



**A Montessori Inspired,
Strengths-Based University**

2023-24 STUDENT HANDBOOK

Effective September 1, 2023

Sarasota University

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Sarasota, FL 34234
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www.sarasotauniversity.edu



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Strengths-Based University**

STUDENT HANDBOOK

2023-2024

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PURPOSE

The student handbook is a collection of policies that students will adhere to within their studies at Sarasota University. Please be sure to consult your Program Chair for any clarification regarding the policies outlined in this document.

Mission Statement

Our mission is to make a difference in people's lives through strengths-based education via blended and online learning.

Vision

- Our vision is for Sarasota University to be known as a quality, performance-based institution of higher education, where students develop skills and knowledge in a selected field and display ethical standards valued by society. This vision includes the creation of an academic community where everyone is responsible for supporting an intellectual environment in which competence, caring, and a desire for learning and for using that learning to improve the lives of others is valued.
- Our vision is a rigorous, relevant, realistic, and affordable education that is technologically-enabled and responsive to the life demands of our students.
- Our vision is an active community of learners engaged with contemporary ideas connected to their historical background through thoughtful analysis, intellectually honest dialog, and meaningful presentation.
- Our vision is a place where the processes of critical and creative thinking result in academic achievement, reflective practice, and personal and professional growth.

We are committed to the established, effective practices of adult education (andragogy) with the understanding that Sarasota University students are working, adult learners who expect respect for their maturity, recognition for existing knowledge and professional accomplishments; who seek self-improvement and professional development; who desire intellectual honesty and academic integrity; and who wish to learn in an environment which promotes critical and creative (divergent) thinking and encourages personal academic achievement.

Goals

To accomplish our mission and to foster academic excellence and achievement in the professional and personal development of graduate students at Sarasota University, the following are primary goals of our graduate programs.

- Sarasota University students will obtain focused and comprehensive knowledge in a specific field through online experiences in a learner-centered, caring community committed to their academic achievement.

- Sarasota University students will participate in a challenging curriculum of practical and theoretical knowledge and understanding that facilitates development of wisdom and social consciousness to sustain our complex and diverse civilization.
- Sarasota University students will be prepared to use creative and critical-thinking skills, decision-making skills, and solutions-oriented, problem-solving skills to contribute to their professions.
- Sarasota University students will use *Positive Psychology, and a Strengths-Based approach* to increase their personal and professional capabilities.

Core Values of Sarasota University

1. INTEGRITY: We believe in doing what is right and having the courage to be open and honest.
2. RESPECT: We believe in treating everyone with respect.
3. DIGNITY: We believe there is dignity in all forms of work.
4. STUDENT CENTERED: We care about people and are focused on serving the long term needs of our students.
5. PERSONAL GROWTH: We believe every individual has innate talents and strengths. Our role is to assist people in becoming all they can be.
6. THE POWER OF ONE AND THE POWER OF TEAM: We believe every individual has the power to make a difference and that together, we can change our communities and organizations.

How to Contact the Institution

As the institution's course delivery is primarily on-line much of the campus operations are as well. Course activities and communication with faculty are available via the university's online learning management system which is accessible through the University website at <https://www.sarasotauniversity.edu>. All university functions (administration, admissions, student services, etc.) are managed through the Sarasota office. Students in need of assistance have the choice of contacting university personnel by email or telephone. Services are rendered via email, telephone or web-supported avenues or in person by appointment at the university office. You can review the current catalog at <http://www.sarasotauniversity.edu>

Campus Address:

Sarasota University
 5104 N Lockwood Ridge Rd, Suite 102
 Sarasota, Florida 34240
 Phone: 1.866.582.8448
 Fax: 1.866.582.8448
 Email: info@sarasotauniversity.org

University Office Hours:

Monday through Friday 9:00 a.m. to 4:30 p.m ET. Some staff members are available during weekend classes and special activities. Faculty are available by email or phone during scheduled office hours for scheduled appointments. Please call: 866-582-8448 to schedule an appointment.

Registration: Ellyn Lastinger Ellyn.lastinger@sarasotauniversity.org

Financial Services: Anita Blalock anita.blalock@sarasotauniversity.org

Alumni Services: Dr. Doug Reidmiller dmiller@sarasotauniversity.org

Student Advising: Dr. Lindsey Pollock lindsey.pollock@sarasotauniversity.org

Montessori Programs Advisor: Dr. Lindsey Pollock lindsey.pollock@sarasotauniversity.org

SARASOTA UNIVERSITY ACADEMIC CALENDAR, 2023 - 2025

Sarasota University Calendar	2023	2024	2025
Spring Semester			
New Year's Day	Jan 1	Jan 1	Jan 1
Spring Term 1 Classes Begin	Jan 3	Jan 2	Jan 7
<i>Martin Luther King Jr. Day</i>	Jan 16	Jan 15	Jan 20
<i>Presidents' Day</i>	Feb 20	Feb 19	Feb 17
Spring Term 1 Classes End	Feb 27	Feb 26	Mar 3
Spring Term 2 Classes Begin	Feb 28	Feb 27	Mar 4
Spring Term 1 Grades due	Mar 3	Mar 1	Mar 7
Spring Term 2 Classes End	Apr 24	Apr 22	Apr 28
Spring Break: No Classes	Apr 25 - May 1	Apr 23 - Apr 29	Apr 29 - May 5
Spring Term 2 Grades Due	May 2	Apr 26	May 2
Summer Semester			
Summer Term 1 Classes Begin	May 2	Apr 30	May 6
<i>Memorial Day</i>	May 29	May 27	May 26
<i>Juneteeth</i>	June 19	June 19	June 19
Summer Term 1 Classes End	Jun 26	Jun 24	Jun 30
Summer Term 2 Classes Begin	Jun 27	Jun 25	Jul 1
<i>Independence Day</i>	Jul 4	Jul 4	Jul 4

Summer Term 1 Grades Due	Jun 30	Jun 28	Jul 4
Summer Term 2 Classes End	Aug 21	Aug 19	Aug 25
Summer Break: No Classes	Aug 22 - Aug 28	Aug 20- Aug 26	Aug 26 – Sep 1
Summer Term 2 Grades Due	Aug 25	Aug 23	Aug 29
<i>Labor Day</i>	Sep 4	Sep 2	Sep 1

Fall Semester	2023	2024	2025
Fall Term 1 Classes Begin	Aug 29	Aug 27	Sep 2
Fall Term 1 Classes End	Oct 23	Oct 21	Oct 27
Fall Term 2 Classes Begin	Oct 24	Oct 22	Oct 28
Fall Term 1 Grades due	Oct 27	Oct 25	Oct 31
<i>Veterans Day</i>	Nov 11	Nov 11	Nov 11
<i>Thanksgiving Holiday</i>	Nov 20-24	Nov 27-29	Nov 26-28
Fall Term 2 Classes End	Dec 18	Dec 16	Dec 22
Fall Break: No Classes	Dec 19 - Jan 1	Dec 17 - Jan 6	Dec 23 - Jan 5
Fall Term 2 Grades due	Dec 22	Dec 20	Dec 26

Holiday Schedule

Sarasota University offices will be closed on the following days:

Holidays	Academic Year 2023-24
Labor Day	September 4, 2023
Thanksgiving	November 20-24, 2023
Winter Break	December 19, 2023 - Jan 1, 2024
Martin Luther King, Jr. Day	January 15, 2024
Spring Break	April 23 - 29, 2024
Memorial Day	May 29, 2024
Juneteenth	June 19, 2024
Independence Day	July 4, 2024

Course Scheduling

The University schedules courses on a semester basis so students may plan their programs. The schedule is available online and in print (from the University office). Courses are either eight or 16 weeks long and begin on Tuesday and end on Monday. As appropriate, holidays are incorporated into the schedule with the university closed on only the limited number of days noted in the beginning of this handbook.

