



William Howard Taft
— U n i v e r s i t y —

Student Handbook

1/1/23 – 12/31/23

NOTE: This Handbook applies to new students or those readmitted to a program at WHTU after October 2021.

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William Howard Taft
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Institutional Mission, Purpose, and Objectives

The mission and purpose of the Taft University System, which is comprised of William Howard Taft University and Taft Law School, a private independent postsecondary education system, is to offer unique and innovate distance learning education programs at a reasonable cost to qualified applicants, with a particular focus on those who are mature adults employed on a full-time basis, or for whom place of residence or travel requirements are constraining factors.

The University is committed to providing a quality legal education responsive to the needs of society, now and into the future. Valuing the rich variety of cultures, races, ages, religions, and ethnic backgrounds in the world today, the school seeks students from all regions of the United States, and English-speaking students from around the world. It is an objective of the school to utilize advancing technologies in the delivery of its educational services.

Contact Information

Colorado Office

Hours: 8AM-5PM Mon-Fri (Mountain Standard Time)
Phone: (303) 867-1155 or (877) 894-8238
Fax: (303) 867-1156
Address: William Howard Taft University
3333 S. Wadsworth Blvd #D228
Lakewood, CO 80227

Admissions Email: Admissions@Taft.edu

For questions or concerns about your application or enrollment.

President & Chief Academic Officer: (Dr. Neil Johnson): Johnson@Taft.edu

For serious questions, problems or concerns you feel must be escalated past Student Support.

Other Resources

Librarian: Research@TaftU.edu
Business Dean (Dr. Anita Cassard): Cassard@Taft.edu
Government & Law Dean (Dr. Anita Cassard): Cassard@Taft.edu
Education Dean (Dr. Barry Resnick): Resnick@TaftU.edu
Director of Administration (Mike Rendon-Thofson): Rendon-Thofson@Taft.edu
Student Support Email: Student_Support@TaftU.edu

For any student questions, concerns, or issues.

Technical Support Email: Technical.Support@TaftU.edu

For any issues with Moodle.

Accounting Email: Cruz@TaftU.edu

For any issues with payment or changes to payment method/information.

Financial Aid Email: G.miller@taft.edu

For assistance with previous student loan deferment.

California Office

Hours: 9AM-5PM Mon-Thu, 9AM-3:30PM Fri (Pacific Time)
Phone: (714) 708-0722 or (888) 748-1842
Fax: (714) 708-2082
Address: The Taft University System
3700 South Susan Street, Suite 200
Santa Ana, CA 92704



Introduction

During the course of study at the University, a student must comply with the policies and procedures of the University as set forth in this *Handbook*, the University *Academic Catalog*, *Program Catalog Supplement*, and instructions contained in the syllabus for each course.

If you have a question regarding a specific policy or procedure, you should refer to the above-mentioned publications. If after such referral, you are still in doubt, please contact [Student Support](#).

As a general rule, academic matters such as counseling, readmission, examinations, grades, and informal graduation requirements should be directed to [Student Support](#).

It is the responsibility of the Student to inform the University in writing of **any change in mailing address, telephone number, or e-mail address** from that reflected on the *Application Form*.

Students should always keep a copy of all assignments and other correspondence submitted to the institution. It is recommended if students elect to save assignments and correspondence on their hard drives, appropriate backup procedures are followed.

Policy on Academic Freedom

The University encourages and supports its faculty in the pursuit of academic freedom for faculty, staff, and students. Such individuals are free to share their convictions and responsible conclusions with their colleagues and students in their teaching and writing.

Faculty are required to provide expertise and guidance to students in the learning outcomes specified by the University's curriculum. However, faculty are encouraged to discuss any additional topics relevant to the course being taught, regardless of the presence of a topic within the prescribed curriculum.

Social Media

Students must obtain advance permission before establishing any social media account which references The Taft University System, Taft Law School, or William Howard Taft University.



