

2024 Student Handbook



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A Message for Students

Dear CTU Student,

Welcome to Colorado Technical University (CTU)! We so are pleased that you have chosen CTU, where, as reflected in our mission, we enable the pursuit of personal and professional goals. Whether you are a new or returning student, we have created this Student Handbook to assist you throughout your educational journey.

Pursuing a degree involves a deep level of commitment, and there are many resources available to you as a student of CTU. The purpose of this Student Handbook is to provide basic information about CTU, including helpful information on CTU processes and procedures, as well as services available to you as a CTU student. In addition, it contains information on what CTU expects from you as a student. Likewise, the Student Handbook provides information on what you can expect as a student at CTU.

At CTU, we are committed to your success, and the information in the Student Handbook is a helpful starting point for a successful experience. Please keep in mind that this Student Handbook does not replace the information in our University Catalog. Rather, it serves as an accompaniment that offers additional information and resources.

We are proud that you have taken this important step in pursuit of your goals, and it is our hope that the CTU Student Handbook is one helpful tool you will utilize on your road to success.

Terri Hines

Vice President, Student Affairs

Importance of Handbook



Importance of the Handbook

The Colorado Technical University Student Handbook provides guidance and direction for students. It is a companion to the CTU University Catalog, which contains the University Policies and Degree Programs information. Students' success and satisfaction is dependent on the student's individual efforts. This document is intended to be a guide to help frame and support student engagement with the University. Understand that the Student Handbook is a general guide and cannot anticipate every circumstance or question about policy. It will direct students to relevant resources that contain additional detail and help them connect with the University Support Staff who can address any specific questions that arise. It is best for students to review the Student Handbook at the start of their program, and to refer back to it as needed throughout their experience leading up to graduation.

The Student Handbook Vs. The University Catalog

The University Catalog is divided into two parts: Policies and Degree Programs. Together they outline a student's program of study and the policies that govern how the University operates. The Student Handbook provides guidance and direction. It is a companion to the University Catalog, but does not replace it.

About CTU



About CTU

CTU's History

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

Over the past 50 plus years, the University has evolved from a technical training school to a university with graduate-level programs. The introduction in 1995 of doctorate programs; the establishment of branch campus in Denver, Colorado; and the introduction of the online division have established CTU as a mature institution in higher education.

In 2003, Career Education Corporation (CEC) assumed ownership of the University. Career Education Corporation is an educational services company committed to providing quality, career-focused learning and led by passionate professionals who inspire individual worth and lifelong achievement. The universities of the Career Education family provide degree programs through the doctoral level as well as associate, bachelor's, and master's levels to a diverse student population pursuing various career-oriented disciplines. CEC serves students on ground campuses and online with career-focused degree programs that meet the education demands of today's busy adults. On January 1, 2020, Career Education Corporation changed the name of the company to Perdoceo Education Corporation.

Colorado Technical University Campus Locations

Colorado Technical University Colorado Springs
1575 Garden of the Gods Road
Colorado Springs, CO 80907

Colorado Technical University Aurora (Denver)
3151 S. Vaughn Way
Aurora, CO 80014

Online Student Support Center (Note: This Center supports the delivery of the online programs offered through the Colorado Springs campus.)
231 N. Martingale Road
Schaumburg, IL 60173

CTU's Mission

Colorado Technical University's Mission is to provide industry-relevant higher education to a diverse student population through innovative technology and experienced faculty, enabling the pursuit of personal and professional goals.

University Integrity Statement

We at Colorado Technical University (CTU) are committed to acting with integrity in everything we do. Integrity at CTU is both an individual and collaborative accountability shared by our global community of students, faculty, and staff. Integrity at Colorado Technical University is not simply a word. It is our foundation for success as a professional and global community of lifelong learners.

We demonstrate integrity with

- Fairness - Ensuring similar situations yield similar results. We also understand that being fair does not always mean treating everyone equally.
- Honesty - Truthful communication and actions.
- Respect - Inherent dignity and value of all members of the CTU community and their diverse perspectives. We treat everyone with courtesy and consideration for not only each other, but also each other's ideas.
- Accountability - Doing the right thing. We take ownership of our actions.
- Trust - Setting clear expectations and ensuring policy guides decisions. We build trust when we are consistent in what we say and what we do.
- Courage - Taking action. Converting the values from text into visible outcomes. (Center for Academic Integrity, 2014)

Diversity, Equity and Inclusion

Colorado Technical University (CTU) values the individual experiences and perspectives of all students, staff, and faculty, understanding that an inclusive education supports and encourages open-mindedness, personal reflection, and the motivation to contribute to a just society. We strive to continually recognize and address the diverse strengths and challenges of our student population. Our focus and commitment is continuing our progress in creating a diverse, equitable, and inclusive environment.

Academic Governance

Colorado Technical University is proud of its strong tradition of academic governance. Faculty are at the center of academic governance and have many opportunities to share in governance and participate in decision-making processes across the university, including completion of surveys across a wide variety of University experiences.

The University utilizes a variety of standing committees through which academic governance occurs. These standing committees allow for representation from individuals throughout the University to support comprehensive perspectives. All proposals, policies, curriculum, assessments, coordination, and decisions are governed through standing committees. Committees are tiered with the highest level of academic governance at CTU being the University Academic Leadership Committee. As a key stakeholder in the University, students may also be nominated and selected to participate in several standing committees.

CTU's 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.

CTU's Programmatic Accreditations, Affiliations, and Licensure

To learn more about accreditation for specific CTU programs you can review the University Handbook's section on [Accreditation, Affiliations, and Licensure](#).

Legal Information

Privacy Policy

Here are some of the items students have the right to ask for:

- Copies of documents on CTU's accreditation
- Information about CTU's programs, faculty, laboratory, and other physical facilities
- Special accommodations CTU can provide to assist those with disabilities
- Cost of attending and refund policy
- Procedures and deadlines for submitting applications for financial aid programs
- Information about how CTU selects aid recipients

- Explanation on how CTU determines financial need is met
- What types of financial assistance is available
- How and when financial aid is received by CTU
- The type and amount of assistance for which the student was financially packaged
- How CTU determines satisfactory academic progress
- Loan interest rates
- Loan fees information
- Information on repayment, cancellation, deferment, forbearance, consolidation, refinance, and default

CTU can collect information from and about students, but students also have rights to their privacy, and can determine how we use their information. CTU has a privacy policy that informs students about what information is collected and how it is used along with students' rights to manage the information CTU collects. For further information, please review the [CTU Privacy Policy](#)

CTU's Copyright and Trademark

©2023 All rights reserved. No information may be duplicated without CTU's permission. The CTU logo is a registered trademark of Perdoceo Education Corporation. CTU cannot guarantee employment, salary, or career advancement. Not all programs are available to residents of all states. CTU does not accept applications from residents of Massachusetts or New York (except for select corporate partners) and certain foreign countries. Programs vary by location and modality; see the University Catalog for details. Financial aid is available for those who qualify. The appearance of U.S. Department of Defense (DOD) visual information does not imply or constitute DOD endorsement. See the Accreditation & Licensure section for information on the agencies that approve and regulate the school's programs, including relevant complaint procedures. [Visit Accreditations Page](#).

Academic Calendar/Admission/Enrollment



Academic calendar

Colorado Technical University follows the 10-week quarter system. Each term or quarter consists of two sessions of 5 weeks each. In each 10-week quarter, sessions are identified as Session A and Session B. When a student begins his or her degree program, the timing of their first session will determine their academic calendar (Session A or Session B). For full quarter definitions check out the [Enrollment Period Definitions](#).

For specific session dates, you can review the [Virtual Campus academic calendar](#).

For specific session dates, you can review the [Ground Campus academic calendar](#).

Undergraduate Admissions

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

- Participate in an admissions interview with an Admissions Advisor.
- Submit a complete Colorado Technical University application for admission.
- Submit attestation and proof of high school graduation or equivalency documents. Falsification of the attestation will result in dismissal from the University.
- Non-native speakers of English are required to provide proof of English proficiency (Example: TOEFL, IELTS, or other English Proficiency assessments) prior to admission.

Colorado Technical University offers students the opportunity to be conditionally admitted and begin courses pending CTU's receipt of their [Proof of High School Graduation](#) or equivalency. Acceptable documentation of high school graduation (called Proof of High School Graduation) must be received by the institution prior to the first day of the second quarter in the program of study. An extension may be granted upon approval from the University Registrar's Office. Upon receipt, and review of acceptable documentation verifying completion of high school or equivalency, students may be officially admitted to the University as a regular student. Students who are conditionally admitted will incur tuition and fee charges and are financially responsible for all costs of attending the University.

Proof of High School Graduation

Acceptable documentation of high school graduation (called Proof of High School Graduation) must be received by the institution prior to the first day of the second quarter or term in the program of study. The University will evaluate the validity of a student's high school completion and students may be asked to provide additional supporting documentation. It is the student's responsibility to provide acceptable documentation of high school graduation or its equivalency, if requested. If there is reason to believe the high school diploma is not valid or was not obtained from an entity that provides secondary school education, the student will be administratively withdrawn from the University and financially responsible for all costs of attending.

Students will not be considered regular students at the University until Proof of High School Graduation requirements are met.

New Student Orientation Program

Prior to their first session at the university, new students receive a robust orientation. Students enrolled in online delivery can access the orientation up to two weeks prior to the start of the session. Students attending a ground campus should check with their advisor for orientation dates and resources available at the campus. The orientation includes meeting their student success coach, live chat sessions with university leaders and departments, opportunities to connect with peers, and the use of intellipath® and the My Unique Student Experience (M.U.S.E.) interactive resources. These components allow new students the ability to benefit from the university's support systems and to learn about CTU, while identifying academic strengths and areas for development that they can use to cultivate a plan for academic success. The new student orientation program, in combination with the university add/drop policy, provides new students with the resources to prepare for the rigors of their collegiate endeavors.

Graduate Admissions

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

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

2. Submit a complete Colorado Technical University application for admission.
3. An official transcript verifying completion of an accredited baccalaureate degree.
4. Non-native speakers of English are required to provide proof of English proficiency (e.g. TOEFL, IELTS or other English proficiency assessments) prior to admission.

Colorado Technical University offers students the opportunity to be conditionally admitted, pending receipt of their official transcript verifying completion of an accredited baccalaureate degree. Required documentation must be received by the institution prior to the first day of the second quarter in the program of study. An extension may be granted upon approval from the University Registrar's Office. Upon receipt and review of the official transcript verifying completion of an accredited baccalaureate degree and the graduate matriculation verification, students may be officially admitted to the university as a regular student. Students who are conditionally admitted will incur tuition and fee charges, and are financially responsible for all costs of attending the University.

Specialized Admission and Graduation Requirements:

College of Criminal Justice

Students may be required to complete a criminal background check in order to participate or attend class activities at certain sites. A criminal record may disqualify the student from certain class activities or career choices.

Master of Science in Information Technology

The Master of Science in Information Technology (MSIT) is built upon the expectation that students will enter the program with a solid information technology background. Therefore, the MSIT program requires students to have prior foundational knowledge in all core information technology disciplines to be successful.

Students entering into the MSIT program without a bachelor's degree in computer science, computer engineering, information technology, cybersecurity, or information systems will be required to successfully complete two MSIT foundation courses (IT502 and IT504) covering the following discipline areas of information technology: networking; network security; virtualization; cloud computing; information system architecture; and database systems.

If a student can show evidence of satisfying the foundation course objectives through coursework from an accredited institution, the foundation requirement can be waived.

The foundation courses are also available to students with an undergraduate information technology degree who wish to refresh their knowledge in these subject areas.

The MSIT foundation course IT502 must be completed and passed prior to beginning courses in the MSIT program. Students will need to complete and pass IT504 prior to the end of the first quarter.

Students must be able to exhibit proficiency by successfully completing the foundation course with a minimum 70% passing score. If after 5 attempts (applies to each course separately) students do not pass the foundation course, students are encouraged to work with the Student Success department if they have questions regarding these foundation courses, timeframes for completion, or for alternative programs of study as needed.

Students who do not meet the MSIT foundation requirements will be withdrawn, canceled or transferred from the MSIT program.

Master of Science in Systems Engineering

The Master of Science in Systems Engineering (MSSE) is built upon the expectation that students will enter the program with a solid engineering background. Therefore, the MSSE program requires students to have prior foundational knowledge in all core engineering disciplines to be successful.

Students entering into the MSSE program without a bachelor's degree in computer or electrical engineering will be required to successfully complete two MSSE foundation courses (MATH502 and CE502) covering the following discipline areas of engineering: calculus, differential equations, probability and statistics, linear and non-linear equations, discrete math, analog and digital electronics, circuit analysis, synchronous and combinational logic circuits, and embedded systems.

If a student can show evidence of satisfying the foundation course objectives through coursework from an accredited institution, the foundation requirement can be waived.

The foundation courses are also available to students who met the undergraduate requirements but who wish to refresh their knowledge in these subject areas.

The MSSE foundation course MATH502 must be completed and passed prior to beginning courses in the MSSE program. Students will need to complete and pass CE502 prior to the end of the first quarter.

Students must be able to exhibit proficiency by successfully completing the foundation courses with a minimum 70% passing score. If after 5 attempts (applies to each course separately) students do not pass the foundation courses, students are encouraged to work with the Student Success department if they have questions regarding these foundation courses, timeframes for completion, or for alternative programs of study as needed.

Students who do not meet the MSSE foundation requirements will be withdrawn, canceled or transferred from the MSSE program.

Master of Science in Computer Engineering

The Master of Science in Computer Engineering (MSCE) is built upon the expectation that students will enter the program with a solid engineering background. Therefore, the MSCE program requires students to have prior foundational knowledge in all core engineering disciplines to be successful.

Students entering into the MSCE program without a bachelor's degree in computer or electrical

engineering will be required to successfully complete two MSCE foundation courses (MATH502 and CE502) covering the following discipline areas of engineering: calculus, differential equations, probability and statistics, linear and non-linear equations, discrete math, analog and digital electronics, circuit analysis, synchronous and combinational logic circuits, and embedded systems.

If a student can show evidence of satisfying the foundation course objectives through coursework from an accredited institution, the foundation requirement can be waived.

The foundation courses are also available to students who met the undergraduate requirements but who wish to refresh their knowledge in these subject areas.

The MSCE foundation course MATH502 must be completed and passed prior to beginning courses in the MSCE program. Students will need to complete and pass CE502 prior to the end of the first quarter.