Study Suggestions

Students complete much of their coursework online and use the University's course delivery system to study and download course content, submit assignments, complete group projects, participate in class discussions, and interact with their professors and classmates. Students receive initial and continuing support in using the online platform for their coursework, to access the electronic library, emails, communications with professors and staff, and academic records including personal transcripts, and class registration. Support is available "24/7" through the online student help desk, as well as by phone during normal business hours.

Course Overview

Courses are offered online. However, some courses require students to complete classroom experiences at Montessori partner site locations or in their own classrooms. Sarasota University operates on a tri semester ("trimester") calendar of 16 weeks. Each trimester is divided into two eight week terms. All courses are housed on Moodle, the learning management system. Students have access to the online library LIRN.

Each week students complete and submit assignments which include, but are not limited to: case studies, reflection papers, presentations, research projects, and textbook readings. Additionally students participate in a weekly class discussion on the Class Discussion Board. At certain points within each program, students complete a proctored exam. Sarasota University works in association with proctoring services to supervise online proctored learning experiences.

Program Objectives

Master of Arts in Montessori Education (MA Ed)

Program Description and Purpose

This Master of Arts degree in Montessori Education prepares highly skilled, professional Montessori educators. It is designed to meet the needs of Montessori credentialed educators who have already earned, or are in the process of earning, a credential from a program accredited by the Montessori Accreditation Council for Teacher Education (MACTE).

Graduates receive a Master of Arts in Montessori Education from Sarasota University. The degree emphasizes both practical online and field-based Montessori classroom learning experiences. Supporting this approach, course offerings incorporate a variety of distance education techniques. The Montessori Teacher Education Programs that have a recognized affiliation with Sarasota University have been accredited by the Montessori Accrediting Council for Teacher Education (MACTE), the U.S. Department of Education, recognized accrediting agency for Montessori education.

The Montessori courses represent a specialization in Montessori education. These standards are embedded throughout the coursework and internship. The program is designed to prepare early childhood through secondary school Montessori credentialed teachers for career advancement and leadership roles in public, private, charter, and nonpublic schools and school systems as well as working in Montessori teacher education programs and Montessori organizations. This program does not lead to a Montessori credential or state licensure.

Program Goals

Graduates of the Montessori Education Program will:

1. Display knowledge of the best instructional and school practices that result in an environment of accountability and high standards for all students.
2. Advance equity and agency across geographic, belief-based, economic, societal, and political borders
3. Pass leadership learnings on to students and other community stakeholders
4. Implement leadership skills in classroom management, observation, and curriculum planning and implementation
5. Create structures that advance organizational and professional learning
6. Design effective and positive strengths-based Montessori learning and assessment activities for a diverse audience.

7. Display and implement fundamental Montessori knowledge and understanding. 8. Provide students with an engaging learning environment.
8. Practice strategic leadership that promotes a vision, mission, values, beliefs, and goals for ethical, mission-driven 21st century schools.
9. Have the capacity to develop a differentiated Montessori curriculum to meet the needs of all students.
10. Utilize Positive Psychology, and a Strengths-Based approach to increase their personal and professional capabilities.

The educational goals and objectives of Sarasota University's Montessori Education program are to prepare highly qualified educators based on the Montessori Accreditation Council for Teacher Education (MACTE) Competencies for Montessori Teacher Leadership.

MACTE Competencies For Montessori Teacher Leadership Candidates

1. Montessori Philosophy and Human Development

- A. Defines and implements an understanding of Montessori philosophy, cosmic curriculum, and peace education;
- B. Defines the principles of human growth, development, and educational theories
- C. Demonstrates evidence of personal growth through self-evaluation and introspection;
- D. Demonstrates knowledge of developmental and behavioral norms and potential recommendations for special support services.

2. Classroom Leadership

- A. Demonstrates the ability to observe, plan and record the needs and progress of children;
- B. Demonstrates sensitivity to the psychological and cultural needs of individual children;
- C. Demonstrates the ability to personalize educational plans for a variety of learning styles;
- D. Identifies and initiates effective classroom leadership strategies that build community; and
- E. Shows awareness of proper channels of communication, administrative functions, and professional conduct.

3. Curriculum Implementation

- A. Implements an integrated Montessori cosmic curriculum;
- B. Demonstrates proficiency in applying Montessori principles in the context of the curriculum, didactic materials, and lesson presentations;
- C. Designs and maintains a developmentally appropriate Montessori environment in response to the needs of students;
- D. Utilizes a variety of instructional strategies and assessment methods; and
- E. Demonstrates an awareness and understanding of governmental regulations.

4. Communication and Partnership with Families

- A. Utilizes cultural sensitivity in fostering professional school-family partnerships;
- B. Articulates an awareness of community resources for additional support of children and families; and
- C. Identifies and has knowledge of available professional associations.

Master of Arts in Montessori Leadership (MA)

Program Description and Purpose

This master's degree is for people who want to develop a career in leadership in Montessori education. These may be heads of Montessori schools who want to improve their leadership and managerial skills, teachers and others who aspire to a leadership program in Montessori education, or others who have an interest in school leadership. The foundation of the program are the educational leadership standards being adopted by the Montessori Accreditation Council for Teacher Education (MACTE) which are being adopted by all accredited Montessori Teacher Education Programs. The emphasis is on visionary leadership.

The program emphasizes practical preparation for effective leadership in a Montessori school. This is accomplished, in part, through the examination and understanding of the Montessori philosophy, its approach to curriculum and classroom instruction as well as classroom management concerns.

The Montessori courses are written for leadership and represent a specialization in Montessori education. These standards are embedded throughout the coursework and internship. The program is designed to prepare early childhood through secondary school practitioners for administrative positions in public, private, charter, and nonpublic schools and school systems. However, the program does not lead to state licensure as a school assistant principal, principal, or other building or district administrator.

Program Goals

Graduates of the Montessori Leadership Program will:

1. Practice strategic leadership that promotes a vision, mission, values, beliefs and goals for ethical, mission-driven 21st century schools.
2. Create structures that advance organizational and professional learning.
3. Display knowledge of the best instructional and school practices that result in an environment of accountability and high standards for all students.
4. Advance equity and agency across geographic, belief-based, economic, societal, and political borders
5. Pass leadership learnings on to students and other community stakeholders.
6. Implement managerial leadership skills in budgeting, staffing, problem solving, and communicating in order to meet the 21st century needs of every classroom.
7. Display and implement fundamental Montessori knowledge and understanding.
8. Utilize Positive Psychology, and a Strengths-Based approach to increase their personal and professional capabilities.