William Howard Taft
University

University Degree Programs

The W. Edwards Deming School of Business, the Boyer Graduate School of Education, and the School of Government & Law through William Howard Taft University is accredited by the Distance Education Accrediting Commission (DEAC) and approved to award the following degrees to individuals who have met the graduation requirements of the University:

Bachelor of Science in Business Administration (BSBA) – Degree Completion Program

Master of Business Administration (MBA)

Master of Science in Taxation (MST)

Master of Education (MEd)

Master of Public Administration (MPA)

Master of Laws in Taxation (LLM)

Juris Doctor Executive Track (JDET)

Education Specialist (EdS)

Doctor of Education (EdD)

Doctor of Business Administration (DBA)



Continuing Enrollment Process

Official Transcripts

Applicants may submit unofficial transcripts with the application for admission. Official transcripts must be received within 30 days of signing their original enrollment agreement, or the student will not be permitted to register for additional coursework and may be subject to being administratively withdrawn. For students receiving Financial aid, no financial aid will be disbursed until official transcripts have been received. Any student seeking Transfer Credit or Portfolio credit should note that an official credit evaluation requires the submission of official transcripts prior to being awarded. For a guide on this process, please refer to your Academic Catalog.

Completing a Course

After completing all assignments within an 8-week course, the student must complete the *Coursework Certification Form* and email it to [Student Support](#), as well as the *Course Evaluation Survey*. The certificate and survey are available on Moodle™ within each course.

Starting Your Next Semester

Students wishing to move into their next semester should contact Student Support shortly after starting their second term of their current semester. Taft will make note of the intention to start and will send a *Request to Advance* form via email to complete. Once received, the Admissions Office will contact you with regards to the courses you will be taking along with the link to purchase the required textbooks.

Requesting Graduation

Once all courses are successfully completed, a student will be reviewed for graduation. To receive a diploma, students must submit the *Diploma Order Form*, provided to you at the time the degree is conferred, and are ordered monthly. Diploma requests must be submitted by the last business day of each month to be included in that month's order.

Counseling and Appeals

Many references are made throughout this *Handbook* advising the student of the need to observe the rules, regulations, and practices of the University. A student may need some advice concerning his/her program, a specific course, methods of



study, or a host of other items too numerous to cover in this *Handbook*. Experience has shown that if students take the time to read and study this *Handbook*, many of their questions can be answered without the need for counseling. However, the University provides limited counseling services administered by its administration and staff.

Students are encouraged to contact [Student Support](#) regarding any inquiry or problem.

Appeal Procedures

The *General Petition Form* has been devised as a convenient medium to create effective communication between the student and the administration and to receive a reply when appropriate. Each appeal must clearly and concisely set forth what is sought, the reasons therefore, and such supporting information or documentation as is required. To receive this form, please reach out to the Director of Student Affairs, Stephanie Estlow, at [Student Support](#).

Course Content

Course content and structure will vary from subject to subject but will generally contain a number of Lesson Assignments requiring the student to complete specified reading assignments, answer objective and subjective questions, and complete research projects. The relative weight for each assignment will be set forth in the course syllabus.

Examination Procedures

Accreditation Standards of the Distance Education Accrediting Commission (DEAC) require that adequate steps be taken by an institution offering a degree program to assure that a student has personally fulfilled the course requirements stipulated by the institution. This assurance is accomplished through proctored examinations. Those enrolled in a non-Doctorate/EdS program will generally be required to complete and pass at least one proctored final examination per semester. At the completion of a particular course, you will receive a grade for the course based on the coursework submitted. In cases where the course requires you to schedule an appointment with a proctor, the grade is tentative. You must pass the final examination for that course before the grade becomes official and recorded on the transcript. Those enrolled in a Doctorate/EdS program will be required to take and pass the Qualifying Examination after the completion of your Qualifying courses. A Comprehensive Examination is also a requirement for these programs prior to entering your ADP/Dissertation phase.

Final examinations are graded on a credit/no-credit basis. **A passing grade on final exams is 70% or higher.**

All examinations must be proctored. *Students must provide the proctor with appropriate photo identification.* There is no exception to this rule. Students have the following four options with respect to proctors:

1. Students may take examinations under the supervision of an approved proctoring company using a web camera and microphone. The purchase of the items and the cost of proctoring are the responsibility of the student. Additional details can be found here: <http://www.proctoru.com/taft>.
2. The University is a member of the *Consortium of College Testing Centers (CCTC)*. The CCTC is a group of college and university testing centers throughout the United States that has come together to support distance learning. In January 2023, there were over 325 member institutions representing 45 states and 4 foreign countries. More information can be found on CCTC's website: <http://www.ncta-testing.org/cctc/find.php>. Students are responsible for any proctor fees incurred in connection with this alternative.
3. If a student resides or is employed more than one hour's drive from a CCTC testing site, a student may arrange for examinations to be proctored at another educational institution more convenient to the student. If a student does not meet this criterion but nevertheless wants to **nominate his/her proctor**, the student must appeal to [Student Support](#) specifically detailing how utilizing alternatives (a) or (b) above would constitute an unreasonable burden.



