



Department of Defense -Memorandum of Understanding

Colorado Technical University ("CTU") is pleased to hold a Memorandum of Understanding ("MOU") with the Department of Defense ("DOD"), which allows our institutions the opportunity to further our commitment to excellence in educating Service member students.

By following the guidance of the DOD MOU, we are able to ensure that all Service members have access to what they need to make informed decisions about where to attend school and about how their Tuition Assistance ("TA") benefits will interact with their chosen educational programs.

Below, you will find more information about how CTU upholds the agreement represented by the DOD MOU; please contact the offices associated with each area for more information.

Tuition Assistance

Students who are interested in using TA need to proceed to the appropriate website below to begin:

- [Army](#)
- [Navy](#)
- [Marine Corps](#)
- [Air Force](#)
- [Coast Guard](#)

Compliance

For concerns about compliance with the DOD MOU, please contact Jeff Busam, Vice President of Student Services, jbusam@coloradotech.edu.

Marketing, Recruiting, & Advertising

CTU adheres to program integrity requirements consistent with regulations issued by the Department of Education (34 C.F.R 668.71-668.75 and 668.14) related to restrictions on misrepresentation, recruitment, and payment of incentive compensation. This applies to CTU itself and its agents, including third party lead generators, marketing firms, or companies that own or operate the educational institution. As part of efforts to eliminate unfair, deceptive, and abusive marketing aimed at Service members, CTU will:

1. Ban inducements, including any gratuity, favor, discount, entertainment, hospitality, loan, transportation, lodging, meals, or other item having a monetary value of more than a de minimis [defined as "an insignificant amount"] to any individual or entity, or its agents including third party lead generators or marketing firms other than salaries paid to employees or fees paid to contractors in conformity with all applicable laws for the purpose of securing enrollments of Service members or obtaining access to TA funds. Educational institution sponsored scholarships or grants and tuition reductions available to military students are permissible.

2. Refrain from providing any commission, bonus, or other incentive payment based directly or indirectly on securing enrollments or federal financial aid (including TA funds) to any persons or entities engaged in any student recruiting, admission activities, or making decisions regarding the award of student financial assistance;
3. Refrain from high-pressure recruitment tactics such as making multiple unsolicited contacts (3 or more), including contacts by phone, email, or in-person, and engaging in same-day recruitment and registration for the purpose of securing Service member enrollments.

CTU recruiting strategies utilize self-reported contact information; if a student is contacted by CTU and they wish to unsubscribe from future communications, they have the ability to unsubscribe their own accounts.

Additionally, **eligible Service members are directed to speak with their Educational Services Officer (“ESO”) or counselor within their Military Service prior to being enrolled at CTU.** This is to ensure that Service members understand their own eligibility for TA and their potential financial responsibility toward CTU. All TA must be requested and approved prior to the start date of the course. The TA is approved on a course-by-course basis and only for the specific course(s) and class dates that a Service member requests. If a Service member “self-identifies” his or her eligibility and the Service has not approved the funding, then the Service member will be solely responsible for all tuition costs, not the Service.

Financial Matters

Before offering, recommending, arranging, signing-up, dispersing, or enrolling Service members for private student loans, Service members may work with a Military Education Benefits Specialist (MEBS) in the Financial Aid office at CTU; this MEBS will be able to offer individual loan counseling, including, but not limited to:

1. Providing a clear and complete explanation of available financial aid, including Title IV of the Higher Education Act of 1965, as amended;
2. Describing the differences between private and federal student loans to include terms, conditions, repayment, and forgiveness options;
3. Explaining that students have the ability to refuse all or borrow less than the maximum student loan amount allowed.

For more information, contact the CTU Financial Aid office.

Information on how CTU complies with requirements for return of TA funds:

1. Return any TA Program funds directly to the Military Service, not to the Service member.
2. Up to the start date, return all (100 percent) TA funds to the appropriate Military Service when the Service member does not:
3. Begin attendance at CTU; or
4. Start a course, regardless of whether the student starts other courses.
5. Return any TA funds paid for a course that is canceled by CTU.
6. Returns any unearned TA funds on a proportional basis through at least the 60 percent portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment

period, with unearned funds returned based upon when a student stops attending. In instances when a Service member stops attending due to a military service obligation, CTU works with the affected Service member to identify solutions that will not result in a student debt for the returned portion.

For more information about CTU policies and procedures regarding the use of TA funds, please contact the CTU Financial Aid office.