Students must be able to exhibit proficiency by successfully completing the foundation courses with a minimum 70% passing score. If after 5 attempts (applies to each course separately) students do not pass the foundation courses, students are encouraged to work with the Student Success department if they have questions regarding these foundation courses, timeframes for completion, or for alternative programs of study as needed.

Students who do not meet the MSCE foundation requirements will be withdrawn, canceled or transferred from the MSCE program.

Master of Business Administration

MBA Foundation Requirement

The Masters of Business Administration (MBA) is built upon the expectation that students will enter the program with a solid business background to succeed in some of the core MBA courses. Therefore, the MBA requires students to have prior foundational knowledge in all core business disciplines to be successful.

Students entering in the MBA program without an undergraduate degree in business will be required to successfully complete three MBA foundation courses (MGMT501, MGMT502, and MGMT503) covering the following areas of business: accounting; economics; finance; marketing; statistics; management; business law; ethics; business policy; business strategy; information technology; operations management; and global leadership.

If the student can show evidence of a GMAT score of 500 or above the foundation requirements may be waived. Students that can show evidence of successfully completed business law and business ethics courses may have the MGMT501 requirement waived. Students continuing from any of CTU's non-business bachelor programs are exempt from MGMT501, but must complete the other MBA Foundation Requirements. The foundation courses are also available to students with an undergraduate business degree who wish to refresh their knowledge in these subject areas.

MBA foundation courses must be completed prior to respective MBA required courses that hold MGMT501, MGMT502, or MGMT503 as a prerequisite. Students must successfully complete and pass MGMT501 prior to starting INTD670 or HCM641 and complete and pass MGMT502 and MGMT503 prior to the end of the first quarter. Students who do not meet the MBA foundation requirements will be withdrawn, canceled or transferred from the MBA program.

Students must be able to exhibit proficiency by successfully completing the foundation course with a minimum 70% passing score. If after 5 attempts (applies to each course separately) students do not pass the foundation course, students are encouraged to work with the Student Advising department if they have questions regarding these foundation courses, timeframes for completion, or for alternative programs of study as needed.

Nursing

Nursing programs at CTU carry special admissions requirements that can be found in the catalog pages for the Bachelor of Science in Nursing (RN to BSN) and Master of Science in Nursing degree programs. Please contact your Admissions Advisor for additional details.

To graduate from the [Bachelor of Science in Nursing](#), a student must have earned a minimum of a 2.0 CGPA. A student must have earned a grade of C- (70%) or higher in all courses within the RN to BSN degree program to pass the course in the program. Nursing students may retake the course one time to earn a higher grade. Failure to receive a passing grade (C- or better) on the second attempt will result in withdrawal from the nursing program.

To graduate from the Master of Science in Nursing - Family Nurse Practitioner, Master of Science in Nursing – Nursing Administration, Master of Science in Nursing – Nursing Education program, or Family Nurse Practitioner post-graduate certificate program a student must have earned a minimum of a 3.0 CGPA. Students must earn a grade of B- (80%) or higher in all core and concentration courses to pass the course in the program. Nursing students may retake the course one time to earn a higher grade. Failure to receive a passing grade (B- or better) on the second attempt will result in withdrawal from the nursing program.

For additional information on the Masters in Nursing Programs please feel free to review the following links:

- [Master of Science in Nursing –Nursing Administration](#)
- [Master of Science in Nursing – Nursing Education](#)
- [Master of Science in Nursing – Family Nurse Practitioner](#)
- [Nursing Post Graduate Certificate – Family Nurse Practitioner](#)

Undergraduate Educational Requirement for Graduate Admissions

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

The Master of Science in Nursing carries distinct undergraduate educational requirements for admission. Please see the Master of Science in Nursing degree program pages in the University Catalog for these requirements.

Doctoral Admissions Requirements - DM, DCS, and DNP

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

- Participate in an admissions interview with an admission's advisor.
- Submit a complete Colorado Technical University application for admission.
- An official transcript verifying completion of an accredited master's degree in a discipline related to the CTU doctoral program concentration for which admission is sought.
 1. A master's degree from an accredited college or university recognized by the U.S. Department of Education is required to enter the CTU doctoral program. Foreign transcripts must be translated into English, if necessary, and must be evaluated for equivalency to U.S. degrees by an approved agency.

- A cumulative GPA of 3.0 on a 4.0 scale is required for admission.
- Submit a copy of your resume. The resume should document your education history and CTU recommends a minimum of five years of employment experience aligned to the CTU doctoral degree program and concentration for which admissions is sought.
- Submit a brief essay (1000-2000 words). The essay should be your personal statement. This component of the admissions application provides the admissions committee evidence of your research focus, personal/professional motivation, specific concentration compatibility and overall ability to be successful in the program.

Colorado Technical University offers students the opportunity to be conditionally admitted pending receipt of their official transcript verifying completion of an accredited master's degree. Students will have up to the first day of the second quarter or term in the program of study to provide the required documentation. Extension may be granted upon approval from the Registrar's Office. Upon receipt and review of the official transcript verifying completion of an accredited master's degree, students may be officially admitted to the university as a regular student. Students who are conditionally admitted will incur tuition and fee charges and are financially responsible for all costs of attending the University.

Doctoral Symposium

DBA, DM, and DCS students will have a 2-credit Doctoral Symposium course scheduled during each of the terms in which the student attends a required symposium event. [SYMP801](#), Symposium 1, will be scheduled to align with the student's first symposium, while [SYMP802](#), Symposium 2, will be scheduled to align with the student's second symposium.

The symposium events are scheduled in the second half of each 10 week term. New doctoral students will attend their first symposium in their second term.

DBA, DM, and DCS students will attend their second symposium event during their second or third year of study. The student's Student Success Coach will provide guidance as to the best timing to attend the second symposium given the progress made in the student's program. DNP students will attend their second symposium event in the last quarter of the program.

Symposium Attendance:

Attendance for the required doctoral symposium events is defined as 100% attendance on each day throughout the event.

If a DBA, DM, or DCS student is registered in the [SYMP801](#) or [SYMP802](#) course and does not attend the scheduled symposium event and/or does not meet attendance requirements at the event, the student will receive a grade of non-passing, unless the student formally withdraws

from the course. Students will then be registered into [SYMP801](#) or [SYMP802](#) in the subsequent quarter. Students who meet the symposium event attendance requirements but do not pass [SYMP801](#) or [SYMP802](#) are not required to re-attend the symposium event.

Additional Requirements for Doctor of Nursing Practice

To be considered for admission to the Doctor of Nursing Practice program, applicants must fulfill the University's admissions requirements listed above. In addition, students enrolled in the Doctor of Nursing Practice program must meet the following requirements:

Colorado Technical University offers students the opportunity to be conditionally admitted pending receipt of their official transcript verifying completion of a programmatically accredited MSN degree. Students will have up to the first day of the second quarter or term in the program of study to provide the required documentation. Extension may be granted upon approval of the Registrar's Office. Upon receipt and review of the official transcript verifying completion of a programmatically accredited MSN degree, students may be officially admitted to the university as a regular student. Students who are conditionally admitted will incur tuition and fee charges and are financially responsible for all costs of attending the University.

Students must have graduated with a programmatically accredited Master of Science in Nursing (MSN) degree from a regionally accredited institution. A minimum grade point average (CGPA) of 3.0 or higher on a 4.0 scale is required for acceptance into the program.

Admission to this program requires a current, active and unencumbered license to practice as a Registered Nurse (RN) in the United States. All students must maintain this licensure throughout the program of study.

Prior to starting the nursing program all applicants must submit an unofficial or official copy of their college transcript from their MSN degree for review. Applicants to the Doctor of Nursing Practice (DNP) degree program who meet all general admission requirements, but did not successfully complete a graduate level statistics course, may be granted provisional admission, until the completion of a graduate level statistics course with a B- or higher. Provisionally accepted students who do not complete a graduate level statistics course prior to NRS812 Applying Evidence-Based Practice and Research to Improve Health Outcomes will be administratively withdrawn. CTU offers HCM671 Healthcare Statistics that fulfills this program requirement. Students who do not have prior graduate level statistics should consult with their Student Success Coach about options to satisfy this requirement.

The DNP requires a minimum of 1,000 post-baccalaureate clinical hours. CTU may recognize up to 500 hours of supervised, documented clinical hours from your post-baccalaureate (MSN or

Post Graduate Certificate) experience toward this clinical requirement.

Potential DNP students must have completed a minimum of 120 documented clinical hours at the post-baccalaureate level prior to admission to the DNP program. Students with 120 clinical hours or greater, but less than 500 clinical hours, will be scheduled for the DNP transitions course(s). This course can be taken at varying credit hours depending on clinical hours transferred into the DNP program. Verification of post-baccalaureate clinical hours completed in the MSN or Post Graduate Certificate program must be submitted on the Colorado Technical University Attestation of Supervised Clinical/Practice/Practicum form.

Please contact your Student Success Coach for additional information.

Masters/Doctoral Advantage

Master's Advantage™

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

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

Student progress will be monitored by a Registrar Evaluations Services Specialist to ensure that the student meets the requirement to continue with the Master's Advantage™ program.

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

Students interested in the Master's Advantage™ program should contact a Registrar Evaluations Services Specialist or Student Success Coach to determine program eligibility.

Students enrolled in the Bachelor of Science in Nursing program are not eligible to participate in Master's Advantage.

Doctoral Advantage

Students enrolled in a select master's program through Colorado Technical University will have the option to enter the Doctoral Advantage Program, which will allow them to substitute up to two doctoral courses for two graduate courses.

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

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

Student progress will be monitored by a Registrar Evaluations Services Specialist to ensure that the student meets the requirements to continue with the Doctoral Advantage program.

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

Students enrolled in the Master of Science in Nursing – Family Nurse Practitioner, Nursing Administration, or Nursing Education program are not eligible to participate in Doctoral Advantage.

Graduation Requirements

In order to graduate, students must:

- Have earned a minimum of a 2.0 CGPA for undergraduate degree programs, 3.0 for graduate degree programs, or 3.3 CGPA for doctorate programs
 - Students enrolled in the Doctor of Nursing Practice must have earned a minimum of a 3.0 CGPA. Students must earn a grade of B- (80%) or higher in all core and concentration courses to pass the course in the program. Nursing students may retake the course one time to earn a higher grade. Failure to receive a passing grade (B- or better) on the second attempt will result in withdrawal from the nursing program.
- Doctoral students must complete all deliverables
- Have successfully completed all required credits within the maximum allowable timeframe in which to complete the degree program
- Be enrolled at the time of graduation
- Meet the [residency requirement](#)

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

Graduation Fee

Undergraduate (Associate and Bachelor’s).....\$150

Graduate (Master’s and Doctoral) \$200

A non-refundable graduation fee will be charged to the student's account during their final term. The graduation fee covers one diploma and diploma cover, two official university transcripts, honor cord (if applicable), regalia (if the graduate is attending an in-person graduation ceremony), and costs related to the production of the graduation ceremonies. In order to participate in an in-person graduation ceremony, each eligible student must complete the entire graduation registration process by the published deadline. Students who do not register by the deadline, and receive a registration confirmation from the university, will forfeit the opportunity to receive regalia and participate in an in-person graduation ceremony. Regardless of ceremony participation, all graduates will receive their diploma kit at their home address approximately 6-8 weeks following their final term (provided all financial and academic obligations are met). Students receiving the military tuition rate are exempt from the graduation fee.

Standard Fees

Due to the non-refundable nature of these fees, students are encouraged to fully understand the fees and discuss any questions with their advisor.

Graduating Under Earlier Catalogs

Any student may graduate under the graduation requirements in effect at the time of graduation. The institution policy on use of earlier graduation requirements also provides that if fewer than ten years have elapsed since a student's admission into the program, she or he may choose to graduate under the program requirements in effect at the time of admission, or under any subsequent requirements.

Change in Degree/Concentration

Begin by researching what programs are available in the academic catalog. Be sure to submit your request early. Processing a program change takes a number of weeks.

Please note students on probation status may not change their program. For questions on your academic status, please contact your Student Success Coach.

*Please note new students should continue to work with their Admissions Advisor to adjust an upcoming program.

Campus Students

To explore the option of changing your degree program, or request a change to your degree program, please contact your Admissions Advisor on campus.

Virtual Campus Students

If you have already started classes and would like to change to a different program, please contact your Student Success Coach. You can call (866) 813-1836, when prompted select schedule changes or program changes as your option or e-mail your Student Success Coach directly.

Request to Change Schedule

Campus Students

Please contact your Student Success Coach to discuss any changes to your schedule that are needed, and to address any questions or concerns you have about your academic program. Typically, changes to your schedule must be made prior to the beginning of the term.

Virtual Campus Students

Contact your Student Success Coaches to request a schedule change. Wait times for requested changes to your schedule may vary depending on time of session. Generally speaking, requests for the upcoming session should be made well in advance of the start date to ensure you have the correct course materials. Requests can be immediate or may take a number of weeks based on volume.

Request to Change Instructor or Course Section

Campus Students

Please contact your Student Success Coach to discuss any changes to your schedule that are needed, and to address any questions or concerns you have about your academic program. Typically, changes to your schedule must be made prior to the beginning of the term.

Virtual Campus Students

The opportunity to change your instructor or your course section can only be made during add/drop week. To make the desired change, you must contact your Student Success Coach. A change of section can only be made if there are seats available in another section. Any assignments submitted prior to a section change must be resubmitted, and you should reach out to the new instructor to ensure that they are graded.

English Proficiency Assessment (for Non-Native Speakers)

Prospective students whose first language is not English or students attending CTU on a visa must demonstrate English language proficiency prior to admission. Listed on the next page are acceptable methods and valid scores that measure non-native English speakers' ability to read, speak, and write in English.

Assessment Type	Undergraduate	Masters	Doctoral
Advanced Placement International English Language (APIEL)	3	4	4
International English Language Testing Systems (IELTS)	5.0	6.0	6.5
Michigan English Language Testing Systems (MELAB)	73	80	80
Pearson Test of English (PTE)	50	58	65
Test of English as a Foreign Language (TOEFL) - paper test	500	550	550
Test of English as a Foreign Language (TOEFL) - computer-based test	173	213	213
Test of English as a Foreign Language (TOEFL) - the internet-based test	61	79	79
University of Cambridge Local Examinations Syndicate Certificate of Advanced English (USLES CAE)	A,B,C	A,B,C	A,B,C
University of Cambridge Local Examinations Syndicate Certificate of Proficiency English (USLES CPE)	A,B,C	A,B,C	A,B,C
British GSCE/Ordinary (O) or Advanced (A and AS) Level examinations in Subject of English	A,B,C	N/A	N/A

Instructional Options:

- Successful completion of a college-level English course (a grade of C or better) taken at an accredited, English speaking postsecondary institution
- Graduation from an English speaking postsecondary institution
- Graduation from an English speaking secondary institution

- ESL instruction based on University evaluation

Alternative measures of English proficiency may be determined with Academic approval.

