learn to manage your time more efficiently. Create a study schedule by keeping a calendar. Take note of requirements to be submitted and the due dates. This way, you won’t miss your deadlines.

(2) Participate in chat room discussions related to your online courses’ topics. Since there’s not much social interaction in distance learning, chat room discussions allow you to have a learning community at hand.

(3) Join some online collaborative projects dealing with matters related to what you are studying. This would provide environment for sharing viewpoints and knowledge while working with people who are also into distance learning like you.
(4) Find your study spot where it will be conducive for you to complete the work you need to get done. Organize your study spot and bring everything you need in it (e.g. laptop/computer, notes etc.).

(5) In reviewing materials, make use of some study techniques and methods such as mnemonics and making associations. These techniques are beneficial especially when memorizing.

(6) Realize your personal style of studying. Know which technique or method makes it easier for you to study a particular lesson.
Disability Policy

Charisma University is committed to providing an education that does not discriminate and promotes ethical use of the computer technology. The University disability policy has a direct impact on the usage of media, technologies, and materials for online learning courses, especially with respect to 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 practical 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, we do not use online learning telephone conferencing systems when students with hearing disabilities are registered in a course, even when the participation of the student is not needed.

Affirmative Action Policy

Charisma University recognizes the need for Affirmative Action and pledges its commitment to take on positive actions to address the effects of past practices or barriers to equal education opportunity and also 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. We recognize the education difficulties experienced by minorities, people with disabilities and by many older persons and, where appropriate, we have set program goals to overcome the present effects of past discrimination, if any, 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 constitutes 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 on sexual harassment from any staff, faculty members, and or students. Appropriate law enforcement agencies must be notified in the event the University believes that sexual harassment has occurred.

Ethical Computer Use

Charisma University upholds ethical computer use. Everyone within the community who uses the University communications and computing facilities is responsible to use them in a professional, legal, and ethical manner. This means 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 makes a research project which 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 contract between the University and another party shall assign this project as well as all its patents and applications to the University, unless the project has been released to the researcher in accordance with the patent policy provisions.

When a student completes a research project that does not involve significant use of facilities, equipment, funds, or materials of this University, and one that is not under the terms of a sponsored research project or other contract between the University and another party, the University will waive its rights and the research project will be the exclusive property of the student, provided that his or her rights in the project are not changed by the terms of financial aid received, such as scholarships, external sponsorship, traineeships, fellowships, or any other financial aid, whether or not the project is administered by the University. 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 Patent Committee to advise and make recommendations to the Provost relating to intellectual property matters that arise from the activities of the students, conducting research, the determination of rights between the researchers and the University, as well as the disposition of patent rights that the institution does not wish to exercise.
Student Code of Conduct

Section I: Scope

This policy applies to all students at Charisma University.

Section II: Guiding Principles

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

(1) Providing a learning experience that meets the needs of the students by provision of some technical assistance as well as library and information services online.

(2) Recognizing the importance of critical thinking, exchange of ideas and open inquiry; thus different venues for online students’ interaction are provided.

(3) Continuous pursuit of high academic standards and quality education.

Section III: Academic and Ethical Conduct

All students enrolled in the program are expected to observe and conform to the University’s requirements concerning academic matters and ethics and behavior in dealing with online instructors as well as personal conducts with other students in chat room discussions.

Given these considerations, a student:

(1) Should observe respect and proper behavior towards his/her online instructor during lectures and fellow students during chat room and online board discussions;

(2) Use all resources and materials which will be provided by the University for academic purposes only. Any use of these resources and materials for any other
purposes without the permission of the University shall be punishable by
disqualification from a program.

(3) Observe scholastic honesty in all academic submissions. Plagiarism is strictly
prohibited and could merit disqualification from the program of a student.

Section IV: Implementation

The above policies shall be implemented and distributed/sent to all students of Charisma
University.