The educational goals and objectives of Sarasota University's Montessori Leadership program are to prepare highly qualified educators based on the Montessori Accreditation Council for Teacher Education (MACTE) Competencies for Montessori Administrators.

All courses in the Master's of Arts Program - Montessori Leadership, integrate current leadership research and incorporate the National Standards for Educational Leaders. Course outcomes are aligned with the **MACTE Competencies for Montessori Administrators**.

MACTE Competencies for Montessori Administrators

1. Leadership Skills

- A. Montessori Leadership Principles: Demonstrate how Montessori principles are actualized in school leadership.
- B. Personal and Professional Growth: Engage in personal and professional growth to support staff, faculty, and student success.
- C. Equity, Inclusiveness, and Cultural Responsiveness: Understand and cultivate equitable practices, resources, and services that support equity.
- D. Ethics: Model ethical behavior in personal conduct and advocate for ethical and legal decisions.

2. Faculty & Staff Management

- A. Onboarding Faculty & Staff: Understand and implement a system to develop the school's professional capacity through recruitment, hiring, and orientation of faculty & staff.
- B. Support for Faculty & Staff: Engage in mentoring and professional learning that is aligned to the school's philosophy to promote continuous improvement.

- C. Management of Faculty & Staff: Develop systems of evaluation, observation, support, and ongoing guidance of faculty & staff designed for school improvement and student success.

3. Educational Program

- A. Montessori Philosophy: Demonstrate an understanding of Montessori philosophy, methodology, and educational practice based on the developmental needs of children.
- B. Montessori Curriculum: Demonstrate an understanding of the Montessori curriculum at each age level, its implementation, and expectations for Montessori teachers.
- C. Educational Identity, Culture & Policies: Implement and develop systems, policies, and procedures that support high-fidelity Montessori programs at all levels.
- D. Community Engagement: Engage and cultivate relationships with community members, partners, and families to enhance the school climate and culture.

4. Operations and Management

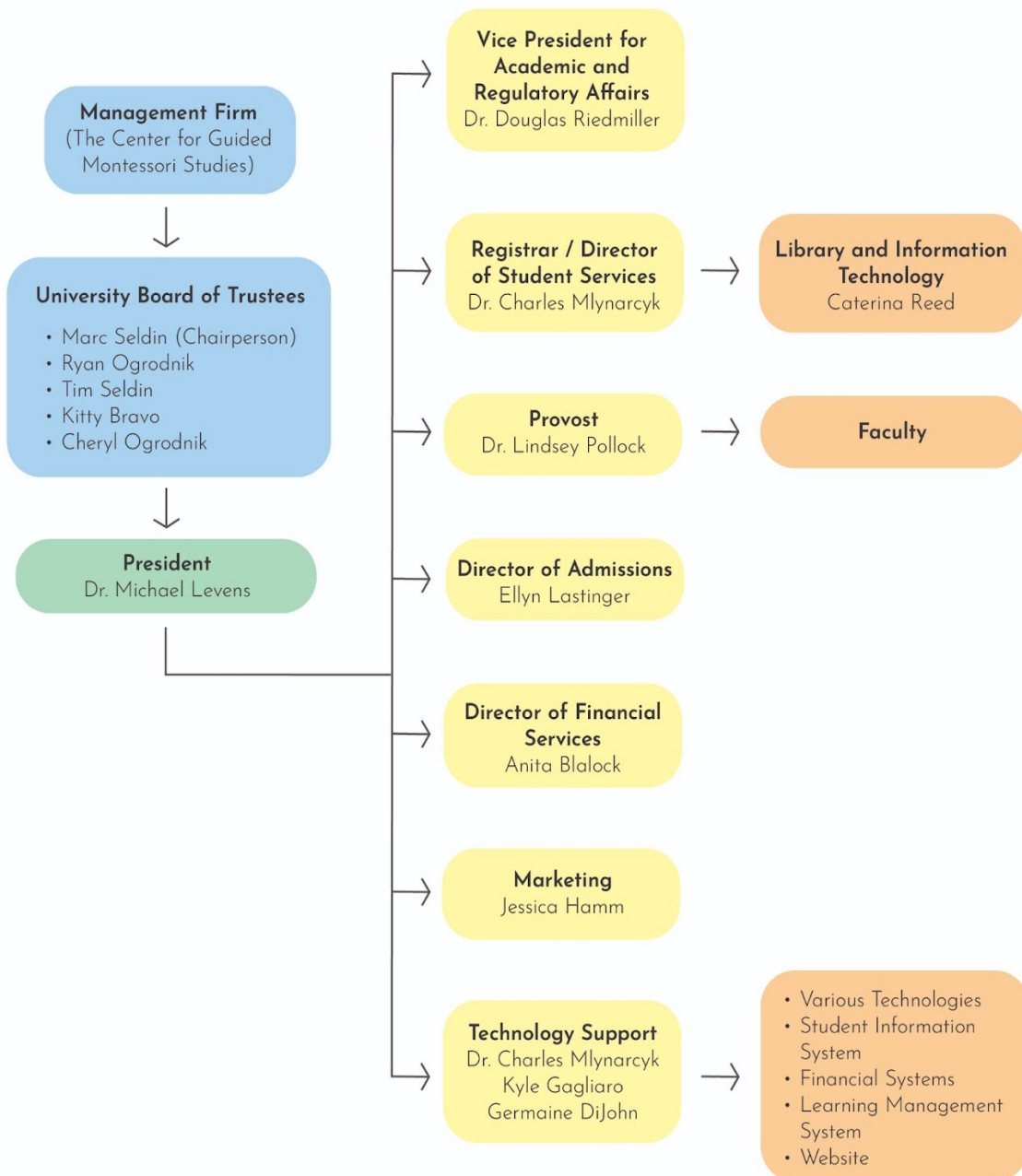
- A. Finances and Fundraising Demonstrate knowledge of effective utilization of resources and fiscal management practices. Demonstrate an understanding of the principles and practices in effective fundraising (annual fund, capital campaign) within a public, charter, or private Montessori school.
- B. Facility Management and Environment: Design Demonstrate an understanding of how indoor & outdoor environments are organized to support Montessori philosophy and support faculty to create and maintain positive Montessori learning environments.
- C. Marketing, Enrollment and Retention: Demonstrate the ability to develop and implement an effective and affordable plan to recruit and orient prospective families to the school's Montessori culture. Demonstrate the ability to develop and implement a system to encourage family retention.
- D. Educational Law: Demonstrate knowledge of school/child-care governmental regulations and policies.
- E. Principles and Leadership of Governance: Demonstrate knowledge of the different types of school governance (public, private for-profit, private nonprofit) and the role of an administrator within each governance structure.
- F. Strategic Planning: Demonstrate an understanding of the role of strategic planning and the ability to utilize it for school improvement.