The nominated proctor must be a responsible individual who has no direct personal involvement with the student. He or she must be at least 21 years of age, speak English, be of good moral character, be legally competent, not reside at the same address as the student, not be an employee of the student, and not be related to the student by blood or marriage. Current or prior Taft University System students may not be proctors.

Examples of individuals who have been found to qualify as proctors include Directors of Human Resources, Directors of Education, counselors, independent CPAs, attorneys, and high school/college testing coordinators. Nominated proctors must be willing to execute, under penalty of perjury, a notarized certification that the examinations were given consistent with the written instructions provided to the proctor.

Students choosing to nominate a proctor should appeal to the University at the start of the course requiring the final. The appeal must describe the student's relationship to the nominated proctor and the qualifications of the nominated proctor. The University, in its sole discretion, may approve or disapprove nominated proctors. Students are responsible for any proctor fees incurred in connection with this alternative.

Request for Examinations

Students will need to submit the *Request for Examination* form, included as *Exhibit B* of this *Handbook*. **It must be received by the University at least seven business days prior to the proposed examination date.** The examination instructions will be sent to the proctor before the examination date.

Exam Content

In semester programs, most examinations will consist of objective questions (multiple choice). In some cases, they may contain essay questions or a combination of essay and objective questions. Details of the examination method will be provided by [Student Support](#) after the *Request for Final Examinations* form has been received. Unless instructed otherwise, examinations are open book.

Failure to Take Required Examinations

Any student who fails to take any scheduled examination will receive an Administrative Dismissal unless the student has appealed to [Student Support](#) for a make-up examination and such appeal has been approved.

Make-Up Examinations

In the event of a failed exam attempt, you may appeal to the Dean to make an additional attempt. Requests to retake an examination are handled on a case-by-case basis and permission to retake any examination is not guaranteed. If you ultimately fail an examination, no credit is awarded for the associated course.

If the failed course is an elective, you may appeal to the Dean to select an alternative elective course to fulfill the degree requirements. If the failed course is a required component of the program, you will be dismissed.

The deadline for make-up examination appeals is 5 business days after receipt of the grade report. There will be a fee of \$75 for each make-up examination, payable upon scheduling of the make-up exam.

Failure to take make-up examinations will result in an automatic F for the course involved.



Examination Rules

Time Allotment

Exam sessions must begin promptly at the time scheduled with the proctor. Any student who continues after time has been called will be disqualified and his/her papers will not be graded. The student will receive an F for the examination grade. In addition, writing overtime on an examination is cheating and is treated as such.

Early Completion

If the questions are completed before the time limit, the student may leave after giving notice to the examination proctor.

Examinations

Examinations are performed via the online learning platform. If the student elects to perform the exam at a testing center, it is the responsibility of the student to ensure that they can accommodate internet-based testing.

Electronic Devices

No music players, cell phones, or internet devices should be brought into the examination room by students during the exams. If they are, however, the proctor will require that such materials be stored away out of sight during the exam.

Eating, Drinking, and Smoking

No eating, drinking, or smoking is allowed in exam rooms except where medically necessary. Students may leave the room during the exam to go to the restroom. *Time will continue to run.*

Taking Materials Outside the Examination Room

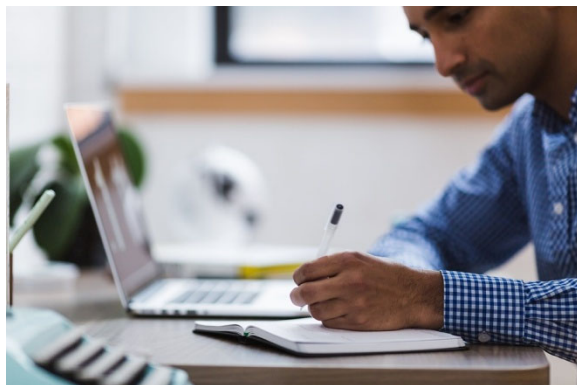
Examination questions may not be taken from the examination room during the examination.

Illness During Examination

A student who becomes so ill while taking an examination that the examination cannot be finished should stop and advise the proctor of the illness. Any student, even though ill, who finishes the examination cannot request subsequently that the examinations not be graded. A medical certificate may be required to take a make-up examination.