Registrar Evaluation Services

Campus Students

Please contact your Student Success Coach at your local campus to discuss your degree plan and to address any questions or concerns you have about your academic program.

Virtual Campus Students

The Registrar Evaluation Services department can assist students with questions-on the degree plan schedule. Additionally, they support students interested in information about proficiency credits. They can be reached by calling (866) 813-1836, and select the option to discuss your schedule or e-mailing PLAGeneralInquiries@coloradotech.edu.

Enrollment Status

Enrollment status refers to the time commitment and course load a student maintains each term or quarter. This academic load can impact eligibility for financial aid, graduation schedule, and other considerations. The normal academic load for a full-time student varies by academic level as described below.

Undergraduate programs requirements include associate and bachelor degree programs in all fields of study offered by CTU. Full-time student status requires 12 or more quarter credit hours per quarter.

Master program requirements include master degree programs in all fields of study offered by CTU. Full-time student status requires four quarter credit hours per session and eight or more quarter credit hours per quarter.

For students enrolled in degree programs through CTU's Virtual Campus, no more than one course in master's degree programs or two courses in undergraduate degree programs may be taken in any session as this constitutes a course overload.

For students enrolled in degree programs through CTU's physical campuses, no more than three courses in master's degree programs or four courses in undergraduate degree programs may be taken in any quarter, as this constitutes a course overload. Exceptions to this may be made on a case- by-case basis by an appropriate academic official.

Doctorate program requirements include doctoral programs in all fields of study offered by CTU. Full-time student status requires seven or more credit hours per quarter. Half-time student status requires two to six credit hours per quarter.

Enrollment Verifications from CTU

Campus Students

Students can request an enrollment verification from the University Registrar's Office on campus.

Virtual Campus Students

Enrollment verifications can be found on the Academics tab of the Virtual Campus. There is a link on the left side that is labeled "Enrollment Verification." Clicking on this link will direct you to the National Student Clearinghouse website to generate an enrollment verification. Follow the prompts on the webpage to request your enrollment verification.

The Registrar's Office can also provide enrollment verification letters and assist with your questions in regards to enrollment verifications. They can be reached by calling (866) 813-1836, select enrollment verification as your option when prompted, or by e-mail at uasadmin@coloradotech.edu.

Transcript Requests

CTU understands the importance of students obtaining University transcripts. Active students, without an outstanding balance, are able to request their University transcripts. Non-active students are able to request their University transcripts once their proof of high school graduation (for undergraduate students), proof of baccalaureate degree (for graduate students), or proof of master degree (for doctoral students) is on file.

Requests for transcripts will not be honored if any outstanding charges are not paid on your account. Please contact Student Accounts for assistance to resolve your account.

Transcript requests are fulfilled through Parchment, a leading company in secure transcript fulfillment. To access Parchment, enter the Virtual Campus or My Campus Portal and click on the “Transcript Request” link. As part of a one-time account setup, you will be asked to provide the last 4 digits of your social security number for identity verification. Use the “other” button to specify recipients of your transcript for both admission and employment purposes. Once on the website, click on campus locations, choose your campus, and then choose transcript request. Withdrawn students may access the Parchment website by visiting www.coloradotech.edu

Students also have the ability to request a transcript from their campus by completing an official transcript request form and credit card authorization form; completed forms can be sent to the locations below using one of the listed methods:

Colorado Technical University Colorado Springs
Attention: Registrar’s Office
1575 Garden of the Gods Road
Colorado Springs, CO 80907
E-mail: registrar@coloradotech.edu

Colorado Technical University Aurora (Denver)
Attention: Registrar’s Office
3151 S. Vaughn Way
Aurora, CO 80014
E-mail: cturegistrar@coloradotech.edu

Colorado Technical University Online
Attention: Outgoing Transcripts
231 N. Martingale Road
Schaumburg, IL 60173
Fax: (866) 371-8821
E-mail: uasadminteam@coloradotech.edu

International Transcripts

International institutions must be licensed or officially recognized by the Education Department or Ministry of the country where the institution is in operation to be eligible for transfer of credit or degree status. Because CTU follows strict policies concerning academic integrity, students are required to have on file within one session of their program start date an evaluation from an approved credential evaluation service for all foreign educational credentials previously earned. This is required for all transcripts, including transcripts from

international secondary schools, if provided, and/or institutions of higher education. The Registrar's office will ultimately verify and/or certify the institutions' eligibility for transfer credit or degree equivalency. Several credential evaluation services are available to students. Acceptable evaluations may only come from evaluation services that are a member of NACES (National Association of Credential Evaluation Services, Inc.). CTU will consider evaluations and/or recommendations directly from AACRAO (Association of Collegiate Registrars and Admissions Officers). Contact the Registrar's Office for a listing of such organizations. Students are responsible for all applicable fees.

Credit Hour Calculation

CTU awards quarter credit hours to reflect the successful completion of pre-determined course learning objectives and requirements. A quarter credit hour represents an institutionally established equivalency of work or learning corresponding to intended learning outcomes and verified by evidence of student achievement. CTU has established equivalencies that reasonably approximate expected learning outcomes resulting from the following time commitments:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately 10 weeks, or the equivalent amount of work over a different amount of time; for example, 5 week classes require approximately twice the work on a weekly basis.
2. At least an equivalent amount of work required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, practicums, studio work, and other academic work leading to the award of credit hours.

Student Expectations and Responsibilities



Student Conduct

Colorado Technical University (CTU) fosters an academic community that is committed to the educational and personal growth of every student, the principles of free inquiry and free expression, as well as the safety, security, and respect of each member of the University community. As a result, CTU expects each student to engage in conduct consistent with the behaviors and actions contained in this Student Conduct Policy, the CTU Honor Code (as stated in the last section of Student Expectations and Responsibilities), and all other related University policies. CTU does not condone any conduct that violates this Student Conduct Policy or any other related University policies. Through this commitment, CTU reaffirms its pledge to promoting a safe and respectful learning environment for every member of our University community.

A student whose conduct is regarded as being in conflict with the best interests of the University or in violation of its policies is subject to disciplinary action, up to and including dismissal.

To the extent a student is subject to disciplinary sanction under this Student Conduct Policy, CTU reserves the right to prohibit a student's future enrollment, or to limit a student's enrollment to a specific campus or online program. Student organizations, including their members and officers, may be held collectively and/or individually responsible for violations of the Student Conduct Policy and/or other University policies.

CTU's Student Conduct policy applies to all situations that impact or could reasonably be expected to impact our students (including prospective and former students), faculty, staff, or University community, including but not limited to actions taken onsite at a University campus, within the University's virtual platforms, and during University-sanctioned in-person events. This also includes non-University-sanctioned events, virtual platforms, social media activities, etc. where the student identifies him/herself or could reasonably be identified to the public as a student of or affiliated with CTU.

Dismissal from CTU may be warranted for any of the following reasons: Failure to maintain satisfactory academic progress, failure to abide by the University's Anti-Discrimination and Anti-Harassment Policy, failure to pay institution fees and/or tuition by applicable deadlines, posing a danger to the health or welfare of students or other members of the CTU community, engaging in fraudulent financial activities, or failure to comply with the policies and procedures of CTU. Any unpaid balance for tuition, fees, and supplies becomes due and payable immediately upon a student's dismissal from the institution. The institution will also determine if any Title IV funds need to be returned (see Financial Policies Section of the University

catalog).

Student organizations, including their members and officers, may be held collectively and/or individually responsible for violations of the Student Conduct Policy and/or other University policies.

Prospective students, former students, and University visitors and guests are also expected to comply with all University policies (including the Student Conduct Policy) and are subject to corrective action for violations of these policies. Prospective and former students may be prohibited from enrolling at CTU or limited to enrollment at a specific campus or online program as a result of violating University policies.

All reported violations of the Student Conduct Policy will be investigated as appropriate. Interim measures may be imposed during the investigation to ensure the safety and well-being of the University community, including students, staff, and faculty. The University reserves the right to suspend any member of the University community or to take any other interim measures the University deems appropriate pending the outcome of the investigation. Such interim measures can include, but are not limited to, removing an individual from campus or campus-related events, issuing a “no contact” order, and/or modifying course schedules.

All students, prospective students, former students, and University visitors and guests are expected to respect the rights of others and are held responsible for complying with all federal, state, and local laws, and for conducting themselves in a manner consistent with the best interests of the University. Conduct that is not consistent with the best interests of the University includes, but is not limited to, the following:

1. Academic or administrative dishonesty, such as cheating, plagiarizing, or knowingly furnishing false information to the University;
2. Forgery, alteration, misuse, or mutilation of University documents, records, identifications, educational material, and/or University property;
3. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or any other authorized activities on University premises;
4. Physical or verbal abuse of any University official as well as conduct which threatens or endangers the health or safety of any such person;
5. Theft of or damage to property of the University or using, or attempting to use, University property in a manner inconsistent with its designed purpose;
6. Unauthorized entry to, use of, or occupation of University facilities and resources;

7. Intentional and unauthorized interference with right of access to University facilities, freedom of movement or speech of any person on campus;
8. Disorderly, lewd, unwelcome sexual advances, unwanted requests for favors of a sexual nature, physical or verbal conduct of a sexual nature, and indecent or obscene conduct or expression;
9. Possession, use, or distribution of any drug made illegal as a matter of federal, state, or local law or alcohol on campus or during any student activities regardless of the location;
10. The possession, use, or being under the influence of alcohol or drugs made illegal as a matter of federal, state, or local law, or the misuse or being impaired by prescribed drugs, while on duty in any healthcare facility, school, institution or other work location as a representative of the nursing program is prohibited.
11. Violation of a federal, state, or local ordinance including, but not limited to, those covering alcoholic beverages, narcotics, dangerous drugs, gambling, weapons, sex offenses, or arson;
12. Rioting or aiding, abetting, encouraging, or participating in a riot or inciting a riot;
13. Failure to comply with the verbal or written directions of any University officials acting in the performance of their duties and in the scope of their employment;
14. Aiding, abetting, or inciting others in committing any act of misconduct set forth in any of these behavior patterns;
15. Conviction of a crime of a nature which adversely affects or is detrimental to the University community and/or the pursuit of its educational objectives or creates a risk to the safety and security of the University community. Upon filing of charges in criminal court involving such a crime, the student may be temporarily suspended or withdrawn pending disposition of the charges in criminal court;
16. Proven plagiarism or falsification of authenticity is a serious matter of significant ethical and legal concern; (Students are informed that if it is ever proven that there was significant misrepresentation or misattribution of material presented, any degrees or credit awarded by the University based on the material will be revoked.)
17. Lack of academic achievement and/or suspension;
18. Unauthorized solicitation of students, faculty or staff on campus or online for any product or service;
19. Other behavior or actions that might constitute a threat to the University Community (i.e., weapons possession, alcohol or drug abuse, etc.) as determined by appropriate university authorities.
20. Breach of information security policies (including but not limited to using another's password or sharing his/her password) at an internship/externship will cause the student to fail the internship/externship and may be dismissed from their program.

21. All information (including but not limited to patient or other proprietary information) gained from clinical sites or other internship sites is deemed to be confidential. Sharing of this information in any form (repeating to another individual, posting on social media sites, etc.) is a breach of confidentiality and unprofessional conduct and will result in immediate dismissal from the University.

Student Conduct Committee

Inappropriate conduct, based on the requirements noted above, will not be tolerated and may be a cause for dismissal from the University. Students violating the Student Code of Conduct may be brought to the institution's Student Conduct Committee for possible recommendation of dismissal from the institution. The Student Conduct Committee is made up of the Provost/Chief Academic Officer (or his/her designee) and a minimum of four designated officials representing various areas with the University.

Any charge, accusation, or allegation which is presented against a student, may subject a student to disciplinary action. The charge, accusation, or allegation must be submitted in writing via staff or faculty (excepting emergency situations mentioned in the examples below) with pertinent details sent to the Student Conduct Committee through the Provost/Chief Academic Officer (or his/her designee) promptly by the individual or individuals. Note that the Student Conduct Committee does not supersede the role of other CTU officials. For example:

1. Faculty have the right to remove a student from a class when a faculty member determines the student's actions are interfering with the classroom learning environment.
2. The University President has full power and authority to enforce rules and regulations to govern student conduct and to take emergency measures to protect the health and safety of students and employees.
3. Every student is subject to federal, state, and local law. The conviction of a student for any criminal offense involving conduct which is inconsistent with the University's mission or presents a risk to the safety or security of the campus community shall be subject to disciplinary action, including dismissal. The sanction and duration of the sanction will be determined via recommendation to the Provost Office by the Student Conduct Committee and based on the degree of severity of the offense.

Sanctions

Sanctions can be enforced by the University Provost/Chief Academic Officer (or his/her designee), and the Student Conduct Committee, via oversight of the Provost Office. Sanctions can take several forms, including the following:

1. *Official Reprimand* - an oral statement and warning by an appropriate CTU official to cease the inappropriate behavior or act. This oral statement will articulate the consequences if the infraction is repeated. A copy of the reprimand will reside in the student's file.

2. *Official Written Notice* - a written censure citing that the student has violated a specific tenet of the Code of Conduct, the nature of the violation, and the determination that a repeat occurrence during the remaining time of the student's degree studies may/will lead to immediate suspension or dismissal. A copy of the official written notice will reside in the student's file.
3. *Suspension* - the student is not allowed to participate in any aspect of the institution and is banned from the institution for the length of time of the suspension. During this time, the student is barred from the University's campuses and/or online community. A copy of the official letter of suspension will reside in the student's file.
4. *Dismissal* - the student or prospective student is permanently removed from all connections and associations with the institution with the inability to return to the University in a future enrollment. A copy of the official letter of dismissal will reside in the student's file. The University President and/or Provost/Chief Academic Officer (or his/her designee) have the authority to dismiss a student from the institution based on investigation, findings, and recommendations from officials or the Student Conduct Committee.