Sarasota University Administrators

- Michael Levens, Ph.D., President
- Douglas Riedmiller, Psy.D., Director of Operations and Regulatory Affairs
- Charles Mlynarczyk, Ph.D., Registrar, Director of Student Services and Technology
- Lindsey Pollock, Ed.D., Provost, Director of College of Education
- Ellyn Lastinger, Director of Admissions
- Caterina Reed, M.L.S., Director of Library and Information Technology

SARASOTA UNIVERSITY ORGANIZATIONAL CHART

Sarasota University
Organizational Chart



Montessori Education and Leadership - Faculty and Staff

President

Levens, Michael

Postdoctoral Diploma, Marketing, Tulane University, New Orleans, LA, USA

PhD, Organization and Management (Honors), Capella University, Minneapolis, MN, USA

MBA, Bond University, Gold Coast, Australia

BS, Management Systems, Kettering University, Flint, MI, USA Major: Marketing

Minor: Liberal Arts

Vice-President of Academic Affairs/Director of Regulatory Affairs

Riedmiller, Douglas

Psy.D. - Florida Institute of Technology (Clinical Psychology)

M.S. - Florida Institute of Technology (Psychology)

B.A. - Pitzer College (Psychology/Sociology)

Provost and Director of College of Education

Knauer - Pollock, Lindsey

Ed.D. - Lamar University (Educational Leadership)

M.S.W. - University of Houston (Master's of Social Work)

M.Ed. - Lamar University (Educational Leadership)

M.A. - Endicott College (Master's of Montessori Integrative Learning)

B.A. - Mankato State University (Mass Communications)

Registrar/Technology Support/Director of Student Services

Mlynarczyk, Charles

Ph.D. - State University of New York at Buffalo (Educational Administration)

M.S. - State University of New York College at Fredonia (Elementary Education)

B.S. - State University of New York College at Fredonia (Music Education)

Director of Admissions

Lastinger, Ellyn

Director of Financial Services

Seldin, Marc

M.B.A. – University of Maryland (IT Management & Logistics)

B.L.A. – Goddard College (Liberal Arts)

University Librarian

Reed, Caterina M.

M.S. – State University of New York at Buffalo (Information and Library Science)

M.A. – State University of New York at Stony Brook (English)

B.A. – State University of New York at Stony Brook (Comparative Literature)

Director of Marketing

Hamm, Jessica

M.S. – SUNY College at Brockport (Communications)

B.S. – SUNY College at Buffalo (Arts & Letters)

Montessori Education and Montessori Educational Leadership Faculty

Howe, Robin

Ed.D. - Argosy University (Instructional Leadership)

M.A. - University of South Florida (Bioethics and Medical Humanities)

B.A. - Dickinson College (Spanish and Religion)

Johnston, Luz Casquejo

Ed.D. – UC San Diego (Educational Leadership)

B.S. – UC Berkeley (Nutrition and Food Science)

Knauer-Pollock, Lindsey

Ed.D. – Lamar University (Educational Leadership)

MSW – University of Houston (Social Work)

M.Ed. – Lamar University (Educational Administration)

M.Ed. – Endicott College (Montessori Integrative Learning)

B.A. - Mankato State University (Mass Communications)

Lorenz, Norman

Ed.D. – UC Davis (Educational Leadership)

NCME/AMS Montessori credentials - Montessori Teachers College (Early Childhood Education and 6-12 Elementary Teaching)

M.A. – CSU Sacramento (Education – Child Development)

B.A. – CSU Sacramento (Education)

Board of Trustees

- Mr. Marc Seldin, Chairperson
- Ms. Kitty Bravo, Member
- Mrs. Cheryl Ogrodnik, Member
- Mr. Ryan Ogrodnik, Member
- Mr. Tim Seldin, Member

College of Education Advisory Board

Sarasota's College of Education Advisory Board is composed of a diverse cross-section of Montessori educators with a variety of perspectives including current Sarasota University students and faculty as well as Sarasota University alumni. The purpose of the College of Education Advisory Board is to provide input and recommendations to the leadership of Sarasota University to drive excellence in programming across all stakeholder interactions.

Admissions

Orientation

As an intro to the students' first class, an overview of the online platform is part of new student orientations so that they understand the requirements for the platform. During this orientation session, students are guided in how to navigate through the online course platform, how to participate in the discussion forums, how to submit assignments, and how to communicate through the system's email. Additional personalized training will be available upon request.

Prerequisite Background

All applicants must have an Associate's degree for admission to an undergraduate program or a bachelor's degree for admission to a graduate program. Prior degrees must be from an appropriately accredited college or university.

Admission Requirements - Masters Programs

To apply for admission to a graduate master's degree, all applicants following to the Admissions Office:

- Evidence of a baccalaureate degree from a U.S. institution of higher education that is authorized by an accrediting agency recognized by the U.S. department of Education. International students must have their degree evaluated by a recognized member of the National Association of Credential Evaluation Services (NACES) [<http://www.naces.org/members.htm>]. Evaluations and transcripts received directly from the evaluation service will be accepted as official documents. Foreign transcripts that have not been evaluated will not be accepted by the Office of Admissions. All documents issued in a foreign language must have a certified English translation attached.
- Official transcripts from other institutions of higher learning attended for courses to be applied to the program.
- 2.7 GPA or better in all work as an undergraduate student, **or** a "B" or better average in all work attempted in upper division undergraduate studies, **or** a "B" or better average in previous graduate work. Applicants may appeal with the Provost and be considered for Conditional Acceptance.
- Current resume
- Valid government issued photo ID

- Personal statement (500 words) of professional and educational goals
- References from two people who can attest to the likelihood of your successful completion of the degree program. A recommendation form (Appendix B) can be found on the University website https://www.sarasotauniversity.edu/wp-content/uploads/2013/03/Recommendation-Form_5_03_13.pdf
- For students for whom English is a second language, a minimum score of 530 on the paper-based or 79 on the computer-based Test of English as a Foreign Language (TOEFL), 6.5 on the International English Language Test (IELTS) or 50 on the PTE Academic Score Report.

The Director of the Admissions will notify the applicant by email of the Admissions Committee's decision concerning acceptance into the University and the desired program.

The application, transcripts, and related documents remain the property of Sarasota University and will be used for reporting purposes. No identifiable information will be shared with any third party without the student's permission.

Conditional Acceptance

The University's Admission Committee reserves the right to accept a student who does not meet the described admission requirements, under the following conditions which may lead to regular admission:

- The applicant has demonstrated academic potential, has excellent recommendations, and/or has successfully completed master's level classes at an accredited institution; or
- In the admissions committee's assessment of the applicant's work or professional experiences, the applicant would contribute substantially to the learning community.

The committee may prescribe certain conditions, including the number of courses a student may take and the Grade Point Average (GPA) the student must obtain to move to full admission status. Students enrolled under Conditional Acceptance must receive a B or better in their first two courses.

Admission/Enrollment Agreement

Acceptance into the University is not complete until the enrollment agreement is signed and accepted. The enrollment agreement serves as a contract between the student and the University and describes program requirements for the student. The student and the Vice President of Academic Affairs or Provost sign the enrollment agreement. A copy of the signed agreement will be sent to the student while the original will be filed with the student's academic records. See Appendix A for a copy of the enrollment agreement.

Cancellation of Admission/Enrollment Agreement

The Enrollment Agreement may be canceled at any time, and in any manner, prior to midnight of the fifth (5th) calendar day following the date listed on this enrollment agreement (date accepted by the University), for a full refund of all tuition paid.