Accreditation and Credentialing Requirements

Accrediting organizations set the academic standards by which their member institutions must comply. This quality assurance process is performed by private membership associations. Colorado Technical University has institutional and programmatic accreditations and state licensure with the following organizations:

University Accreditation

Colorado Technical University is accredited by the Higher Learning Commission (hlcommission.org), an institutional accreditation agency recognized by the U.S. Department of Education.

ABET

The Bachelor of Science in Computer Engineering, offered at the Colorado Springs campus and the Virtual Campus, and the Bachelor of Science in Electrical Engineering, offered at the Colorado Springs Campus, are accredited by the Engineering Accreditation Commission of ABET, <https://www.abet.org>.

Among the most respected accreditation organizations in the U.S., ABET has provided leadership and quality assurance in higher education for over 75 years. For additional information, please visit the ABET website.

Accreditation Council for Business Schools and Programs (ACBSP)

The business degree programs offered by Colorado Technical University are ACBSP accredited*.

ACBSP accreditation certifies that the teaching and learning processes within the business degree programs meet the rigorous educational standards established by ACBSP. ACBSP is a specialized accreditation association for business education supporting, celebrating, and rewarding teaching excellence. Established in 1988, ACBSP is a business accrediting organization for all associate, baccalaureate and graduate degree programs.

Review our [Student Achievement and Program Data](#).

*Please check individual degree program pages to see which business programs are accredited by ACBSP.

Commission on Collegiate Nursing Education (CCNE)

The Bachelor of Science in Nursing degree, Master of Science in Nursing degree, Post Graduate APRN Certificate – Family Nurse Practitioner, and Doctor of Nursing Practice degree programs at Colorado Technical University are accredited by the Commission on Collegiate Nursing Education (<http://www.ccneaccreditation.org>).

Project Management Institute (PMI) Global Accreditation Center

The following degree programs at CTU are accredited by the PMI Global Accreditation Center for Project Management Education Programs (GAC):

- Bachelor of Science in Business Administration with a concentration in Project Management
- Bachelor of Science in Project Management
- Master of Business Administration with a concentration in Project Management
- Master of Science in Management with a concentration in Information Systems Security
- Master of Science in Management with a concentration in Information Technology/Project Management
- Master of Science in Management with a concentration in Project Management

State Licensure

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

Colorado Technical University's authorization to award degrees has been granted by the State of Colorado, Department of Higher Education, Colorado Commission on Higher Education: 1600 Broadway, Suite 2200 Denver, CO 80202. Main: (303) 862-3001

Academic Counseling and Post-Graduation Job Opportunities

Degree Requirements

All undergraduate students at CTU must attend orientation and meet with an advisor prior to course selection. All students, including graduate students, may peruse the Academic Catalog for the degree requirements and timelines for degree programs.

Transfer Credit

CTU will accept most college level (non-technical) credits from an accredited college or university for admissions and classification purposes. Whether you're enrolled in an Associate, Bachelor's, Master's, or Doctoral program, you're eligible to have your prior learning assessed. You'll be contacted by our Registrar Evaluation Services Department who will provide you with all of the options that are available to you. This team will evaluate all official documentation to ensure established prior learning assessment criteria and guidelines for transfer credit are met before granting credit.

Military Leave of Absence and Readmissions Policy

CTU recognizes the challenges of completing a college degree in the midst of military Service requirements. Accordingly, Service members should refer to the CTU University Catalog. For students who exercise mobilization or activation as outlined in this Policy, TA refunds will be issued in accordance with the institution's withdrawal refund schedule.



Career Counseling

All CTU students and alumni are encouraged to use career services resources to assist them with transitioning into a meaningful career post-graduation. Colorado Technical University offers career search assistance through tools and resources that could help you pursue your goals. Our online tools and resources are available to provide advice, guidance, and direction to students and graduates looking to take control of their careers.

Returning TA Benefits

When a student using Military TA funds withdraws from a class or classes, the institution, in accordance with this DOD MOU, shall return TA benefits using the same procedures and policies set forth for returning Title IV funds. [You can find the policy in the CTU Catalog.](#) Please see the below unearned TA fund refund schedule, which includes time frames and percentages of refunded monies and corresponding timelines:

10 week courses	% Refund	5 week courses	% Refund
Week 1 (day 1 – 7)	90%	Week 1 (day 1 – 7)	80%
Week 2 (day 8 – 14)	80%	Week 2 (day 8 – 14)	60%
Week 3 (day 15 – 21)	70%	Week 3 (day 15 – 21)	40%
Week 4 (day 22 – 28)	60%	Week 4 (day 22 – 35)	0%
Week 5 (day 29 – 35)	50%		
Week 6 (day 36 – 42)	40%		