Students with Disabilities

Students with disabilities who require special attention should notify the University well in advance of the final examination period and confirm special arrangements. A medical statement from a physician may be required for inclusion in the student's file. Students seeking accommodations should reach out to our Disability Services department at <https://www.taft.edu/accessibility-disability-services>.



Cheating on Examinations

In order to avoid any problems, students must, unless instructed to the contrary in the course syllabus, adhere to the following practices:

1. If a student has to leave the room during the examination, they cannot take any paper with them, including the questions themselves. Further, no student may leave the examination room without first advising the proctor of the reason.
2. The use of cell phones or internet devices during examinations is prohibited. Any incoming emergency call will be relayed to the concerned party immediately upon receipt.
3. The use of the bathrooms for the purpose of looking at notes or other related papers is strictly prohibited.



4. Students arriving late to begin an examination generally will not be given extra time to complete the examination.
5. Any student who permits another person to substitute for him/her in taking any examination or who pays another person to take the examination will be dismissed from the University. If both persons are current students at the University, both are subject to dismissal.
6. Copying any examination is grounds for expulsion for the student and possible criminal prosecution for both the proctor and the student.
7. Students must notify [Student Support](#) via telephone and in writing *immediately* should the student become aware of any actions of a proctor contrary to the instructions provided to the student with the examination and in this *Handbook*. Students should not complete any examination offered that is inconsistent with University policies.

While it is impossible to list all situations under which cheating may occur, the administration intends to take every practical step to prevent it from happening. Since cheating is an academic matter, ***students caught cheating will be dismissed from the University.***

Appeals for Re-Evaluation of Grade

Any student may, during the one-month period following receipt of a final course grade, request a reevaluation of the grade for any course in which the student has been awarded a grade of B- through F. The student must prepare an appeal pointing out specifically why the grade should be raised. This appeal should be addressed to the Chief Academic Officer and emailed to [Student Support](#).

Upon receipt of an appeal for a reevaluation of a grade, the Academic Dean in his/her sole judgment may raise the grade, lower the grade, or make no change. The decision of the Dean is final, and resubmission of appeals will not be authorized.

Multiple choice questions and student answer sheets may be reviewed by students only by appointment in the University offices. Since such questions are reused, they cannot be released to students outside of the University offices.

Academic Standing and Retention

Grades

Numerical Grades

Numerical grades are assigned on a four-point scale ranging from 0.00 to 4.00 with a grade of 0.66 or below considered failing. The following grade scale prevails:

4.00	A	90-100%	(Outstanding)
3.67	A-	88-89%	
3.33	B+	84-87%	
3.00	B	80-83%	(Satisfactory)
2.67	B-	78-79%	
2.33	C+	74-77%	
2.00	C	70-73%	
1.67	C-	68-69%	
1.33	D+	64-67%	
1.00	D	60-63%	(Does not meet scholarship standard. Coursework must be repeated for credit.)
0.67	D-	59%	
<0.67	F	58% or below	(Failure)

Grades assigned by faculty to individual papers and courses are in percentage or letter-grade form. From that point onward, including recording on transcripts, number grades are used.



Non-Numerical Grades

In addition, the following grades may also be assigned:

CR = Credit

At the option of the University, certain courses and examinations may be graded on a Credit/No-Credit basis. Students will be notified in advance if a course is to be graded on a Credit/No-Credit basis.

U = Audit

I = Incomplete

I's are given to students in courses that they have not completed within the sixteen-week semester period set forth on the University's Academic Calendar. In such circumstances, students are granted an automatic extension time not to exceed two months to complete the coursework (including the final examination) for that semester.

W = Withdrawal

W's are given to students who formally notify [Student Support](#) of the student's desire to formally withdraw from the course or program. Withdrawal deadlines are outlined in the enrollment agreement.

X = Administrative Dismissal

X's are given for failure to comply with administrative policies, including failure to complete examinations, and are not computed in the grade-point average.

Repeated Courses

If a failing grade has been received in a course, that course must be repeated. A student who repeats a course (with the prior approval of the University and if the student's first attempt did not result in a "D" or lower grade) receives the grade earned on the repeat effort only. Grade points, credits attempted, and credits earned for the prior attempt will not be included in grade-point average (GPA) calculations subsequent to the repeat effort. Nevertheless, such calculations prior to the repeat effort will not be affected, cumulative credits, grade points earned, and grade-point averages will be altered to reflect the repeat effort only at the point at which the course was repeated.