Dismissal

CTU reserves the right to dismiss a student for any of the following: Failure to maintain satisfactory academic progress; failure to pay school fees and/or tuition by applicable deadlines; engaging in fraudulent financial activities; disruptive behavior; posing a danger to the health or welfare of students or other members of the community; or failure to comply with the policies and procedures of the institution. Students dismissed during a term will be reviewed on a case-by-case basis to determine the appropriate application of assignment and final grades for the course(s) based on the circumstances and date(s) of event(s) that led to the dismissal. Any unpaid balance for tuition, fees and supplies becomes due and payable immediately upon a student's dismissal. CTU will determine any Title IV funds to be returned in accordance with federal guidelines.

Appeals

Students have the right to appeal conduct dismissals when imposed by the President, Provost/Chief Academic Officer (or their designee).

CTU is committed to and will maintain necessary avenues for students to file a formal appeal should they meet the necessary requirements as outlined in these proceedings.

1. A student may appeal a University decision in writing by completing the Conduct Dismissal Appeal form located on the Virtual Campus Resource page and submitting it to the Office of the Ombuds (StudentGrievance@coloradotech.edu) within five (5) business days of receiving notice of the dismissal decision. Within three (3) business days the Office of the

Ombuds will confirm receipt of the appeal and begin a thorough review of the claim and supporting evidence to be reinstated. The role of the Ombuds Office is to ensure compliant and consistent treatment occurred during the committee sanctioning process.

2. Once the student has provided all the necessary appeal evidence and/or documentation, the Office of the Ombuds will request a meeting with the Student Conduct Committee to present the details of the appeal to the voting members.
3. Upon hearing the case, a formal vote will be cast by each member; the results of which will be sent to the President or Provost/Chief Academic Officer (or his/her designee) for a final review and determination.
4. The President or Provost/Chief Academic Officer (or his/her designee) will send the final determination in writing to the Code of Conduct process administrator which will contain the findings, reasoning, and conclusion of the appeal review. The process administrator will document and send the formal review letter to the student and carbon copy the appropriate CTU Departments for documentation purposes.
5. All University determinations of appeals will be kept as a permanent record in the student's file.
6. All University determinations of appeals will be kept as a permanent record in the student's file.
7. Students are only eligible to appeal a dismissal case a maximum of three times. If, by the third appeal request the Student Conduct Committee has not found any new evidence or justification to overturn the original dismissal status, the dismissal status will remain, and no further appeal requests will be presented to, or reviewed by the Student Conduct Committee.

Reinstatement

Students approved to return to the University upon completion of the appeals process may be reinstated under the following conditions:

1. The student is required to return by re-applying via Re-entry Admissions. Upon doing so, requirement documentation including but not limited to financial aid and academic (e.g., Satisfactory Academic Progress) documentation must be completed.
2. A re-entering student must also adhere to the program plan determined at the time of re-entry.
3. Returning students must also follow any and all specified conditions as recommended by the Student Conduct Committee and approved by the Provost/Chief Academic Officer (or his/her designee). Specified conditions may include but are not limited to the ability to attend a specific campus and/or ceasing contact with specific individuals.

CTU's Late Submission of Assignments Policy

A key characteristic of successful working professionals is the ability to meet project and assignment deadlines. CTU fosters and supports this responsibility, as each student is expected

to submit the course assignments on or before the due dates. Specific deadlines for all assignments are clearly stated in the syllabus addendum or assignment list and through each of CTU faculty members.

A student may experience certain life events or other pressing commitments that may result in the submission of late work. In all instances, CTU encourages the student to work closely with his/her faculty member to meet the course requirements while balancing professional and personal obligations. If you are going to be late submitting an assignment, communicate with your faculty member within a reasonable amount of time prior to or immediately after the assignment due date.

Please inform your faculty member in writing about circumstances contributing to the late assignment or if there is an unforeseen, extenuating, or extreme circumstance(s). For extreme circumstances, late penalties will be waived and the assignment will be accepted. Examples of extenuating or extreme circumstances would be but are not limited to:

- Loss of home
- Medical conditions, injuries, hospital stays, and medical emergencies
- Natural disasters
- Loss of family members
- Family emergencies or care for a family member
- Military commitments

For late assignments not due to extreme circumstances, a 10% penalty of total possible points per assignment will be deducted. All late assignments will be graded within seven days of a student's submission or prior to the end of session grading deadline for the course, whichever is earlier.

In all instances, no late work will be accepted from a student beyond the timeframe of the course end date, unless an Incomplete has been granted. For courses that include intellipath technology for graded assignments, students are encouraged to participate often to improve their knowledge; therefore, the late assignment policy does not apply. Submissions made through intellipath assignments are subject to the Late Policy. Additional information about intellipath grading can be found in the course information section of the classroom.

Course Expectations & Student Responsibilities

Expectations

Success is a direct result of intentional action and planning. Since each course may have unique

requirements, each faculty member will provide specific course expectations to support those course objectives. CTU has developed the following general expectations to support student learning and successful completion of degree program objectives which are designed to be the foundation of success in all courses.

1. All students are expected to respect the rights of others, and are held responsible for conducting themselves in a manner consistent with creating an open learning environment.
- Students are expected to fully complete the University provided orientation to ensure that they have the foundation to engage successfully in their learning environment.
- Students are expected to develop original work as they enhance communication and writing skills throughout their program.
- Students are expected to conform to the accepted standards of Academic Honesty and Integrity. Please review the [Academic Honesty and Integrity policy](#)
- Students are expected to be engaged in their courses on a regular basis.
- Students should submit assignments by the due dates designated in the syllabus addendum or assignment list.
- Students are expected to use their CTU provided e-mail account and check it regularly.
- Students are expected to read and review all grading feedback and faculty communications, including course expectations and weekly announcements.
- Students are expected to utilize provided resources, as needed, for coursework.
 - Please review these helpful resources on [Virtual Campus and Classroom Navigation](#)
- Students are expected to communicate with faculty members and Student Success Coaches when assistance is needed.
- Students are expected to use Microsoft Office Software, provided by the University, to complete assignments.
 - For further assistance, check out this resource on [Microsoft Office Installation](#)

[instructions](#)

- Students are expected to abide by the Student Software Agreement, and meet the Hardware/Software Requirements as described in the “Hardware/Software Requirements and Student Software Agreement” of this handbook.

Beyond expectations, students can take additional action to be successful both during and after their program. It is important for students to establish and maintain professional relationships with their peers, faculty and staff, and eventually their employer. This requires timeliness, organization, and communication. Below are some useful tips to help CTU students reach their goals:

1. Students should always conduct themselves in a way that demonstrates their professionalism and concern for everyone. Faculty, staff, peers, and all others that CTU students interact with, should be treated with respect at all times.
2. Students should create a weekly schedule to ensure that they are able to access courses regularly. Anticipate potential obstacles and plan ahead to avoid or overcome them while continuing the program.
3. Students should be diligent and disciplined with course work and participation in courses. Participation and engagement are of the utmost importance.
4. Students should be open to constructive criticism. Faculty members provide a significant amount of constructive criticism and feedback intended to guide the student toward improvement. Students should receive the feedback in a professional manner and demonstrate ongoing improvement as they continue their work in their courses and program.
5. Students should monitor their progress by tracking their grades and asking for help when needed. A proactive approach on behalf of the student can greatly impact continued success at CTU.
6. Students should budget the necessary time to complete assignments without rushing to meet assignment deadlines.

7. Students should be prepared for the complexity of taking courses delivered in an accelerated format. Accelerated courses require the same amount of coursework in less time.
8. Students should attend live chat sessions or view the archived chat to ensure they meet the faculty member's expectations for each assignment.
9. Students should utilize Tutor.com, the University's no additional cost online tutoring service, to schedule tutoring sessions to bolster their confidence, student habits, and knowledge.

Technology Specific Responsibilities

Any part of CTU's technology resources must not be used to produce, view, store, replicate, or transmit harassing, obscene, or offensive materials. This includes, but is not limited to, material from the Internet, screen savers, etc. In addition, printed copies of such material, including those from magazines, are not permitted to be distributed. There is zero tolerance for any student who violates this policy, and immediate expulsion or dismissal as well as termination of access to campus e-mail and MyCampus Portal or the Virtual Campus may result.

University e-mail services shall not be used for purposes that could reasonably be expected to cause, directly or indirectly, excessive strain on computing resources or unwarranted and unsolicited interference with use of e-mail or e-mail systems. Engaging in any use that would interfere with another student's and/or employee's work or disruption of the intended use of network resources is prohibited. Penalties for misuse of e-mail, Internet or any part of CTU are to be determined by the instructor and/or the appropriate University official.

It is in a student's best interest to use proper social and professional etiquette when using the CTU e-mail system. Use of the network, including use of the MyCampus Portal or the Virtual Campus, but not limited to discussion boards, drop box and chat, implies consent for monitoring of traffic that is necessary for smooth administration of the resource. CTU does not condone the use of inappropriate language when writing messages to instructors, staff, or students.

Lastly, it is critical that you exercise discretion and refrain from sharing your password and/or log in information with anyone inside or outside of the CTU community. The access and rights provided to you within the Virtual Campus or the MyCampus Portal are solely for your use.

Discussion Board Etiquette & Expectations

Discussion Board topics are tied to specific course Tasks for each week of the session. Discussion board participation and active student engagement in course work is required and evaluated quantitatively and qualitatively by the Instructor. Each week students will be expected to post their initial discussion posting to the discussion board by Thursday. In turn, students will post responses to their colleagues (as specified in the course room) by the following Saturday. Discussion posts will be graded according to the late policy.

Colorado Technical University is committed to creating and maintaining a diverse, equitable, and inclusive environment. Discussion Board Assignments explore diverse perspectives. Learning how to communicate with others who have differing viewpoints effectively is essential to professional success. Interactions among those who differ in beliefs, behaviors, values, or views are encouraged. There is no place at CTU for behaviors contributing to anyone feeling unsafe or unwelcome.

In our learning spaces, we communicate with each other respectfully. Any language that is obscene, abusive, harassing, or constitutes hate speech is unacceptable. Any member of the CTU community who contributes to our learning spaces in ways that create an unsafe or unwelcoming environment for any other member will be asked to modify their behavior and will be subject to the CTU Student Conduct policy. If you experience or see language or conduct that is inconsistent with our ability to maintain a safe and welcoming learning environment, please notify your instructor and/or success coach.

University Zoom Etiquette Guide

The use of Zoom video conferencing has become a widely used communication tool for universities and businesses across the globe. While connecting through a video call is generally simple, there are some best practices participants may want to keep in mind.

Consider the following tips when joining your next Zoom meeting:

Before Your Meeting Begins

- Dress in appropriate attire, following the dress code policy is a good practice.
- Choose a room with adequate lighting and minimal background distractions and noise.
- Position your camera so it is focused at your eye level.
- Set up a profile picture in Zoom so an image shows if your video is off.
- Turn off or mute your cell phone notifications.
- Sign out of your email account to avoid multi-tasking or additional distractions.
- Practice muting the microphone setting.
- Test your audio/video before joining a meeting.
- Utilize a professional background image or just a plain wall as your backdrop.
- Practice looking at and speaking to your camera and not your screen.
- Prepare all materials needed before a meeting starts.
- Use a headset with an external mic to enhance your hearing and speaking.
- If possible, close your office door or move to a quiet space where distractions are limited.

During Your Meeting

- Mute your mic as soon as you sign on and anytime you are not speaking.
- Pause your video if/when any interruptions occur during your video chat.
- Use the “raise your hand” feature when you want to speak (especially if there are multiple participants).
- Use the chat feature to post questions or comments when someone else is speaking.
- Minimize distractions to other participants, such as rotating your meeting background or getting up during the video call.
- Try to sit still, look attentive, and avoid doing anything that might be considered unprofessional.

Upon Closing

- Say “goodbye” or “thank you” to acknowledge the meeting has ended.
- Sign out or “leave the meeting” once it has ended.

CTU's Honor Code

Students at Colorado Technical University agree through this code that “lying, cheating, and stealing will not be tolerated. But that is a minimum standard. We also cannot stand by when we see others disrespect or diminish each other in any way. We cannot allow the propagation of sub-culture values that are contrary to our collective values as professionals. We should always strive to respectfully treat each other as valuable teammates on a noble, demanding endeavor.” (USMA, 2014).

This simple code is patterned after that at the United States Military Academy where it, and its support system, has successfully helped form the Academy into a leading provider of great American leaders since the Academy's establishment in 1778. In positioning itself as an educational institution that may empower students to transform jobs to careers and careers to leadership, Colorado Technical University affirms its recognition of importance to the Honor Code as the core set of values required of its students.

CTU promotes a culture of academic integrity at all levels of the University system. CTU expects students to abide by this Code of Honor and faculty to enforce it in all academic matters.

CTU is a community committed to lifelong learning. CTU recognizes integrity as the foundation for personal, academic, and professional success. Integrity includes respect, accountability, trust, fairness, and honesty.

- Respect affirms the inherent dignity of the persons and ideas of all members of the CTU community.
- Accountability takes ownership of our actions and their consequences.
- Trust expects us to do what we say we will do.
- Fairness ensures that similar situations yield similar results.
- Honesty requires truthful communications and actions.
- Courage - Taking action. Converting the values from text into visible outcomes. (Center for Academic Integrity, 2014)

We are committed to challenging dishonesty in all of its forms and to uphold academic and professional standards.

CTU requires students to submit authentic, original work. All outside sources must be cited and referenced following the format published in the 7th edition of the American

Psychological Association (APA) publication manual.

Students affirm that the work they submit is their own and conforms to this Honor Code. Students and faculty members shall embody professional ethics and integrity by following and enforcing the CTU Honor Code in all academic matters.

For additional information, please review the links below that highlight the policies involved in the Honor Code.

To learn more about the following topics, click on and review each policy within the University Catalog.

[Academic Honesty and Integrity Policy](#)

[Originality Statement](#)

The reference, USMA, 2014, corresponds to the following note: United States Military Academy (USMA, 2014) Evidence of Good Character: Living Honorably and Building Trust, retrieved June 18, 2016 from

<http://www.westpoint.edu/strategic/shared%20documents/honorable%20living%20white%20paper.pdf>

Financial Aid & Student Accounts



Students are responsible for all charges as published in the [tuition and fees schedule](#). Arrangements for payment of all charges must be made prior to the first day of each session. CTU reserves the right to remove a student from class, or administratively withdraw a student from CTU at any point in time for not fulfilling their financial obligations to CTU defined as follows but not limited to:

- Student has not made satisfactory payments on any outstanding payment plans or balance.
- Student has not satisfactorily completed or provided all required University documents.

CTU is staffed with knowledgeable financial aid advisors ready to guide and assist students through the financial aid process.