Credit for Prior Learning

Sarasota University may accept up to 50% of the academic requirements for a degree from previously completed course work at an appropriate level from another accredited credit granting institution, or awarded up to nine credit hours for non credit coursework from a certified training program. Once a student is accepted and has submitted a signed Enrollment Agreement, the student may request review of prior coursework for transfer credit. For students enrolled in a Bachelor's Program student may apply for credit by submitting the Prior Learning Credit Request Form along with proper documentation.

To be considered for acceptance as transfer credit towards a degree, the course work must meet the following conditions:

- the coursework has been graded C+ or higher for undergraduate credits and B or higher for graduate credits;
- the coursework has not already been applied to a completed degree
- the coursework is related to the program and course requirements for which the transfer credit is requested, as determined by the program faculty; and,
- the coursework has been completed within the previous five years at an appropriately accredited educational institution whose accrediting body is recognized by the Council for Higher Education Accreditation (CHEA).

The Department Chair or Dean will determine the relevancy of the previous coursework and learning experiences, based on the student's transcript, catalog and relevant other documentation (e.g. course syllabus, assignments, handouts, etc.) from the institution where the coursework was taken. Students will be notified of the acceptance or denial of the prior learning credit.

The University also recognizes the viability of certificated training programs through professional organizations and specialty institutions. The University may award up to nine credit hours for work completed in special training programs closely aligned with the degree program. Consideration for approval by the Vice President of Academic Affairs requires recommendation from the Faculty Advisor based on the equivalency of the prior learning to established course requirements. Once approved, these credits may be applied towards the student's plan of study. (See the program area of the catalog for credit limits).

Certain documented professional experiences may also qualify for awarded credit under this provision. This experience will be evaluated with an oral or written examination, or both.

The total number of credits from transfer courses and credits awarded under this provision may not exceed one-half of the student's program of study. Grades received for transfer credits or awarded for certification course work are not recorded on the student's transcript. The student's GPA is based solely on grades earned in courses completed at Sarasota University.

Transfer of Credits to Another Institution

The acceptance of Sarasota University course credit is the decision of the receiving university. It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

Textbooks

Although many of the instructional materials are available electronically at no cost to the student, the cost of textbooks is not covered in course tuition. Students are responsible for purchasing their own textbooks and any other instructional materials for each course.

Estimated textbook cost for Master of Arts in Montessori Leadership \$800

Estimated textbook cost for Master of Arts in Montessori Education \$500

Students may contact their Faculty Advisor for a program textbook list.

Technology Requirements

Computer

At a minimum, students must have regular access to a computer with Internet connection (preferably broadband) and a web browser. Students are expected to be knowledgeable in basic computer skills and competence in word processing and email programs.

Hardware requirements

PC Users: Pentium II 300 or equivalent with 96 MB memory, CD ROM, Monitor, Sound Card and Printer. Operating System: Windows XP (Windows 7, 8 or 10 recommended) Mac Users, please note: although coursework is accessible via Macintosh computers, limited support is available through the University.

Internet Access

Internet access is required (broadband access is highly recommended). Internet access is the responsibility of the student. Students are responsible for clearing any firewall and/or security issues if access to the SU Portal is attempted through a workplace network.

Web Browser

Make sure you have the best online experience by maintaining your browser settings to the latest versions of internet access providers with available security features active.

The University supports students' academic success through online tutorials regarding course registration, the learning management system, technology and library resources. Additional assistance also is available by request through the academic advisor or Student Services.

Safety Program

Sarasota University's first priority is the safety of its students, staff, and faculty, online and in-person. ***Students should be aware that SU administrators have access to all courses, lessons, postings, and chats, and they monitor them regularly.*** Individual records and personal information remain private and maintained in accordance with the **Family Educational Rights and Privacy Act (FERPA)** (20 U.S.C. § 1232g; 34 CFR Part 99) with limited access allowed by law (FERPA).

No one in the educational community can expect internet communication to be private, whether in emails, course postings, or chats. Issues requiring privacy should be communicated through other vehicles. Students, staff, and faculty are expected to be proactive in ensuring the physical, emotional, and psychological safety of everyone in our learning community.

ACADEMIC PROGRESS

Standards for Satisfactory Academic Progress

Students are expected to progress in a timely fashion toward the completion of their degrees. Full Time enrollment is considered 6 credit hours per semester, normally one 3 credit course per term. In this manner, most programs can be completed in six semesters or two calendar years although students may choose to complete the program in less time. However, because adult learners lead very busy lives, some students may take more time to complete a program. Graduate students at the Masters level are expected to complete their respective degrees within 5 years.

Satisfactory student progress has three metrics: annual grade point average (GPA), completion of a required percentage of attempted credits, and length of time to degree completion. Undergraduate students are expected to maintain a cumulative grade point average of 2.5 or higher (on a 4.0 scale) and a grade of "D" in no more than 2 courses. Graduate students are expected to maintain a minimum GPA of 3.0 with no grade below "C". In addition, an overall GPA of 3.0 is required of Masters degree students for graduation.

Students are expected to successfully complete at least fifty percent of all courses attempted each semester of registration. Attempted credit hours are those for which tuition is charged and does not include transfer or awarded credits. Grade point average and course completion rate will be reviewed by the Provost at the end of each semester.

Students also are expected to complete all academic requirements for a degree within 150% of the program's length. For example, Master's degree programs of 36 credit hours must be completed within 54 total credit hours including transfer and awarded credits. In addition, all programs must be completed within their specified time limit from the initial course registration for the program.

The Provost will review the academic records of program students each semester for compliance with these requirements. Students not having a satisfactory grade point average or required percentage of attempted credits will be placed on Academic Probation. Students not completing all academic requirements within 150% of the program length will be dismissed from the program.

To maintain satisfactory academic progress in a course, students must submit written assignments and participate in regular course discussions and teleconferences as required. If a student has an emergency and cannot submit a weekly assignment by the due date, the student is responsible for informing the instructor. Instructors may deduct points for late work. In the event a student will be unable to complete all course work by the end of the term, the student may petition for a course extension by submitting a *Request for Incomplete Grade Form* explaining the extenuating circumstances which prevented the student from successfully completing the course including supporting documentation confirming a personal or immediate family member injury or illness, personal childbirth or divorce, or death of a family member. The request will be reviewed by the course instructor and Program Chair and if approved, a grade of 'I' will be given for the course. If the remaining course work is not satisfactorily completed within one term, the grade will be changed to an 'F'.

Academic Probation

Students whose grade point average or percentage of attempted credits falls below the standard for Satisfactory Academic Progress will be placed on Academic Probation for the following semester. To come off Academic Probation, the student must be in compliance with the requirements for Satisfactory Academic Progress. Students not making satisfactory progress at the end of the probation semester will be dismissed from the program.

Academic Dismissal and Readmission

Students not making satisfactory academic progress at the end of the semester on academic probation will be dismissed from their program. Dismissed students may appeal this action, or apply for readmission to their former program after two consecutive terms of dismissal. Students applying for admission to a different program shall meet the current admission requirements for new students in the desired program. Upon application for readmission, the student's academic record will be reviewed to determine if Satisfactory Academic Progress can be attained within two terms and if the program can be completed within the Maximum Time Frame for the degree.