There is no automatic right to repeat a course. Appeals requesting permission to repeat a course must generally be received by the University within 5 days of the date the final grade is posted for the course by the faculty.

Grade-Point Average (GPA)

The cumulative grade-point average (GPA) is determined by dividing the total grade points earned to date by the total number of credits attempted to date. The total grade points earned are the product of course credits and the student's course grade totaled from all courses in which a numerical grade was received. For purposes of this calculation, courses graded on a Credit/No-Credit basis are excluded. Example of Grade Point Average Computation:

Name, of Course,	Credits	Grade	Grade Points
<i>Course A</i>	3	CR	-
<i>Course B</i>	3	3.33	9.99
<i>Course C</i>	3	4.00	12.00
<i>Course D</i>	4	3.67	14.68
Total:	13		36.67



The CR grade is excluded from the calculation, so 36.67 is divided by 10 to give a GPA of 3.67.

Any student with a cumulative grade-point average of 3.00 (2.00 in Undergraduate programs) or above is considered in good standing. A student must be in good standing to graduate.

Academic Warning

A student is placed on academic warning when their cumulative GPA falls below 3.00 (2.00 in Undergraduate programs). Students on academic warning due to grades must raise their cumulative GPA to these minimum levels or above within the next nine credits to continue in the program. For program-specific information relating to Academic Warnings and Student Academic Probation, please refer to your individual Enrollment Agreement.

Academic Dismissal

A student will be dismissed from the program if he/she:

Is placed on Academic Warning and fails to regain Good Standing within the required parameters.

AND/OR

Fails to complete required coursework within the required GPA minimums.

The University reserves the right to exclude or retain a student at any time in its sole discretion for academic reasons. In the exercise of this prerogative, the University attempts to analyze the totality of the circumstances in light of what it believes to be an ethical obligation not to continue the student beyond the point where it becomes clear that, at that point in time, for whatever reason(s), the student is not succeeding in a program. In this regard, it should be remembered that the longer the period of study involved, the more conclusive the student's record becomes. For this reason, the retention policy is generally enforced to the letter.

It is the rare student who can admit, at the time, that academic dismissal is in his/her own best interests. Consequently, academic dismissal is not a matter open to debate or negotiation by the student involved. The University can and must exercise its sole discretion in this matter. It is not and cannot be a "matter of right" to the student involved.

Administrative Dismissal

A student will be administratively dismissed from the program if they:

- Fail to finish within the maximum time to complete the degree program.
- Fail to complete term coursework within the allotted time (including any extensions granted).
- Fail to comply with administrative policies including failure to complete examinations.

Time to Complete

Accreditation regulations and University policy dictate the minimum and maximum time to complete degree and certificate programs. **In no case may a student complete a degree program in less than one calendar year.** The maximum time to complete an academic program is outlined below:

Bachelor & Master's Degree programs: 5 years
Doctoral Degree and EdS programs: 7 years



Semester Requirements

Undergraduate and Master's programs are divided into semesters generally consisting of six credits. Each semester consists of sixteen weeks from the date study commenced. The study commencement date is the date indicated on the enrollment materials or Request to Advance form.

Students working in the Independent Study program who did not complete all coursework in the eight-week term are placed in an "Incomplete" status and granted an automatic extension of 30 days to complete the coursework, including final examinations, for that semester. *It is not necessary for the student to file an appeal.*

If *additional time beyond the first extension* of time is required, a student may file an appeal for one final 30-day extension of such time. Such extensions are not automatically granted but are reviewed and approved by the administration on a case-by-case basis.

Students working on the Directed Study program who did not complete all coursework within the eight-week term may only petition for a 30-day extension if 70% of their coursework has been completed. No additional extensions will be allowed if the Student fails to complete within the new deadline.

Academic Integrity

The University encourages collaborative discussion and solicitation of feedback among students, faculty, and outside experts. However, it should be understood that written assignments including the Business Plan/Capstone/ADP/Dissertation are required to be performed independently. It is expected that you will conduct your own independent research and the writing or calculations that you do are your own. If an assignment or essay is permitted for group authorship it will be defined as such.

Violations of academic integrity include cheating on any examination; plagiarism; misuse or fabrication of data to draw conclusions that may not be warranted by the evidence; omission or concealment of conflicting data for the purpose of misleading other scholars; paraphrasing or summarizing another's material in a way to misrepresent the author's intentions; and use of privileged material or unpublished work without permission.