The Financial Aid Office vs. the Student Accounts Office

The Financial Aid and Student Accounts offices work together; however, they are separate entities. Financial Aid is responsible for setting up your award based on eligibility determined by the United States Department of Education and ensures there is a plan in place to cover your tuition. The Student Accounts department is there for assistance with making payments, explaining specific charges against your student statement, and processing of funds.

The FAFSA

The Free Application for Federal Student Aid (FAFSA®) is an application that can be filled out annually to determine eligibility for federal student financial aid. All eligibility for federal grants and loans will be determined by the United States Department of Education, and are based on need. Federal aid sources provided by the United States Department of Education are referred to as Title IV aid.

The FAFSA needs to be filled out when entering into a new FAFSA year. The FAFSA year runs from July 1st – June 30th. Upon entering a new academic year, if overlapping with these dates, students may be requested to renew their application.

For additional information check out this helpful [Resource on FAFSA](#)

Tuition & Fees

Students will receive information regarding the cost per credit hour for tuition within their

enrollment packet. The amount that students will pay is subject to change, depending on the number of credits needed to complete the student's chosen program. Students should review the provided financial aid award letter as well as the 'My account activity' information available at the 'accounts' tab on the Virtual Campus and MyCampus Portal to determine what is being charged quarterly to their account.

Add/Drop

Students may find the need to increase or decrease course load throughout the length of their program. Altering the credit hours taken per term could impact a student's financial aid award and payment expectations. In these circumstances, the date of a student's withdrawal will determine their eligibility for financial aid. Student accounts and Financial Aid advisors are available to assist students through circumstantial schedule changes and the impacts incurred.

Questions Regarding Tuition & Fees

The Financial Aid department or the Student Accounts department can help students with any question regarding tuition or bills. Financial Aid and Student Accounts will work together to assist in making sure questions are answered.

Tuition Payments

Eligible students may use grants and loans to help cover tuition costs as determined by completion of the FAFSA application. Some students may also be eligible for tuition reimbursement through their employers, or may have access to military education benefits such as the GI Bill®. A Financial Aid advisor will work with students to investigate funding options and generate an award letter which outlines a financial plan to pay for tuition. If students are not eligible for Title IV aid through the US Department of Education, they may choose to pay their tuition using an out-of-pocket payment plan. The cash payment plan is an interest free payment paid directly to CTU on a monthly basis.

If a student chooses to set up a payment plan while attending, a student can make their payments in the following manner:

- On the Virtual Campus/MyCampus Portal under the accounts tab, with a bank debit/credit card; a major credit card, or with bank account number
- Students can call Student Accounts and make a payment over the phone with a customer service advisor
- Students can have funds automatically drafted from their credit card or bank

account, by setting up auto pay on the Virtual Campus under the accounts tab, or they can speak with a Student Accounts Customer Service Advisor over the phone to set up auto pay

- Students can set up auto pay by going through their bank and have payments electronically sent to the University
- Students can mail a check to our University lockbox address: Colorado Technical University; PO Box 95252, Chicago, IL 60694-5252
- Students can have funds wire transferred to the University from their bank

More Information about Financial Aid

Financial Aid Advisors are available to support students throughout their program. Financial Aid information can be viewed directly online through the Virtual Campus or MyCampus Portal. If students have questions about the information available online or have questions that cannot be answered through the online format, they may contact the Financial Aid department at their campus.

Academic Progress/Grading



Satisfactory Academic Progress (SAP)

All degree-seeking students must maintain satisfactory academic progress (SAP) in order to remain enrolled at CTU. Additionally, satisfactory academic progress is required to maintain eligibility to receive financial assistance (e.g., federal and state aid). SAP is determined by measuring the student's cumulative grade point average (CGPA) and the student's rate of progress (ROP) toward completion of the academic program at the end of each grading period. Both the CGPA and ROP standards, outlined below, must be met to obtain satisfactory academic progress.

Calculated Grade Point Average (CGPA) Requirements

Students must meet minimum CGPA requirements at specific points throughout the program in order to be considered making satisfactory academic progress (SAP). These requirements are noted in the tables below. These will be reviewed at the end of each grading period, after grades have been posted, to determine if the student's CGPA is in compliance. Once the student reaches a review point, the minimum CGPA for that level must be maintained until the next level of review.

Rate of Progress (ROP) Toward Completion Requirements

In addition to the CGPA requirements, a student must maintain the minimum rate of progress (ROP) percentage requirement in order to be considered to be making satisfactory academic progress (SAP). The ROP percentage is calculated by dividing the credits earned by the credits attempted. Credits attempted are defined as those credits required in the student's program of study, including credits that were transferred from other approved institutions and proficiency credits earned. As with the determination of CGPA, the completion requirements will be reviewed at the end of each grading period after grades have been posted to determine if the student is progressing satisfactorily.

Associates			Bachelors			Masters			Doctoral		
Credits	ROP	CGPA	Credits	ROP	CGPA	Credits	ROP	CGPA	Credits	ROP	CGPA
0-15	50%	1.6	0-30	50%	1.6	0-7	50%	3.0	0-96	66.67%	3.3
16-30	55%	1.75	31-60	55%	1.75	8-15	55%	3.0			
31-45	60%	1.9	61-90	60%	1.9	16-22	60%	3.0			
46+	66.67%	2.0	91+	66.67%	2.0	23+	66.67%	3.0			

Maximum Time in Which to Complete

A student is not allowed to attempt more than 1.5 times, or 150%, of the number of credits in their program of study. The requirements for rate of progress (ROP) are to assure that students are progressing at a rate at which they will complete their programs within the maximum timeframe.

Maximum Timeframe for Doctoral Programs

Students in a Doctoral program must complete their degree within seven (7) years of beginning the program. The Time to Degree begins with the first class in the doctoral program (not including students taking doctoral classes as part of the Doctoral Advantage program) and ends seven years from that date, regardless of time when the student is not active in the program. Students who elect to change their concentration within their program will have no change to their Time to Degree timeframe. Students who elect to change to a different doctoral program (Computer Science to Management or vice-versa) will have their Time to Degree begin from their first class in the new program. A student who does not complete their degree within the seven year timeframe will be dismissed. (Ex. A student who begins the program on 1/5/14 will have until 1/4/21 to graduate from the program before they are dismissed.) Students dismissed for exceeding Time to Degree who would like to return to the University to finish their degree will need to appeal in order to be considered. Appeals must be approved by the University Dean or Provost.

How Transfer Credits/Change of Program Affect SAP

Credit that has been transferred into the institution by the student is included in the Rate of Progress (ROP) calculation however, has no effect on the calculated grade point average (CGPA) requirement for satisfactory academic progress (SAP)

Transfer credit is considered when computing the maximum timeframe allowed for a program of study.

For example, a student transfers from institution A to CTU. The student is able to transfer 30 credits earned at institution A into a program at CTU. The program requires 180 credits to graduate. Thus, the maximum timeframe for this student's new program at CTU will be one-and-a-half times $(150\%) \times 180 = 270$ credits. The 30 transfer hours will be added to the attempted and earned hours when the maximum timeframe and rate of progress is being calculated.

When a student elects to change a program at Colorado Technical University, the student's attempted and earned credits and grades will be transferred into the new program as applicable, including transfer credit. Credits earned at the school in the original program of study that apply to the new program of study will be used when computing grade point average, rate of progress and maximum timeframe. Transfer credits from another institution that are applicable to the new program of study will not be calculated in the grade point average, but will be considered as credits attempted and earned in the maximum timeframe and rate of progress calculations.

For example, a student transfers from program A to program B. The student is able to transfer 30 external credits and 10 credits earned in program A into program B. Program B requires 180 credits to graduate. Thus, the maximum timeframe for this student's new program will be one and half times $(150\%) \times 180 = 270$ credits. The 30 external transfer hours will be added to the attempted and earned hours when the maximum timeframe and rate of progress are being calculated. The 10 credits earned in program A will be included in the grade point average calculation as well as the maximum timeframe and rate of progress calculation.

Warning and Probationary Periods

At the end of each term after grades have been posted, each student's CGPA and rate of progress is reviewed to determine whether the student is meeting the above requirements.

1. A student will be placed on FA Warning immediately after the first term in which the CGPA or the rate of progress falls below the values specified in the tables above. At the end of the next term, the student will be removed from FA Warning and returned to SAP Met Status if the minimum standards are met or exceeded.
2. A student who continues to fall below the specified values will be required to successfully appeal in order to maintain eligibility for financial assistance under a FA Probation status.

3. A student who successfully appeals and is on FA Probation will be evaluated at the end of the next term.
4. A student who meets or exceeds the minimum standards will be removed from FA Probation and returned to a SAP Met status. If the minimum CGPA and rate of progress requirements are not met at the time of evaluation; the student will be placed of FA Dismissal Status and will be dismissed from school unless terms of the academic plan are met.

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

Notification of academic dismissal will be in writing. The Code of Conduct Policy section of this catalog describes other circumstances that could lead to student dismissal for non-academic reasons. A tuition refund may be due in accordance with the institution's stated refund policy.

During the period of FA Warning, which lasts for one payment period only the student may continue to receive financial aid. During a period of FA Probation, if an appeal is accepted by the institution, the student may also continue to receive financial aid.

A student on FA Warning and FA Probation must participate in academic advising as deemed necessary by the institution as a condition of academic monitoring. A student who fails to comply with these requirements may be subject to dismissal even though their CGPA or rate of progress may be above the dismissal levels.

Appeal

A student who has been placed on FA Probation may appeal the determination if special or mitigating circumstances exist. If you are an active student, any appeal must be in writing and must be submitted to the Appeals Board within 7 days of receiving notification of his/her dismissal. The student must explain what type of circumstances contributed to the academic problem and what action is being implemented to overcome the mitigating circumstance in the future. The decision of Appeals Board is final and may not be further appealed. For the appeal of non-academic dismissals, please refer to the grievance policy within this catalog.

Reinstatement

A student who was previously academically dismissed may apply for reinstatement of their status to the University by submitting a written appeal. The Appeals Board will consider the student's appeal to determine if reinstatement to the University is warranted. The appeal should be in the form of a letter explaining the reasons why the student should be reinstated.

The decision regarding reinstatement will be based upon factors such as grades, attendance, student account balance, conduct, and the student's commitment to complete the program. If the appeal is successfully approved, the University will allow a student a maximum of four approved reinstatements within a specific degree level (i.e., undergraduate, graduate, or doctorate). Dismissed students who are readmitted will sign a new Enrollment Agreement and will be charged tuition consistent with the existing published tuition rate. Financial aid may be available to those readmitted who qualify.

A student who fails to return to good standing and exceeds the number of allowable reinstatements is no longer eligible to appeal. In an extreme circumstance, permission from the Provost or his/her designee is required for additional appeal consideration.

Grading System

Grade reports are available to students via the Virtual Campus, Mycampus portal, and the Registrar's Office at the completion of each term/session. Grades are based on the quality of work submitted to the course reflecting the grading scale indicated on the course syllabus.

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

Grade Point Average (GPA) calculation

The grade point average (GPA) is computed for each academic level using course grade points (Grade points are as follows: A=4, B=3, C=2, D=1, F=0). Earned quality points are calculated for each course by multiplying the grade point value for the grade received for the course by the credit hour value of the course. For example, a 4.0 quarter credit course with a grade of B would earn 12.0 quality points (credit value of course (4) times grade point value of B (3)).

The quarterly GPA is computed by dividing the sum of the quality points earned in all courses taken during the quarter by the total number of credit hours attempted during the quarter. The Cumulative Grade Point Average (CGPA) is calculated by dividing the total earned quality points by the total credits attempted. For more information please review [CTU's Grading System](#) in the University Catalog.

Intellipath® Grading

Students who are enrolled in a course that contains one or more intellipath assignments must ensure their intellipath work is saved regularly. Only saved intellipath work will be registered in the grade book when the faculty member transfers grades from the intellipath system to the

classroom. Additionally, only intellipath work that has been saved at the time when the faculty member transfers the grades for the final time after the session has ended (but prior to the posting of the final course grades) will be factored into the student's grade. Students will not have access to intellipath after the final course grades have been posted. For more information on intellipath, please look at the [intellipath basics center](#).

Student Leave of Absence (LOA) Options

An approved Leave of Absence (LOA) is a temporary interruption for a specific period of time in a student's academic attendance. Students must meet a series of conditions in order to request a LOA. A standard LOA is different than military leave as described below.

Campus

If students are taking courses at a campus, they need to contact their Student Success Coach to discuss available options. There are a number of other alternative options to withdrawing from the University, such as electing to take a Standard Period of Non- Enrollment or Leave of Absence, which a Student Success Coach can review with students.

Virtual Campus

Students taking courses through the Virtual Campus are encouraged to review all information within the University Catalog to be informed about policies to assist students with unique circumstances that may prevent them from pursuing their course(s) or program. Depending on a student's circumstances, if they had to take a break from the University in which they took no classes, it may ultimately result in withdrawing from the University and they would no longer be considered an active student. There are a number of other alternative options to withdrawing from the University, such as electing to take a Standard Period of Non-Enrollment or Leave of Absence. Our Student Success Department can review this with a student. In the event in which a student would need to take a quarter off for a personal reason such as illness, military duty, jury duty, care of a family member, or bereavement, they should refer to the [Leave of Absence Policy](#) in the University Catalog. In the event that a student needs to take a session off, they should refer to the [Standard Period of Non-Enrollment policy](#) in the University Catalog to determine eligibility.

Leave of Absence Conditions

A student may be eligible for a Leave of Absence (LOA) if one of the following conditions applies:

- Medical Leave (for the student's own medical condition, including pregnancy)

- Family Care (childcare issues, loss of family member, or medical care of family)
- Military Duty
- Jury Duty

The following requirements apply:

A student may be granted a Leave of Absence (LOA) if:

- A signed LOA request that includes the reason for the request is submitted in writing within five calendar days of the student's last date of attendance or the begin date of term.
- Students may request multiple LOAs, but the total number of days the student remains on LOA may not exceed 180 days during a consecutive 12-month timeframe.
- There may be limitations on LOA eligibility for a student enrolled in term-based programs due to scheduling requirements associated with the student's return to school.
- The student must have successfully completed a minimum of one grading period before being eligible to apply for a LOA. One grading period is defined as 5 or 10 weeks.
- Prior to applying for a LOA, the student must have completed his or her most recent quarter and received an academic grade or grades (A-F) for that quarter.

Failure to return from an approved LOA, or failure to return within the 180-day timeframe, will result in the student being administratively withdrawn from the school and may have an impact on the financial aid a student receives, loan repayment and exhaustion of the loan grace period. A student in an LOA status will not receive further financial aid disbursements (if eligible) until returning to active status. The student should contact the financial aid office for more information about the impact of a LOA on financial aid.