Academic Honesty

Academic honesty, integrity, and fairness, are the foundational values of our educational community. Academic honesty is an indication of respect for others as well as respect for self. Simply, all members of the community are expected to do the right thing and to do things right. The University accepts the responsibility for its faculty to observe, record, and report observable adherence to these values. These values are explicated in the University's values statement and elsewhere in University documents.

Any form of academic dishonesty or inappropriate conduct may be reported in writing directly to the appropriate college Academic Progress Committee and may result in penalties ranging from a personal warning to dismissal from the University, depending on the nature and severity of the infraction. After a second infraction, the Academic Progress Committee will refer the matter to the University Council. The Vice President of Academic Affairs will report illegal activities directly to law enforcement authorities.

Avoiding Plagiarism

The primary mode of communication in any program is written communication. Intellectual honesty is a habit of mind that respects the words and ideas of others and gives credit to them. Intellectual honesty also means students are responsible for the work they submit ensuring it is a fair response to an assignment and not work submitted for another class or assignment. In a classroom discussion, the same principle applies.

The University recognizes that many instances of “plagiarism” are the result of incomplete or missing citations rather than the intentional misuse of the others' material. The University provides a required, self-study module on accepted writing standards to help students understand proper citation techniques. In addition, these standards are reviewed as part of every course syllabus and reflect correctness as well as intellectual honesty. *The Publication Manual of the American Psychological Association, Seventh Edition*, (www.apa.org) is the University's standard for the development and publication of manuscripts.

In all academic work, the ideas and contributions of others must be appropriately acknowledged and work that is presented as original must be, in fact, original. Using an AI-content generator (such as ChatGPT) to complete coursework without proper attribution or authorization is a form of academic dishonesty. If you are unsure about whether something may be plagiarism or academic dishonesty, please contact your instructor to discuss the issue. *(Thanks to Washington University in St. Louis)*

Repeated violations of the standards of intellectual honesty will be reported to the appropriate college Academic Progress Committee. After 3 incidents, the Academic Progress Committee will refer the complaint to the University Council for further action, which could include a recommendation for dismissal from the University.

Grading Policy

Sarasota University uses a 5-point grading scale. Grades are reported for completed courses.

Letter Grade	Score Range	Grade Point Value
A	90 – 100%	4.0
B	80 – 89%	3.0
C	70 – 79%	2.0
D	60 – 69%	1.0
F	59 and below	0.0
I	Incomplete	
WD	Withdrawn from Course	

Course Credit

Courses provide 3 credit hours of credit. They are offered, depending on the program, either completely online or in a combination of online and residence activities. All courses are 8 weeks long. Sarasota University operates on a semester calendar of 16 weeks with each semester divided into two eight week terms.

At the course level, the "45 hour" rule applies for measuring credit hours. This means that the student performs 15 hours of instruction and 30 hours of preparation for each credit hour. For a 3 credit hour course, a student will perform 135 hours of a combination of instruction and preparation. Instructional interaction includes posting and interacting with teachers and students in class discussion boards or chat rooms as well as occasional teleconferences. Students are required to participate in learning activities each week, submitting assignments by the due date.

Six to twelve hours a week is necessary to prepare for instruction, for the study of course materials including readings, and completion of educational assignments. Many courses have a concluding activity, which may be a course-long project, an oral presentation, or a major report/paper. Each course has designated learning activities for program monitoring and quality assessment purposes. Assignments are collected either electronically by uploading into the course online.

Academic Load

Courses are 8 weeks in duration for three credit hours. A semester (Fall, Spring, or Summer) is 16 weeks long with two 8-week terms. Full-time enrollment is considered to be 6 credits per semester. While a student may enroll in two 3-credit courses a term (8-weeks) without permission of his/her advisor, it is recommended that students consult with their advisor to determine appropriate course selection for timely program completion. Progress will be monitored and students are expected to confer with their advisors regarding any academic issues. Students will not be enrolled in more than 6 credits a term without their advisor's prior approval.

Graduation Requirements

- Satisfactory completion of program requirements including program specific prerequisites, and fulfillment of all financial obligations.
- A cumulative grade point average of 3.0 or higher (on a 4.0 scale) and a grade of "C" in no more than 2 courses.
- Completion of the program requirements within five years of matriculation.
- Satisfactory completion of five additional post-AGC Courses (15 additional credits beyond the AGC.)
- A cumulative grade point average of 3.0 or higher (on a 4.0 scale) and a grade of "C" in no more than 2 total courses including courses taken for the AGC.

Repeating a Course

Students are required to retake a course for which they received a grade of D or F and may elect to retake a course for which they received a grade of C. The cost to retake a course is the full fee of the course. The grade for the retake course is a replacement grade and is used in calculating overall GPA for graduation requirements.

Leave of Absence

On occasion, other obligations prevent continuous enrollment. Students who may need a period away from their studies should discuss that need with their advisors and then fill out and submit a *Leave of Absence Request* form to Student Services. Students will be encouraged to take a leave of absence for a short duration (less than one year) rather than to withdraw from the University. A leave of absence may not exceed one calendar year after which a student must return as an active student or withdraw from the University. A student may take one Leave of Absence per calendar year.

Withdrawal from the University

If a student determines that a leave of absence is insufficient time to accommodate a change in circumstances, withdrawal from the University may be requested by the student. Withdrawal from the University is initiated after a conference with the student's academic advisor and the completion of a *Withdrawal from the University form*. The form for withdrawal requires the

advisor's signature. The student may initiate a return to the University by contacting Student Services. Depending on the length of absence, adjustments may be made to the student's Program of Study.

Family Educational Rights and Privacy Act of 1974 (FERPA), as Amended The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Sarasota University maintains all records in accordance with the provisions of FERPA, as amended. FERPA affords students certain rights with respect to their educational records, as noted in the following section.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

1. Eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
2. Eligible students have the right to request that a school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
3. Generally, schools must have written permission from the eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.
- Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date, and place of birth, honors, and awards, and

dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

- Schools must notify eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Policy on Discrimination and Harassment

Sarasota University prohibits discrimination or harassment based on race, ethnic, or national origin, religion, age, sex, color, physical or mental condition, marital, or veteran status under any program or activity under its purview. Sexual harassment includes harassment based on gender, pregnancy, childbirth, or related medical condition, and inappropriate conduct of a sexual nature. It is the University's policy that all persons should enjoy freedom from unlawful discrimination of any kind as well as from sexual harassment or retaliation for reporting a complaint.

This policy applies regardless of the gender or sexual orientation of the complainant or the alleged harasser. This policy prohibits unlawful discrimination or harassment between members of the University community, including between faculty and students, staff and students, and faculty and staff. We define harassment as unrequested or unwelcomed comments or actions that may interfere with an individual's feelings of security and safety.

The University believes a feeling of mental and physical security is essential to academic achievement. Actions that may violate an individual's feelings of security are prohibited, and individuals who engage in inappropriate or prohibited conduct may be subject to disciplinary action. Counseling may be an initial step in the disciplinary action.