Attendance Policies

As all the University's programs are presented on a distance learning basis, the University has no residential attendance requirement. Students may cease enrollment at any time in their academic program, subject to the terms of the *Enrollment Agreement*. The official date of withdrawal for a voluntary withdrawal is the date [Student Support](#) receives notification from the student.

Full-Time Attendance

All new graduate students must register as full-time students, scheduled to complete a minimum of six credits per semester. Students are considered active and not attending if the student is registered to attend the next semester. The minimum time for completion should be considered to ensure the student completes the program of study within the University requirement. Please refer to the Academic Catalog for the minimum and maximum timeframe on your program.

Directed Study students must meet the Attendance Policies, as outlined in your Enrollment Agreement or the , or they will be *Administratively Dismissed* from their course and deemed NOT to be making *Satisfactory Academic Progress*.

Academic Programs and Learning Modalities

The University offers accredited distance education degree programs in business, education, law, and taxation. It employs two learning modalities in the delivery of educational services. Programs offer either an **Independent Study or Directed Study modality**.



In all cases, highly experienced and academically qualified faculty members are assigned to courses to provide assistance, individual guidance, and meaningful feedback.

All students are provided with login information to the University’s online learning platform, which provides access to course syllabi and a list of required and recommended course materials for the program. The learning platform also allows for online submission of assignments, retrieval of grades and feedback from the faculty, and access to discussion boards.

University programs emphasize learning that is meaningful, where individuals enjoy the learning process and acquire knowledge to better understand and manage their own careers.

The Independent Study Modality

Independent Study recognizes that education can be an individual process where students with different learning needs and study schedules can be accommodated. As such, Independent Study is the most flexible option for busy professionals with varied working and family schedules. Students enrolling in Independent Study programs may work independently at their own pace. Students submit assignments and retrieve feedback from faculty, completing courses within the time limits of the semester. Title IV Federal Financial Aid cannot be used to cover the costs of this learning modality. However, the University has established interest-free payment plans that permit a student to make monthly payments to cover the cost of their education.

Students may begin a program offered in Independent Study throughout the year, as outlined on our [Academic Calendar](#).

The Directed Study Modality

The Directed Study program is offered in a more structured format with cohort groups and requires regular and substantive interaction with faculty. The cohort format allows for meaningful interaction with other professionals and faculty in a group context. While weekly attendance is not required, students must participate in asynchronous discussion boards to meet attendance and the academic requirements of the program. A student may use Title IV Financial Aid to cover the cost of this learning modality, as they are eligible.

New students may begin study multiple times a year, as noted on our [Academic Calendar](#).

A Comparison of Learning Modalities

	Independent Study	Directed Study
<i>Highly credentialed faculty with real world experience</i>	X	X
<i>Nationally recognized curriculum that addresses contemporary workplace issues</i>	X	X
<i>Accredited by the Distance Education Accrediting Commission (DEAC)</i>	X	X
<i>Facilitated courses designed to fit in your busy life</i>	X	X
<i>New students may begin enrollment at the start of any semester (three times per year)</i>	X	X
<i>New students may begin enrollment mid-semester (six times per year)</i>	X	
<i>Weekly reading and assignments</i>	X	X
<i>Weekly discussion board participation required</i>		X
<i>Affordable tuition rates (tuition rates are the same regardless of modality)</i>	X	X
<i>No classroom or residency requirements</i>	X	X
<i>Federal Financial Aid available to cover 100% of tuition & fees to those who qualify</i>		X
<i>Interest free, payment plans available</i>	X	X

Students may alternate between the Directed Study and Independent Study programs; however, a signed Enrollment Agreement is required when a student changes program modality. A student may transfer programs or program modality



only prior to the start of a semester. Please submit requested changes a minimum of 60 days prior to the start of the semester to provide time for schedule changes and potential changes to Title IV financial aid funding.

Plagiarism and Using Sources

Plagiarism is the most common form of violation of the standards of academic integrity. For the purposes of academic work submitted as a student of the University, plagiarism is defined as (intentionally or unintentionally) submitting work, ideas or writings of someone else without adequately providing credit in the form of a citation. An act of plagiarism is not just limited to the direct copying of someone else's work and submitting it as your own, it also includes using a combination of information from multiple sources and changing a few words without adequate citation.

Generally, "common knowledge" is the only source material that can be reproduced in your essays without citation. If you are unsure if a source of information is considered to be common knowledge, it is better to err on the side of safety and cite the source. If your writings are significantly influenced by collaboration or class discussions, it's also appropriate to include a footnote in your paper disclosing that.