Military Leave of Absence

CTU is proud to serve a dynamic population of students including many active military service members. CTU strives to create a dynamic learning environment that is flexible enough to accommodate many situations. However, there are some situations in which military duties must be served in such a way that sustaining course performance is not realistic. In order to support our active service members, the following conditions must be met to be granted a Military LOA.

Students attending a physical campus, or students attending through CTU's Virtual Campus, may submit a written request for a military leave of absence. Students may submit the request to the Registrar Office if they attend a physical campus, or through LOARequests@coloradotech.edu if they attend CTU's Virtual Campus. The request must be

submitted in writing/e-mail prior to the beginning of the leave and include copies of the military orders. An approved military leave may not exceed two consecutive years, and combined absences for military leave may not exceed five years.

Upon return from a military leave of absence, the student will be readmitted to their previous academic program.

If the student is a title IV federal student aid recipient, and the requested timeframe is longer than the maximum 180 days allowed in the title IV federal student aid Leave of Absence policy, then the student will be withdrawn from the school, which may have an impact on federal aid, loan repayment and exhaustion of the loan grace period. If a student has title IV federal student loans, they may be eligible for a military deferment, however the deferment is not automatic; the student or their designee must apply. They may initiate a request for a deferment by contacting their lender or a member of the HELP team at, 1-888-517-2630.

Students in a LOA status may not receive further financial aid disbursements until returning to active status. They can contact the financial aid office for more information about the impact of a LOA on financial aid.

Extenuating Leave of Absence and Academic Exceptions

In instances in which students are impacted by natural disasters, public health crises, or federally designated cases in which Extenuating Leave of Absences (eLOAs) are appropriate, the student may be eligible for an eLOA. In these situations the Chief Academic Officer (CAO) or designated appointee may choose to make an academic exception for the student, which includes but is not limited to: determining that the courses taken during the emergency period should not be counted towards Satisfactory Academic Progress (SAP) until the student is scheduled to return to the University; that a posted final grade should be converted to an Incomplete; approving and providing flexibility with individual academic plans; and assisting the student through the appeals process when attempting to return to the University.

University Withdrawal

Physical Campus University Withdrawal

Students intending to withdraw from the University must make a request in writing and send it via mail to the campus address or via e-mail to Colorado Springs: CTUSuccess@coloradotech.edu Denver South: AURSuccess@coloradotech.edu. A documented notification serves as an official withdrawal, and will be processed in a timely manner. The withdrawal date used to determine when the student is no longer enrolled at Colorado Technical University is the date the student submitted an official withdrawal notice as described above and ceased to attend classes. A

student who submits a withdrawal notice, but who continues to attend classes or other school activities will not be considered to have officially withdrawn from the University.

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

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

Online University Withdrawal

Students intending to withdraw from the University must submit written notice to the Student Affairs Department or an e-mail to officeofstudentadvising@coloradotech.edu. A student's written notification serves as an official withdrawal, and will be processed in a timely manner. All balances become due and payable at the time of withdrawal from the University. A student is not granted his or her request for official or unofficial Colorado Technical University transcripts if any outstanding charges are not paid.

During the first 15 calendar days of the session, all students must participate at least once in a class related activity (see definition below). If a student does not participate in a class related activity during the first 15 calendar days of the session, the student is administratively withdrawn from the university. The last date of the previous grading period is used as the last date of attendance (LDA) for refund calculations.

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

For 5 week courses: if a degree-seeking student does not participate in a class related activity at least once every 15 calendar days within a session he/she is administratively withdrawn from the University. For 10 week courses: after the first 15 calendar days of the session, if a degree-seeking student does not participate in a class related activity at least once every 21 calendar days he/she is administratively withdrawn from the University. The LDA is used as the official date of withdrawal for refund calculations.

A degree-seeking student who is administratively withdrawn from the University before the fifth week (5 week course) or eleventh week (10 week course) will receive a W grade for all current courses. No withdrawal (W) grades may be awarded after the fourth or tenth week of the session for current courses. Students desiring to return to the University following a withdrawal should refer to the Re-Entry to the University section in the catalog.

As a non-degree seeking student, the university will not automatically withdraw a student after

participating during the first 15 days of the course. Non-degree seeking students intending to course withdrawn or withdraw from the university should contact their Student Success Coach.

Online Course Withdrawal

The course withdrawal procedure for students enrolled through Colorado Technical University's Virtual Campus is a function that can only be carried out in a student's current session. A request to withdraw from a course that is made after add/drop week and before the fifth week of class will receive a "W." Students can withdraw from some but not all of their courses. Once all of the information has been documented and reviewed the Registrar's Office will assign the W grades and the Registrar Evaluation Services Department will adjust the schedule.

Administrative Withdrawals (Physical Campus)

Students attending CTU's Virtual Campus please refer to the Online University Withdrawal section of the University Catalog for information regarding Administrative Withdrawals. Attendance for students' taking courses at the physical campuses will be reviewed at the end of each week to determine whether a student is officially attending. On-campus a class related activity is defined as one of the following: participating in a scheduled face to face meeting

1. All Students who do not participate within the first two weeks of a course at a physical campus will be administratively withdrawn from the University.
2. Degree-seeking students in 10 week course(s) only: students who have not posted attendance for three consecutive weeks will be administratively withdrawn from the University.
3. Degree-seeking students in 5 week course(s) only: students who are not posted as present for 15 consecutive calendar days will be administratively withdrawn from the University.
4. Degree-seeking students in 10 and 5 week courses in the same term who have not posted attendance for three consecutive weeks will be administratively withdrawn from the University.

As a non-degree seeking student, the university will not automatically withdraw a student who attends at any time during the first 15 days of the course. Non-degree seeking students intending to course withdraw or withdraw from the university should contact their Student Success Coach.

Administrative Withdrawals (Online)

During the first 15 calendar days of the session, all students must participate at least once in a class related activity (as defined in the [CTU Attendance Policy](#)). If a student does not participate in a class related activity during the first 15 calendar days of the session, the student is

administratively withdrawn from the university. The last date of the previous grading period is used as the last date of attendance (LDA) for refund calculations.

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

For 5 week courses: if a degree-seeking student does not participate in a class related activity at least once every 15 calendar days within a session, the student is administratively withdrawn from the University. The Last Date of Attendance (LDA) is used as the official date of withdrawal for refund calculations

For 10 week courses: after the first 15 calendar days of the session, if a degree-seeking student does not participate in a class related activity at least once every 21 calendar days he/she is administratively withdrawn from the University. The LDA is used as the official date of withdrawal for refund calculations.

A degree-seeking student registered in multiple 5 week courses with a current university LDA, but did not attend all courses, will receive a W grade at the conclusion of the fourth week of the session for the unattended course. A student registered in multiple 10 week courses with a current university LDA, but did not attend all courses, will receive a W grade at the conclusion of the tenth week for the unattended course.

A degree-seeking student who is administratively withdrawn from the University before the fifth week (5-week course) or eleventh week (10 week course) will receive a W grade for all current courses. No withdrawal (W) grades may be awarded after the fourth or tenth week of the session for current courses. Students desiring to return to the University following a withdrawal should refer to the Re-Entry to the University section.

As a non-degree seeking student, the university will not automatically withdraw a student who attends at any time during the first 15 days of the course. Non-degree seeking students intending to course withdrawn or withdraw from the university should contact their Student Success Coach.

For more information please review the University policy on [institution or course withdrawals](#).

Re-Entry to the University

Students wishing to return to the University after withdrawal must follow the re-entry process to be readmitted. For details on the re-entry process please check out the [Re-Entry to the University Policy](#)

Grade Appeal

Colorado Technical University strives to ensure that academic evaluation is objective and fair. It is the faculty responsibility to grade submitted student work according to the university grading scale as identified in the CTU Catalog, provide clear feedback, and, when needed, additional explanation of the grading scale and their application of grading against the rubric for the work submitted, where applicable.

Grade Disputes

Any student who has concerns or disagrees with a grade they received for submitted work should contact the course faculty member immediately to discuss the concern. If communication with the course faculty member does not resolve their concern, or the faculty member does not participate in communication, the student should contact their Student Success Coach to further discuss their concern.

Grade Appeals

Any student who has concerns or disagrees with their final grade, based on grades and feedback received for submitted work should contact the course faculty member immediately to discuss the concern. If communication with the course faculty member does not resolve their concern, or the faculty member does not participate in communication, the student should contact their Student Success Coach to further discuss their concern.

Grade Appeals will not be considered until final course grades are posted.

Incomplete (I) and Incomplete (INC) grades

An incomplete (I) grade designates a temporary extension at the end of the course for individual students who experience extreme obstacles during the session. To receive an Incomplete (I) grade, the student must petition the course Faculty member in writing. The period to request an Incomplete grade begins on the first day of the final week, and must be submitted three days before the course end date.

Late assignment penalties will still apply during the incomplete period for any late work turned in past the previously agreed due date between the student and Faculty member.

The Faculty member must approve or deny the petition within three business days of receiving the student's request, but no later than the last day of class.

Should a student fail to submit the unfulfilled coursework requirements within five (5) calendar days from the end of the course, the Incomplete grade will convert to the final grade the student earned in the class, inclusive of "0" points for the incomplete work.

In the case of natural disasters or other situations, the Vice Provost, or Provost can approve an

incomplete (INC) grade for students in the affected area. An (INC) designation is an administrative use only indicator to notate an incomplete course grade outside of the standard incomplete (I) grade policy.

Natural Disaster Relief Response

As the University becomes aware of incidents such as natural disasters or other large-scale events that may potentially impact students, the University will evaluate the situation in order to determine how to provide appropriate support and accommodations. Should students need support they should contact their Admissions Advisor or Student Success Coach.

Repeating a course

Retaking a class will have the most significant impact on the time and money required to complete a degree. Retaking a class may be required if a student withdraws or does not meet the academic requirements to earn credit for the course.

A student who receives a failing grade (W/F/NP) in a required course must repeat the course and receive a passing grade or receive transfer credit for the course in order to graduate. Students are allowed to re-take any course a maximum numbers of times before being withdrawn from their program. At CTU the maximum number for courses receiving a W/F/NP grade is 4 repeats for a total of 5 attempts at the undergraduate level, and 3 repeats for a total of 4 attempts at the graduate level. A course for which an “F” is awarded is included in the term GPA and CGPA. When the student repeats the course with a passing grade the CGPA will be adjusted accordingly using the highest grade. The failure will remain on the transcript. Students should note that programs within the College of Nursing may have more rigorous academic requirements. Students should contact their Academic Advisor or Student Success Coach for specific program requirements regarding retakes and failed courses.

Students interested in attempting the failed course at another institution are recommended to discuss the desired course with a Registrar Evaluations Services Specialist before registering or attempting potential transfer credit. A previously failed or withdrawn course satisfied through transfer credit will not impact the student’s CGPA.

Degree audit/completion/graduation requirements

In order to graduate, students must:

1. Have earned a minimum of a 2.0 CGPA for undergraduate degree programs, 3.0 for graduate degree programs, or 3.3 CGPA for doctorate programs
 - a. Students enrolled in the Doctor of Nursing Practice must have earned a minimum of a 3.0 CGPA
2. Complete all deliverables (Doctoral students)

3. Have successfully completed all required credits within the maximum allowable timeframe in which to complete the degree program
4. Meet the [residency requirement](#)

Current or former students who have been enrolled in a Bachelor's program and have completed all of the requirements for an Associate's degree may be eligible for conferral of the Associate's degree. Students are encouraged to contact their Academic/Student Advisor at least two quarters prior to scheduled graduation to ensure that all graduation requirements will be met.

Commencement Ceremony Information:

Aurora and Colorado Springs Campuses

Stop by Career Services or connect with an advisor through the MyCampus Portal to discuss graduation options and get detailed information about the commencement ceremony in Colorado Springs, Colorado.

Virtual Campus

For more information about the in-person commencement ceremony please visit the [CTU & Commencement area](#)

All students graduating from online degree programs are invited to participate in a virtual graduation ceremony as well. One week before classes end, students receive an invitation via e-mail with login instructions. Registration is not necessary, and family and friends can be invited to view the ceremony. There is a live chat reception from 11am to 12pm CST on the day of the ceremony, and the archived presentation is viewable for one year.

Alumni Community

Many students stay connected with CTU to take full advantage of the many benefits made available to alumnus including:

- The CTU Network alumni networking platform
- Access to professional and personal development webinars
- Social Media-LinkedIn, Facebook, Instagram
- Access to career services resources
- CTU-branded merchandise
- The CTU Virtual Campus
- Access to the Learning Centers

- And much more

There are no membership dues or fees, and students automatically become an Alumni Community member upon graduation.

Learning Modalities & Resources



Instructional Delivery Methods and Learning at CTU

Quarters are divided into 5 week courses consisting of 5 Units, or 10 week courses consisting of 10 Units. Each week is a new course Unit of learning material and assignments. Students can review their course schedule by accessing the Academics tab of the Virtual Campus or MyCampus Portal. This area will also allow students to access resources such as the University Catalog. Faculty members are working professionals who have experience in their field. Faculty members function as mentors who provide instructional guidance and enhance the learning experience. They will provide specific course expectations to support student success in their course by maintaining regular office hours and being available to students for individual assistance. It is suggested that scheduled appointments be made for student assistance. Effective learning environments also help students connect their learning experiences with prior knowledge. Strong communication between students and faculty members is important for creating an effective learning environment.

With a variety of modalities of instruction, CTU defines effective teaching and learning environments as those in which students achieve course and program outcomes. The expectations of academic performance are tied directly to the objectives of the program curriculum. It is necessary for the student to reach these program objectives in order to meet the academic requirements for graduation. If you have further questions, please review the [ULO](#) policy.

Colorado Technical University offers three instructional modalities: On-campus, Fully Online, and Blended. For more information on the modalities please review the [Course Delivery Methods](#) policy.

Doctoral programs require students to attend synchronous symposia in addition to interacting through the Virtual Campus classroom.

- For further questions please review the [Doctoral Symposium and Attendance](#) policy

Course activities are designed to meet defined terminal course objectives. The number complexity, length, and design of course activities are aligned with the number of credit hours for the course.

No matter how the course is delivered, students have the opportunity to actively engage with faculty and other students to solve problems, reach goals, and achieve outcomes.

Directed Study Courses

CTU reserves the right to offer courses as directed studies. A directed study is defined as:

- Any course with 4 or fewer students registered.