Equal Educational and Employment Opportunity Non-Discrimination Statement

The policy of Sarasota University (SU) is to ensure equal opportunity in all its educational programs and activities, and all terms and conditions of employment without regard to age, race, color, disability, religion, national origin, veteran's status, genetic information, or sex (including pregnancy), except where such a distinction is required by law. Additionally, SU prohibits discrimination in all aspects of employment and educational programs on the basis of sexual orientation, gender identity, or gender expression. Employees, students, applicants for employment or admission, and visitors with questions and/or complaints regarding discrimination, or sexual misconduct (such as sexual violence) under Title IX may contact Dr. Lindsey Pollock, Title IX Coordinator. Dr. Pollock also serves as the ADA and Section 504 Coordinator for Sarasota University and can be contacted at: lindsey.pollock@sarasotauniversity.org or by calling 713-822-2274.

Accommodations for Students with Disabilities

Sarasota University is committed to ensuring that students receive appropriate reasonable accommodations so they are supported in all aspects of their educational experience. Students who may need additional assistance should notify the Director of Admissions at the time of enrollment so that a plan to accommodate their needs may be developed. Appropriate notification should include submission of a completed and current ADA Reasonable Accommodation Request Form (Appendix D) with any associated documentation. Each request will be reviewed by the Director of the College of Education who then will determine the extent and nature of accommodations to be provided. The requesting student will be notified by the Director of the College of Education as to the conclusion of the review within 14 calendar days of the receipt of the student's request. Other appropriate university administrative personnel and/or faculty may participate in the review and determination at the request of the Director of the College of Education.

Copyright

Sarasota University adheres to the copyright law of the United States prohibiting the making or reproduction of copyrighted material except under certain specified conditions. All members of the University community are expected to comply with federal copyright law which grants exclusive rights to intellectual property to the copyright holder in accord with section 106 of the Copyright Act (Title 17 of the United States Code). Copyright infringement is the use of someone's intellectual property without permission or legal authority and includes, but is not limited to, misusing copyrighted material in one's coursework and misusing material for which the institution owns the copyright (i.e., web site materials, course materials, publications, etc.). Notwithstanding the rights of copyright holders, students and faculty are allowed certain use of copyrighted materials under the "fair use" provisions described in section 107 of the Copyright Act. For more information regarding the Copyright laws and regulations, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at <http://www.copyright.gov/help/faq>

APPEALS and GRIEVANCES

Grade Appeals and Student Complaints

Student progress in a course requires the submission of work in a timely fashion. The expectation is that the student's work meets the course standards. The instructors at Sarasota University have the authority to extend deadlines and to grade or to not accept work which they deem unsatisfactory or beyond the deadline for submission. Students should understand that the work they submit is treated as final copy and is subject to evaluation against the assignment's standards. It is the prerogative of the instructor to request that an assignment be redone before a grade is assigned. Students are encouraged to communicate in a timely fashion any issues that might affect the student's progress in the course.

Faculty members who are instructors of record for a class are vested with the primary but not sole authority to grade and report student work in relation to course requirements and standards of performance.

Grading procedures are University-wide standards for assessing and reporting student work. If a student feels that a grade is an unfair representation of his/her achievement in a course, the student should first talk with the instructor. If the outcome of that conversation is unsatisfactory, the student should contact the instructor's department head who will discuss the issue with the instructor. This discussion may involve the student. If the result of that discussion is unsatisfactory to the student, the student may appeal to the **Academic Progress Committee**. If the student finds the result of that discussion unsatisfactory, the student's next step is an appeal to the Vice-President of Academic Affairs who will refer the appeal to the **University Council**.

Depending on the nature of the complaint, the **University Council** has the authority to uphold previous actions, to dismiss a student, to consult with the instructor for clarification and documentation, to recommend an opportunity to submit or resubmit work, and to counsel the instructor about a grade change. The University's policy of fairness means that issues related to student progress and achievement are significant, intellectual freedom is respected, and that in a community, determinations of achievement and progress may be a group decision.

Students should make their issue with a course grade or other complaint known by email or in writing and in a timely fashion. Appeals and complaints at the department head level will be handled within seven days of receipt; at the University level, decisions are reported within 30 days. All actions are reported by email and in writing by US or commercial mail (UPS, FedEx). A printed record of all email correspondence between the student and the University regarding the complaint will be kept on file. A *Grade Appeal Form* is available from the Director of Student Services. An appeal of the University Council may be made to the Executive Director, Commission for Independent Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399, and (888) 224-6684.

Student Code of Conduct and Civil Rights

Code of Conduct

Students and all members of the Sarasota University academic community are expected to conduct themselves in a socially responsible manner. All are expected to abide by University regulations and ethical standards and to conduct themselves accordingly.

Members of the Sarasota University academic community are expected to demonstrate kindness, caring, and compassion. The faculty, administration, and staff of Sarasota University are committed to maintaining a learning environment where respectful behavior, in word and

deed, and civility are the norm. Such an atmosphere must be free of intimidation, fear, coercion, and reprisal so that students, faculty, and staff can develop intellectually, professionally, personally, and socially. Students' dispositions or values are observed, assessed, and recorded as part of the University's commitment to the preparation of leaders. These observations are discussed in private and reported to employers in recommendations as requested by the student and with the student's permission.

Members of Sarasota University's community are expected to demonstrate civility in the classroom and online. Each person is responsible for what we write and for our verbal utterances. In an academic community, intellectual honesty requires free and open speech in which a diversity of opinions and ideas of others are encouraged. With the freedom to express openly one's ideas comes the responsibility to respect the rights of others to express their own ideas. Our Montessori principle of "freedom within limits" is an appropriate mantra to describe this environment. Any attempt to silence others through words, gestures, or actions that monopolize discussions and prevent others from sharing their ideas is not only discourteous but anathematic in an academic community. In addition, it is expected that all individuals will demonstrate personal respect for others throughout the diversity of discourse within the academic community.

Civil Rights

The University prohibits discrimination or harassment based on race, ethnic, or national origin, religion, age, sex, color, physical or mental condition, marital, or veteran status under any program or activity under its purview. Sexual harassment includes harassment based on gender, pregnancy, childbirth, or related medical condition, and inappropriate conduct of a sexual nature. It is the University's policy that all persons should enjoy freedom from unlawful discrimination of any kind as well as from sexual harassment or retaliation for reporting a complaint.

- This policy applies regardless of the gender or sexual orientation of the complainant or the alleged harasser.
- This policy prohibits unlawful discrimination or harassment between members of the University community, including between faculty and students, staff and students, and faculty and staff.
- Harassment is defined as unrequested or unwelcomed comments or actions that may interfere with an individual's feelings of security and safety. The University believes a feeling of mental and physical security is essential to academic achievement. Actions that violate an individual's feelings of security are prohibited and individuals who engage in inappropriate or prohibited conduct may be subject to disciplinary action. Counseling may be an initial step in the disciplinary action.
- Harassing, threatening, intimidating behavior, and illegal activities will result in immediate administrative suspension by the senior resident administrator, pending

further investigation.