If you have any questions about academic integrity or plagiarism, or when in doubt about whether it is appropriate to collaborate on work for any course, you should always consult with the faculty member first.

The following examples were retrieved from the Purdue University website:

Academic Integrity. (n.d.). *Academic Integrity*. Retrieved May 7, 2014, from https://www.purdue.edu/odos/osrr/resources/documents/academic_integrity.html

Following are examples of plagiarism:

Here's the **ORIGINAL** text, from page 1 of *Lizzie Borden: A Case Book of Family and Crime in the 1890s* by Joyce Williams et al.:

The rise of industry, the growth of cities, and the expansion of the population were the three great developments of late nineteenth century American history. As new, larger, steam-powered factories became a feature of the American landscape in the East, they transformed farm hands into industrial laborers, and provided jobs for a rising tide of immigrants. With industry came urbanization the growth of large cities (like Fall River, Massachusetts, where the Bordens lived) which became the centers of production as well as of commerce and trade.

Here is an **UNACCEPTABLE** paraphrase that is plagiarism:

The increase of industry, the growth of cities, and the explosion of the population were three large factors of nineteenth century America. As steam-driven companies became more visible in the eastern part of the country, they changed farm hands into factory workers and provided jobs for the large wave of immigrants. With industry came the growth of large cities like Fall River where the Bordens lived which turned into centers of commerce and trade as well as production.

What makes this passage plagiarism?

The preceding passage is considered plagiarism for two reasons:

1. The writer has only changed around a few words and phrases, or changed the order of the original's sentences;
2. The writer has failed to cite a source for any of the ideas or facts.

If you do either or both of these things, you are plagiarizing.



NOTE: This paragraph is also problematic because it changes the sense of several sentences. (For example, “steam-driven companies” in sentence two misses the original’s emphasis on factories.)

Here is an **ACCEPTABLE** paraphrase:

Fall River, where the Borden family lived, was typical of northeastern industrial cities of the nineteenth century. Steam-powered production had shifted labor from agriculture to manufacturing, and as immigrants arrived in the US, they found work in these new factories. As a result, populations grew, and large urban areas arose. Fall River was one of these manufacturing and commercial centers (Williams 1).

Why is this passage acceptable?

This is acceptable paraphrasing because the writer:

1. Accurately relays the information in the original
2. Uses her own words
3. Lets her reader know the source of her information

Here is an example of quotation and paraphrase used together, which is also **ACCEPTABLE**:

Fall River, where the Borden family lived, was typical of northeastern industrial cities of the nineteenth century. As steam-powered production shifted labor from agriculture to manufacturing, the demand for workers “transformed farm hands into factory workers,” and created jobs for immigrants. In turn, growing populations increased the size of urban areas. Fall River was one of these manufacturing hubs that were also “centers of commerce and trade” (Williams 1)

Why is this passage acceptable?

This is acceptable paraphrasing because the writer:

1. Records the information in the original passage accurately
2. Gives credit for the ideas in this passage
3. Indicated which part is taken directly from her source by putting the passage in quotation marks and citing the page number.

NOTE: If the writer had used these phrases or sentences in her own paper without putting quotation marks around them, she would be plagiarizing. Using another person’s phrases or sentences without putting quotation marks around them is considered plagiarism even if the writer cites in her own text the source of the phrases or sentences she has quoted.

Basics on citing sources and other resources can be found at <http://www.plagiarism.org/citing-sources/cite-sources>.

Citation Machine: <http://www.citationmachine.net/>

Citation Machine is an online tool to assist in the proper citation of researched information. WHTU utilizes the most current edition of the American Psychological Association for writing standards.

Consequences of Violations of Academic Integrity

In some cases, a student may legitimately be unaware that they have committed an act of academic misconduct. If a faculty member suspects that an unintentional violation has occurred, they will typically offer corrective action and the student will be monitored for future offenses. If a faculty member believes that a student has committed an intentional or repeated



violation of standards of academic integrity, the current course grade will be suspended and the matter will be referred to the Academic Review Committee (ARC) for investigation. The ARC will collect relevant information and review the issue at the earliest possible convenience. A summary will be provided for evaluation and ruling by the Program Dean, Chief Academic Officer, and/or the University President or The Taft University System Chancellor. **Violating standards of academic integrity is a serious offense that may result in the failure of a course or dismissal from the University altogether.**

The unauthorized sharing of coursework, examination information, or research results with another student is also a violation of academic integrity and is punishable in the same manner as plagiarism.