Specific requirements of a directed study include, but are not limited to:

1. All pre-requisites for the course must be met.
2. Tuition for the directed study is charged at the same rate as a standard course.
3. All course codes, course content, timing, assignments, course materials, and any syllabi are consistent with the standard course.
4. Grades are earned in the same manner as the standard course.
5. There is no notation of the course being a directed study on the student's transcript.
6. Directed study cannot be used in lieu of a Leave of Absence (LOA).

Adaptive Learning: Intellipath®

As an early adopter of Adaptive Learning technology for a number of subjects in our undergraduate program, CTU embraces innovative technology to enhance the student experience. This is a personalized learning technology that uses a survey to establish a unique set of assignments, called a learning path, based on a student's level of familiarity with a given

topic. This generates learning material appropriate to the student's need, and encourages a high level of faculty engagement with each student.

CTU uses the intellipath platform for Adaptive Learning courses. Each unit in intellipath requires completion of the Determined Knowledge; which is the assessment that designs the personalized learning plan. Students are then expected to complete each lesson in their plan for that week. Each lesson includes learning, practice, and supportive resources.

Faculty review student performance in intellipath, and communicate with students to support their learning experience. Faculty will send messages, assign practices, and direct students to revise lessons in order to promote subject mastery.

In some courses, students will have additional assignments outside of the Intellipath platform. Successful completion of these courses will require submission of assignments in addition to the intellipath work. Review the course syllabus addendum or Assignment List for a detailed explanation of course assignments and due dates.

To get started on intellipath please check out [The Basics of Intellipath](#)

New Student Orientation Program

Prior to their first session at the university, new students receive a robust orientation. Students enrolled in online delivery can access the orientation up to two weeks prior to the start of the session. The orientation includes meeting their Student Success Coach, live chat sessions with university leaders and departments, opportunities to connect with peers, and the use of intellipath and the My Unique Student Experience (M.U.S.E.) interactive resources. These components allow new students the ability to benefit from the university's support systems and to learn about CTU, while identifying academic strengths and areas for development that they can use to cultivate a plan for academic success. The new student orientation program, in combination with the university add/drop policy, provides new students with the resources to help them prepare for the rigors of their collegiate endeavors. Students attending a ground

campus should check with their advisor for orientation dates and resources available at the campus.

Course Materials and Resources

Campus

Students attending a CTU physical campus will use various required classroom resources and materials, including textbooks, software and supplies. These materials are not included in the published tuition cost. For Colorado Springs books can be purchased at the Colorado Springs campus bookstore. For Denver South, books will be shipped to students through Words of Wisdom.

Each CTU campus houses a modern, spacious, resource center that supports the academic programs at its respective campus. Every CTU student has the opportunity to attend an orientation, which provides an overview of the campus resource center.

Virtual Campus

Students attending online via the Virtual Campus will use various required classroom resources and materials, including text books, electronic books (e-books), supplies and software. Costs for these materials are included in tuition and are not charged separately. Course material charges for students receiving the military tuition rate will be waived.

All students can access the following materials on the Virtual Campus/MyCampus Portal under the **Books & Resources** area of the classroom under **Course Dashboard** :

- Learning Materials: In this area, faculty members will upload important course documents such as the Course Expectations and presentations from live chat sessions when applicable. In addition, documents and links to unit specific course resources are provided for student review. This is also where students can access M.U.S.E.

- My Unique Student Experience (M.U.S.E.): These interactive and informative lessons help students to engage with various course concepts through text, video, and activities.
- Books & Guides: Most online courses utilize electronic books (e-books) made available via VitalSource that allows them to be printed or downloaded to an electronic device, such as a smartphone or tablet. These highly portable e-books still have the capability for highlighting, note-taking, and bookmarking.
- E-books and hard cover books are maintained by the Words of Wisdom (WOW) CTU bookstore. WOW will verify student's shipping address shortly before each session when physical materials need to be sent. Materials should be received within three business days prior to the session start. Any concerns regarding course materials for an online course, can be handled by WOW at 877-288-7650, or at ctuonlinebooks@wordsofwisdombooks.com.

All students have access to the following resources:

The Library: This is a carefully cultivated repository of excellent resources for every CTU program. It has over 200,000 books, 600 million articles, plus images and audio available for all programmatic research needs. It includes access to library staff, APA Writing Style Guides, research, and research support.

Check out this video on [The Top 5 Reasons to Use the CTU Library](#)

The Learning Centers: These communities are self-directed resources available to support students in programmatic, discipline specific, and course content areas. It allows students to network and connect to resources outside the classroom. Centers and communities are available to all CTU students. Students who need additional support in math, writing, and more can come here anytime for additional resources and support.

Tutor.com: This is online tutoring available at no additional charge for CTU students. Students have a choice of Connect with a Tutor Now, Drop Off Your Work, and Test Prep and Self-Study. All sessions are recorded, and a student can access them under My Account within tutor.com. Students should access tutoring through the Virtual Campus or Mobile App classrooms.

- If you need more information on tutoring check out the [Tutoring Center](#)

Library Guides: This is a webpage created by CTU librarians to help students learn about specific course topics using internet and library resources. You can also check out the [complete list of Library Guides](#).

CTU Mobile Application for iOS and Android devices

The CTU mobile App allows students to keep up with their courses through their smart devices. It allows students to do many things, including:

- Check assignments
- Participate in Live Chats, discussion boards, and watch archived chats
- Receive notifications – once enabled
- Add tasks to a personal calendar
- Access their bookshelf
- Contact CTU faculty and staff

The app is available at no additional cost and can be downloaded from the iOS App Store or Google Play Store. It is important to note that Individual Projects and assignments cannot be completed through this application. Students are expected to meet technology requirements to successfully complete their program. The CTU Mobile App is an excellent time management and communication resource for students on the go. For more information check out the [CTU Mobile App Quick Start Guide](#)

End of Course Survey

Students are requested to complete an end of course survey after each session. Each end

of course survey is utilized to gather information about various aspects of the course and classroom. The curriculum team reviews answers related to curriculum concerns and the faculty team reviews answers related to faculty concerns. Student feedback is greatly appreciated, and has a direct impact on the assessment of the performance of faculty members and any future changes to the course and curriculum.

Hardware/Software Requirements and Student Software Agreement

Colorado Technical University engages learning technology and dynamic learning environments that require students to have regular access to a computer that meets specifications for their program. Students attending a CTU campus have access to a computer lab.

Students attending fully online programs should ensure that their computer meets the requirements according to the program for which they are enrolled. For specifics you can review the [Hardware & Software Requirements](#).

- These requirements are subject to change based on new/updated software and technology that is incorporated in the classroom. In addition, CTU provides 24/7 technical support that can address course concerns as well as help to review a student's computer to ensure these requirements have been met. They can be reached at 866-813-1836 or by leaving a ticket on the Support tab of the Virtual Campus.

Student Support Services



Student Success Department

Student Success Coaches are here to help each student visualize their potential. Their responsibility is to provide motivation, support, and resources throughout the student journey to graduation. Student Success Coaches can provide answers to a student's program-related questions or other University questions, address issues students may have, and verify that students are meeting program requirements. When working with a success coach, students can expect them to assist in the following ways:

- Serving as a source for general information, such as program requirements and University policies.
- Helping to work through problems that may become barriers to success.
- Support students with SMART academic plans if Satisfactory Academic Progress becomes a challenge
- Contacting students via phone, messenger, push notifications, and email if they are struggling in courses or have missed a course for consecutive days.
- Providing students with resources and support; time and stress management for example
- Celebrating improvement and success to encourage growth mindset throughout their progress
- Coaching students on resume writing (SSCs are CPRW certified) and partnering students with Tutor.com for interview practice appointments
- Facilitating changes to schedules, fast track scheduling, and arranging appointments with other departments

In addition to University concerns, a Student Success Coach can be an efficient mediator for course concerns when necessary. If an instructor is unresponsive to communications after 48 hours, a student may contact their Student Success Coach. To ensure a quick turnaround time, students should include their full name, student identification number as well as a copy of their e-mail or proof of communication with the instructor, the instructor's name and the course title and description of the student's concern. The University will initiate the steps for an investigation into their concerns. Investigations can take up to 72 hours, so in the meantime it is recommended that students continually attempt all avenues of communication, while also continuing to work on all assignments to prevent falling behind in the course.

While CTU takes a proactive stance in assisting students, the students' role as an advisee includes, but is not limited to:

- Knowing how to contact a Student Success Coach and other University representatives.
- Reading and adhering to the student policies in the [University Catalog](#) and Student Handbook
- Immediately alerting a Student Success Coach or University representative to any issues, concerns, or questions.

Schedule Changes

Campus

Students should contact their Student Success Coach to discuss any changes to their schedule that are needed, and to address any questions or concerns they have about their academic program. If students are enrolled in a program at a campus, their Student Success Coach may also register them for classes each new term.

Virtual Campus

The Student Success Department can assist students with questions or changes to their course schedule. They can be reached by dialing (866) 813-1836 and selecting the appropriate option.

Students should make their request as early as possible (in advance of the session they are requesting the adjustment) in order to avoid potential long wait times. For changes needed in the upcoming session, the request should come no later than one week prior to the last day of the session to ensure proper processing time.

*Please note changes made to a schedule may impact a student's financial aid award if the number of credits per session changes. A Student Success Coach may have students speak to the Financial Aid department prior to making scheduling requests.

** Please note that rate of progress and cumulative GPA can also be impacted when changing schedules. Students are encouraged to contact their Student Success Coach if they have any questions about how this impacts them.

Career Services

CTU supports students and alumni with career search services through resources and guidance

providing strategies to help them to successfully manage their careers. Students and Alumni have the opportunity to learn the essentials of executing a results-oriented job search through self-guided practice tools in the student portal and from requesting resume, cover letter, or social media profile assistance from their Success Coach (Career Service Advisor for students on Colorado campuses).

For career resources, check out the Career Services Center:

<https://careered.libguides.com/ctu/career>

Contacting Career Services:

Campus

Connect with local Career Services via the MyCampus Portal. If students are on campus, they may also stop into their offices during their hours of operation.

Virtual Campus

If students are taking courses through the Virtual Campus, they can connect with their Student Success Coach for any career related questions Monday-Thursday 8:00a.m. - 7:00p.m. and Friday - Saturday 8:00a.m. - 4:00p.m CST in the following ways:

- 1) Phone: 1-866-813-1836 Option 5
- 2) E-mail: careerservices@coloradotech.edu.

MyCampus Portal or Virtual Campus Technical Assistance

Campus

Each campus has a technical support/help desk team to assist with technical issues that may arise while utilizing the MyCampus Portal.

Virtual Campus

Technical Support is available 24 hours a day/7 days a week/ 365 days a year.

Technical Support Contact Information:

- Phone: 1-866-813-1836, select the option for Technical Support
- E-mail: support@coloradotech.edu

- Live Chat: Click on the “live chat” link on the “support” page. Use the online chat features and receive answers to questions in real time.
- Online Ticket: Click on the “create ticket” link on the “support” page.
- Request help online by filling out a short form and submitting it to Technical Support; a representative will respond to the problem or request by updating the ticket and by phone or e-mail.

When contacting Technical Support, there are a few things to have ready that will help troubleshoot a problem:

1. Notes pertaining to what was being done or attempted when the error occurred;
2. Information regarding the error message that was received;
3. The student login account information and Student ID (when contacting by phone);
4. A valid phone number and e-mail address if connection is lost or there is a need to follow up with the problem.

It is helpful to retain the Incident/Ticket Number should additional follow up be needed.

Accommodations for Individuals with Disabilities

To ensure equal access to its programs and activities, CTU is committed to providing reasonable accommodations, including appropriate auxiliary aids and services, academic adjustments (inside or outside the classroom), and/or modifications to the University’s policies and procedures to qualified individuals with disabilities, unless providing such accommodations will result in an undue burden, lower academic standards, require a substantial program alteration, or pose a direct threat to the health or safety of the individual or others. You can review the [ADA/504 Policy](#) within the University Catalog.

How to Request a Reasonable Accommodation

Any student or perspective student who self-identifies as having one or more disabilities may submit a request for a reasonable accommodation as follows:

Campus

If students are taking courses at their local campus, please contact the ADA/504 Coordinator on your campus. You can find your contact by reviewing the [full ADA/504 Policy](#) in the University Catalog

Virtual Campus

If Students are enrolled through the Virtual Campus, they can send an e-mail to ADA504@coloradotech.edu.

To request a reasonable accommodation, students must submit a Student Request for ADA/504 Accommodations form and a Provider Certification of Disability & Recommendations for Accommodation form completed by a qualified health care provider or diagnostic professional. The ADA/504 Coordinator can provide students with these forms as well as additional information.

Processing of Reasonable Accommodation Request

To enable CTU to review a request for a reasonable accommodation and, if approved, to implement the reasonable accommodation in a timely manner, a student should submit the request at least six weeks before the first day of classes, or as soon as possible.

Approval of Reasonable Accommodations

Students will be asked to authorize their campus ADA/504 Coordinator, or the Coordinator's designee, to disclose their approved reasonable accommodations to their instructors who have a need to know, including but not limited to discussing the implementation of the specific reasonable accommodations identified in their *Agreement Concerning ADA/504 Accommodations*. Students should contact their campus ADA/504 Coordinator if they have questions.

Ombudsman's Office & Student Grievance Process

Students with concerns regarding their experience at CTU, including but not limited to attendance, enrollment, financial aid, policy, process or staff (excluding grade and SAP appeals) are encouraged to utilize the University's grievance process outlined in the [University Catalog](#).

When an issue arises and students are faced with a question or concern, we encourage them to speak with the appropriate instructor or staff member most closely aligned to the issue. We recommend students do this as soon as possible, and when able, at the first indication of a problem. Students are recommended to communicate with staff and faculty via email, two way messenger, and/or phone.

If students are unable to gain resolution via those steps, we encourage them to continue to seek a

remedy by working with the designated leader or university official most closely aligned to their issue. At this juncture, University leadership will thoroughly investigate the nature of the concerns as well as the students requested resolution to provide a final determination in writing on behalf of the University.

Should a student be unsatisfied with the resolution provided by University leadership or feel as though they were treated unfairly, they may contact the [Office of the Ombudsman](#) to file a grievance. While the Office of the Ombudsman cannot overturn University decisions in matters of resolved complaints, they can provide an impartial review of the students concerns as well as the determination provided in effort to ensure fairness and compliant treatment.