Appeals Procedures for Civil Rights Violations

Persons who observe or may be the target of a civil rights violation are encouraged to report the violation so appropriate action may be taken quickly. Silence is not acceptable by the target or an observer. **The University has a responsibility to investigate all Civil Rights complaints.** Students should report violations verbally or in writing directly to the Director of Student Services (DSS). Faculty and Staff should report violations directly to the University's Vice President of Academic Affairs (VPAA).

The Director of Student Services (DSS) will investigate and respond to Civil Rights complaints of students in writing within 7 calendar days. The DSS will also report the complaint, and present particulars of the complaint in writing to the Vice-President of Academic Affairs and may be reported further as required by various laws. This notification will contain any recommendations to ameliorate the complaint. The University Council handles concerns related to a person's civil rights. Records of reported violations and the actions taken are maintained for 7 years and are made available for review by appropriate persons. The Vice-President of Academic Affairs is **the University's designated Civil Rights officer and will report, as appropriate, infractions to appropriate law enforcement.** This procedure is for assistance and awareness so the University can aid the student. It does not prevent the student from directly bringing the issue to law enforcement.

Please notify (a) the Office of the Director of Student Services, and
 (b) the Office of the Vice President of Academic Affairs at:
 5104 N Lockwood Ridge Rd, Suite 102
 Sarasota, FL 34234
 (866)-582-8448

Appeals of Complaints Not Involving Law Enforcement

For issues that do not necessarily involve law enforcement, students will be notified about a complaint in writing and will be given a fair opportunity to refute the complaint. These complaints, which include matters of academic honesty, personal deportment or feelings of safety, may be handled at the professor or advisor level. A complaint may be by or about a student, faculty, or staff. Some complaints will be moved immediately to the Vice-President of Academic Affairs for decision for further action. All decisions, except those involving law enforcement can be appealed, at the University level. All appeals will be processed in a timely fashion, but no longer than 30 days at any stage.

Complaints about faculty and staff are handled in a similar fashion except the initial review of the complaint will involve the person's immediate supervisor.

Intellectual Property

Intellectual property is considered any original artistic, dramatic, literary, musical, audio-visual or multimedia work created by a member of the University community. As such, these works are protected under the provisions of the 1976 Copyright Act.

Refund Policy

Students may cancel their course work at any time in any manner (email preferred). Students who cancel within **five (5) business** days of signing the Enrollment Agreement will receive a full refund of tuition monies paid. Students who cancel enrollment after **five (5) business** days will be refunded tuition according to the table below. The \$50 Application Fee or \$40 Readmission fee will not be refunded. Refunds are made on a course by course basis.

Application Fee

The application and/or readmission fee are nonrefundable.

Tuition may be refunded as noted below. An instructional week begins on Tuesday and ends on Monday.

Amount of Coursework Completed	Tuition Refund
Drop/Add Period (through the end of the first week of classes)	100% of the tuition
Through the end of the second week of classes	80% of the tuition
Through the end of the third week of classes	60% of the tuition
Through the end of the fourth week of classes	40% of the tuition
Through the end of the fifth week of classes	20% of the tuition
After the fifth week of classes	0% of the tuition

- The drop/add week is Tuesday through Monday of the first week of class.
- Refunds shall be made within 30 days of the date that the institution determines that the student has withdrawn.

Online Library Resources

The Sarasota University Online Library features 24-hour access to an extensive collection of resources including eBooks, full-text print materials, research guides, academic databases and selected multimedia resources. In addition, online tutorials, a variety of Internet-based support services and librarian contact information is available for research assistance.

All students will be enrolled in **LIRN**, the Library and Information Resources Network (www.lirn.net), providing access to Cengage Learning's InfoTrac and other collections of research and literature. The LIRN® virtual library provides students with millions of peer-reviewed and full-text journal, magazine, and newspaper articles, eBooks, podcasts, audio, and video resources to support their academic studies.

The university librarian, in consultation with faculty, assesses and adds other databases and eBooks as needed to meet program specific needs.

Currently, **LIRN** contains 47 research databases relevant to the University's programs of study, including those listed below.

ProQuest Central contains:

International Newstream	Asian & European Business Collection	Arts & Humanities Database
Canadian Newstream	Business Market Research Collection	Research Library
U.S. Newstream	Criminal Justice Database	Australia & New Zealand Database
Global Breaking Newswires	Education Database	Continental Europe Database
Advanced Technologies & Aerospace Database	Library Science Database	East & South Asia Database
Agricultural Science Database	Linguistics Database	East & Central Europe Database
Biological Science Database	Political Science Database	India Database
Computer Science Database	Religion Database	Latin America & Iberia Database
Earth, Atmospheric & Aquatic Science Database	Social Science Database	Middle East & Africa Database
Engineering Database	Sociology Database	Turkey Database
Environmental Science Database	Health & Medical Collection	U.K. & Ireland Database
Materials Science Database	Consumer Health Database	Career & Technical Education Database
Military Database	Healthcare Administration Database	Canadian Business & Current Affairs Database (CBCA)
Science Database	Nursing & Allied Health Database	Publicly Available Content Database
Telecommunications Database	Psychology Database	
ABI/INFORM Collection	Public Health Database	
Accounting, Tax & Banking Collection		

News	SciTech	Business	Social Science	Health Research	The Arts	Interdisciplinary
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Figure 1: Image of all individual databases included within ProQuest Central, including "Education Database," "Psychology Database," and "Research Library."

- **ProQuest Research Library** covers the top 150 academic subject areas. Includes 5000 full-text titles from 1971 forward.
- **Psychology Journals:** ProQuest Psychology Journals™ provides abstracts and indexing for more than 710 titles, with over 570 titles available in full text. 4,000 full text dissertations representing a range of psychology disciplines including behavioral.
- **eLibrary:** articles and transcripts from more than 2,500 full-text magazines, newspapers, books, radio/TV program transcripts, along with access to more than 250,000 photographs and maps, and over 20,000 unique educational audio/video resources.

Student Services

Students needing personal assistance beyond the scope of academic advising or having any other non-academic concern should contact the Director of Student Services for assistance by calling the University (866-582-8448).

Change of Information

Students with a change in contact information, please contact students services via phone or email.

Career/Employment Placement

Career Services

Sarasota University makes no promise or guarantee of placement or employment upon graduation or the completion of any course. Sarasota University provides career services, without charge, to all graduates through available online employment resources. In addition, social media sites such as Facebook.com and LinkedIn.com provide opportunities for development of valuable personal and professional networks which may assist in identifying employment possibilities. Current and prospective students are able to receive this information, upon their request, from the Admissions Department.

Per the regulations of the Department of Education based on the "Student Right-To-Know Act," the graduation/completion rates for full-time students must be within 150% of the normal time to complete the Program.

I understand and acknowledge that no one associated with Sarasota University has promised, guaranteed or directly or indirectly implied Career Placement or Employment upon graduation. Records of initial employment of all graduates shall be maintained by the University.

Counseling

The University believes a feeling of mental and physical security is essential to academic achievement. Actions that violate an individual's feelings of security are prohibited and individuals who engage in inappropriate or prohibited conduct may be subject to disciplinary action. Counseling may be an initial step in the disciplinary action. Harassing, threatening, intimidating behavior, and illegal activities will result in immediate administrative suspension by the senior resident administrator, pending further investigation.