The Ombudsman's Office may also be utilized to mediate concerns when communication has broken down between students and staff. The Ombudsman's Office can determine the best appropriate path towards finding a resolution and/or can take steps to request student concerns are investigated and addressed in a timely fashion. The Ombudsman's Office can be reached via their email inbox:

CTUombudsman@coloradotech.edu

International Students

Students that are eligible for the issuance of an I-20 by CTU are classified as international students. CTU does not do business in the Commonwealth of Massachusetts or the European Union (EU) and does not accept applications from residents of these jurisdictions seeking to enroll at the University.

In order to ensure completion of a meaningful education at the University and to comply with Federal regulations under the Department of Homeland Security, Immigration and Customs Enforcement, and the Student Exchange Visitor Program, all international students are expected to complete their degree requirements with little or no interruption to their studies. International students must maintain full time status each full academic year (3 quarters/9 months) of their program. International students not residing in the U.S. that are pursuing a degree from CTU through the Virtual Campus do not need to meet the above requirements and are not eligible for study in the U.S..

CTU (select ground campuses only) are authorized under federal law to enroll nonimmigrant alien students. CTU is committed to ensuring that international students receive a meaningful and successful American educational experience. To achieve that objective, CTU requires that all F-1 status international students adhere to the following procedures.

- Students submit a certified English translation and evaluation of equivalency of their education transcripts for the appropriate level of admission being sought.

- Students are required to submit proof of financial support (i.e. bank statement) that is dated within 6 months of the expected start date before an I-20 will be issued. Students will sign a Payment Agreement for the entirety of their program cost or by academic year. Students are expected to make the full program payment up front before beginning classes, or at a minimum, the first quarter payment with regular monthly payments thereafter. Due to the variety of circumstance (i.e. sponsorships). CTU may make exception at its discretion to facilitate effective student funding.
- Students provide evidence of satisfaction of the [English proficiency requirements](#).
- Students meet the full admission requirements listed in the admissions section of the catalog and declare an academic major. Students may change this major at a later date, but an initial declaration allows students to set up an education plan with their advisors.
- CTU's published refund policy will apply. The I-20 form is issued after acceptance and receipt of student's deposit. (See the Financial Policies section in the catalog for additional information.) Students pursuing degrees that are offered through CTU's Virtual Campus are not eligible to study in the U.S.
- International students pursuing a graduate degree are required to submit proof of a bachelor's degree or equivalent.
- International students pursuing a doctoral degree are required to submit proof of a master's degree or equivalent.

Co-Curricular Opportunities and Organizations

Honors list

CTU provides all undergraduate students the opportunity to appear on the Dean's or President's list if you meet the academic requirements as outlined in the University Catalog. To learn more check out the [Honors section of the University Catalog](#)

Joining a CTU student organization

All students at CTU are provided the opportunity to become a member of a student organization. Student organizations provide leadership opportunities. Students interested in learning more about student organizations should contact their Student Success Coach as well as view the full list of [Student Clubs and Organizations](#).

The Student Community GetSet

CTU takes pride in offering our students a diverse and welcoming environment. To support our students we offer student an online social network exclusive to CTU Students called GetSet. GetSet provides an environment where students can connect, seek and share advice, and meet other students. You are never alone at CTU and this community promotes healthy, positive, and professional conversations with fellow students. For more information check out this resource on [The Student Community GetSet](#).

META

As a part of the CTU Family, you and your mental health is very important to the University. CTU offers a service to its students called META that can connect you with Mental Health Professionals in your area. This service is accessible through the CTU Mobile App under the More menu. For more information check out this resource on [META](#).

Safety

The Student Right-to-Know Act

Also known as the "Student Right-to-Know and Campus Security Act" (P.L. 101-542), which was passed by Congress November 9, 1990. Title I, Section 103, requires institutions eligible for Title IV funding to calculate completion or graduation rates of certificate- or degree-seeking, full-time students entering that institution, and to disclose these rates to all students and prospective students. To read the disclosures that are under the Students Right-to-Know act, click on the Consumer Information Report available [here](#)

Criminal Conviction

In an effort to maintain a safe educational and working environment for students and staff, Colorado Technical University does not accept applicants who are known to have certain types of criminal convictions in their backgrounds. Admitted students who are discovered to have misrepresented their criminal conviction history to Colorado Technical University are subject to immediate dismissal. Similarly, students who commit certain types of crimes while enrolled are subject to immediate dismissal. As such, students convicted of any criminal offense while enrolled must report that conviction to the school within ten (10) days of receiving the conviction. Students who fail to report a criminal conviction while enrolled are subject to immediate dismissal. Colorado Technical University reserves the right to conduct criminal background checks on applicants and students in circumstances deemed appropriate by

Colorado Technical University.

Policies regarding safety and security at campuses

The safety and security of students, employees, and guests of CTU are of primary importance. Complacency is the worst enemy of a safe campus; therefore, everyone must actively think about safety in all areas of campus life. If anyone has knowledge of a situation that would have an impact/effect on the safety or well-being of another student, faculty or staff member, it must be reported to Campus Security Authority personnel immediately. Any and all injuries that occur on the CTU campus, or within the laboratory setting, need to be reported to the respective program chair or dean at once. Additionally, security guards are located on all CTU campuses and will escort you to your vehicle, if so desired. Please contact your campus for the available hours for a security escort.

Students can also promote safety on campus by adhering to the following guidelines:

- Safety glasses must be worn at all times in laboratory and clinical settings.
- Any student found to not be following proper safety techniques, to include not using proper personal protective equipment, may be removed from their respective program.
- In all courses occurring in a laboratory, proper safety must be followed at all times.
- All nursing students will double-glove during clinical rotations.
- Lapses of student judgment deemed detrimental to others are grounds for counseling and possible dismissal from CTU
- Horseplay or other inappropriate and/or dangerous behavior is not permitted in any classroom, lab, or clinical areas.
- Unsafe and/or unprofessional behaviors include actions that threaten or violate the physical, biological or emotional safety of other students. The following are examples of unsafe practices:
 - Physical Safety
 - Inappropriate use of side rails, wheelchairs, positioning devices, or any device that protects students from the risk of falls, lacerations, burns, etc.
 - Biological Safety
 - Failing to follow prescribed procedures when in a laboratory session; recognize errors in aseptic technique, attending clinicals while ill, performing technical actions without appropriate supervision, and

failing to seek help when needed.

- Emotional Safety
 - Threatening other students, staff or faculty, making others feel fearful, providing inappropriate or incorrect information, failing to seek help when needed, or demonstrating unstable emotional behavior.
- Unprofessional Behavior
 - Verbal or non-verbal language, actions, or voice inflection which compromises rapport with other students, faculty or staff.

Violation of these standards has serious repercussions. Any student violating these standards will be immediately removed from the classroom, lab, or clinical areas. At the discretion of CTU, such violations may also result in dismissal from the program and/or CTU.

Sexual Harassment – Sexual Misconduct

CTU is committed to providing students with an environment free from sexual harassment and other forms of misconduct as defined under Title IX of the Education Amendments of 1972. Students are encouraged to review their rights under the [Sexual Misconduct & Sexual Harassment Policy](#) which prohibits all forms of sexual harassment including; [quid pro quo sexual harassment, hostile environment sexual harassment, sexual assault, domestic violence, dating violence, and stalking](#).

University community members who wish to report suspected violations of this policy can do so by contacting CTU's Title IX Coordinator, Jaimie Aister, at JAister@coloradotech.edu or contacting the Title IX Inbox appropriate to their campus. There is also a confidential reporting resource should that be requested.

Colorado Springs: CTUColoradoSprings_Title9Coordinator@coloradotech.edu

Aurora/Denver South: CTUDenver_Title9Coordinator@coloradotech.edu

Online: CTUOnline_Title9Coordinator@coloradotech.edu

Confidential Reporting: CTUconfidentialreporting@coloradotech.edu

Furthermore, the University wishes to make students aware of additional resources, both national and within our Colorado Campus communities, which are listed on the [University Safety](#) page of the website. Students can also review the Annual Campus Security Reports on this page as well.

Drug and Alcohol Abuse Prevention Information

Information about drug and alcohol abuse prevention is made available to students and employees in the Consumer Information Guide and Annual Security Report documents. These documents are available online on the student portal and on the public website.

In accordance with the requirements of the Drug-Free Schools and Communities Act

of 1989 (Public Law 101-226), the University provides all students with the following information concerning University policies and the consequences of the manufacture, distribution, possession, or use of any drug made illegal as a matter of federal, state or local law or the illegal possession and/or use of alcohol. In addition, the University conducts a biennial review of its drug and alcohol abuse prevention program to determine its effectiveness and ensure that sanctions are being consistently enforced. For more information about the biennial review, contact the University President. The University also enforces all federal, state and local drug laws, and also enforces the state's underage drinking laws.

Colorado constitutional amendment 64 legalizes certain activities related to marijuana under Colorado law, yet Amendment 64 specifically authorizes the University – as a school and an employer – to prohibit the possession and use of marijuana. In addition, although Amendment 64 passed in Colorado, marijuana remains illegal under the federal Controlled Substances Act, which prohibits marijuana possession and use. This federal law applies to recreational and medical use of marijuana. It is not a defense that the person holds a medical marijuana card.

Students must notify the President or Vice Chancellor, in writing, within five days of being convicted of a criminal drug statute at the University. Disciplinary action will occur within 30 days of receipt of the written notification and may range from a letter of admonishment to dismissal from the University.

Policy Regarding the Possession, Use and Sale of Drugs and Alcohol

Students are prohibited from the unlawfully manufacturing, distributing, possessing, or using any drugs made illegal as a matter of federal, state or local law, or illegally possessing or using alcohol while on University property or misusing alcohol while participating in any University-related activity outside the University. Violation of this policy will subject students to disciplinary action up to and including dismissal. In addition, a violation may result in local, state, and/or federal criminal charges.

Enforcement of State and Federal Laws Related to Drugs

The University enforces all federal, state, and local drug laws by referring individuals suspected of violating these laws to local law enforcement. This policy applies to all students, employees, and visitors. Many of the acts which violate this policy also violate criminal law and must be referred for prosecution.

Legal sanctions under local, state, or federal laws may include:

- suspension, revocation, or denial of a driver's license
- loss of eligibility for federal financial aid or other federal benefits
- property seizure
- mandated community service

- felony conviction that may result in 20-50 years imprisonment at hard labor without benefit of parole
- monetary fines

Enforcement of State Laws Related to Underage Drinking

The University enforces all state laws related to underage drinking by referring individuals suspected of violating these laws to local law enforcement. This policy applies to all students, employees, and visitors. State laws related to underage drinking prohibit persons under 21 years of age from possessing or consuming alcoholic beverages. Furnishing alcoholic beverages to underage persons is also prohibited. No person under legal drinking age or any obviously intoxicated person shall be furnished, served, or given an alcoholic beverage.

Drug and Alcohol Abuse Prevention

In addition to local and state authorities, the federal government has four agencies (the Drug Enforcement Agency, U.S. Customs Service, Federal Bureau of Investigation, and the U.S. Coast Guard) engaged in combating illicit drugs. One should be aware that:

- it is a crime to hold someone else's illicit drugs
- it is a crime to sell fake "dope"
- it is a crime to be in a house where people are using illicit drugs, even if you are not using them
- it is a crime if drugs are in your locker, car, purse, or house which is considered "constructive possession"

Drug abuse, which can affect one's physical and emotional health and social life, is the utilization of natural and/or synthetic chemical substances for non-medical reasons to affect the body and its processes, the mind and nervous system and behavior. Drugs can be highly addictive and injurious to the body. Among the manifestations may be loss of a sense of responsibility and coordination, restlessness, irritability, anxiety, paranoia, depression, acting slow-moving, inattentiveness, loss of appetite, sexual indifference, coma, convulsions, and death.

There are classic danger signals that could be indicative of drug use. These warning signs include:

1. Unexplained change in personality or attitude
2. Drop in attendance and performance at work or school
3. Deterioration of physical appearance, personal grooming habits
4. Sudden mood swings, irritability, or angry outbursts
5. Unexplained need for money or financial problems. May borrow or steal to get it
6. Engaging in secretive or suspicious behaviors

7. Sudden change in friends, favorite hangouts, hobbies

Information regarding the effects of commonly abused drugs may be found on the internet at: www.nida.nih.gov/DrugsofAbuse.html.

Drug and alcohol abuse education programs are offered by local community agencies. The University will post information about such education programs on the bulletin board outside the library or at the office of the Campus Manager of Operations.

In certain instances, students may be referred to counseling and/or a substance abuse help center. If such a referral is made, continued enrollment is contingent upon attendance and successful completion of any prescribed counseling or treatment. The cost of such assistance or treatment will be the responsibility of the student. Students who are seeking treatment for a substance abuse problem may contact the President's or Vice Chancellor's Office. Confidentiality will be maintained. In addition, students who believe they have a substance abuse problem may find sources of treatment or advice by referring to the section of the local telephone book titled "Drug Abuse & Addiction Information and Treatment."

There are also national organizations that may be contacted for help, such as:

- The Alcoholism and Drug Abuse Hotline 1-800-ALCOHOL (1-800-252-6465)
- National Drug Abuse Helpline 1-866-874-4553
- The National Institute on Drug Abuse Treatment Referral Hotline 1-800-662-HELP (4357) or <http://findtreatment.samhsa.gov/>
- Al-Anon for Families of Alcoholics 1-800-344-2666

As stated in the University Catalog students convicted of any criminal offense, other than a criminal drug statute, while enrolled must report that conviction to the University within ten (10) days of receiving the conviction.

Support Services Referrals:

HOTLINES/SELF-HELP/SUPPORT GROUPS NOTE: Because leadership changes often in self-help groups, the listed telephone numbers may change. Hotline information/referral numbers are for reaching those that can provide crisis counseling, refer callers to local agencies, and provide information and/or printed materials.

Organization	Number
Al-Anon for Families of Alcoholics	(888)-425-2666
Alcohol & Drug Abuse Hotline	(800) 729-6686
Alcohol Abuse Aaron Addiction Helpline & Treatment	(800) 992-4414
Be Sober Hotline	(800) 237-6237
Depression/Alcohol and Drug Addiction Trauma Hotline	(800) 544-1177
Alcohol & Drug Abuse Hotline	(800)-729-6686
Narcotics Anonymous Referral Service And Treatment Program	(800) 711-6375
National Council on Alcoholism and Drug Dependence Hope Line	(800) 622-2255
Substance Abuse and Mental Health Services Administration	(800) 662-HELP (4357)
National Help Line for Substance Abuse	(800) 262-2463