Graduation

A degree is awarded to those students who have successfully completed the respective program within the time constraints as set forth in this handbook as of the date of enrollment, as well as all applicable course/program evaluation surveys. **Students should note that no documentation will be provided by the University to or for any student or graduate who is delinquent in the payment of any tuition or fees.**

Withdrawal and Re-Admission

Voluntary Withdrawal

Students may withdraw without prejudice by written notification to [Student Support](#) at any time within the semester as indicated in their enrollment agreement. Additional procedures to terminate enrollment may be found in your Enrollment Agreement.

A Student who has not voluntarily withdrawn and who fails to complete a course or courses within the required time period will receive an **administrative dismissal** for the subject course(s) unless the student has appealed for additional time and such appeal was approved by the University.

Refunds of tuition upon withdrawal will be granted in accordance with the refund policy set forth in the enrollment agreement.

Students who find they must withdraw because of financial difficulties are urged to seek counseling before taking action to ensure that they have considered all of the financial assistance options which are available to University students.

Re-Admission

Re-Admission After Withdrawal “In Good Standing”

A student who has successfully completed any credits at the University and who has taken an approved leave of absence longer than one calendar year must appeal to the Dean (or his/her designate) to be allowed to Re-Enroll as a continuing student. As a condition to his/her readmission, a student who has withdrawn for longer than one calendar year may be required to repeat courses taken prior to his/her withdrawal. Readmission after withdrawal is at the discretion of the Program Dean and is reviewed on a case-by-case basis. If the student's absence has been greater than one calendar year, the student will also be required to complete the application process for re-entry.

Re-Admission After Dismissal

An individual who wishes to be readmitted after dismissal must appeal to the Admissions Office directly and show the requisite ability for successful study or evidence demonstrating a stronger potential for study. If the student's absence has been greater than one calendar year, the student will also be required to complete the application process for re-entry.



Student Rights and Grievances

Students are required to work with their faculty and the program Dean to resolve issues. If the situation is not resolved, the student may use the process outlined below:

- If a prompt resolution cannot be achieved through informal discussion the complainant should document in writing and submit it to the Director of Student Services. A formal grievance must clearly and concisely set forth what is sought, the reasons therefore, and any supporting information or documentation.
- The Director of Student Services will conduct an initial review of the grievance and convene the faculty and administration as necessary to arrive at a resolution. Additional information may be requested from the complainant. If the requested information is not received within 15 days, the complaint may be considered abandoned and may not be continued. If no resolution can be reached in a reasonable amount of time (generally 1-2 weeks), the grievance and supporting documentation will be forwarded to the Dean who will render a decision in writing within 1 week. The Dean's decision shall be final.
- In all cases, the University will take follow-up action as necessary based on the review and the decisions rendered. The complainant will be kept informed of progress throughout the grievance process. Records of all formal grievance filings are kept on file at the University.

Any complainant that does not believe that his or her grievance has been satisfactorily resolved following the process outlined above may lodge a complaint with either The Taft University System's home state regulatory body, the Colorado Commission on Higher Education, or its accrediting body the Distance Education Accrediting Commission.

Library, Learning Resources, and Research Assistance

All enrolled students will have access to the Library and Information Resources Network, Inc. (LIRN[®]) which includes an extensive collection of full-text articles, journals, and reference libraries. **LIRN[®] resources are accessible only from the home page of Moodle[™].**

Master of Science in Taxation (MST) and Master of Laws in Taxation (LLM) program students also have access to the LEXIS Advance[®] online library containing thousands of trusted legal, tax, and regulatory sources with no hourly usage charges.

To aid in research and capstone projects, a [Librarian](#) is available to all current students of the University and will help locate and access information from the institution's electronic library resources and databases, as well as traditional libraries when needed. The [Librarian](#) will typically answer questions submitted Monday-Friday, within 24 hours. During weekends and holidays, a response may take a little longer.

To request research help or information, send your questions to: Research@TaftU.edu. The [Librarian](#) cannot provide legal advice, review assignments, or perform any of the work required as a part of a student's program of study.

Release of Academic Information

The University adheres to the Family Educational Rights and Privacy Act. Therefore, students may, by appointment, review the contents of their permanent records as they are maintained at the University offices. Such review must be completed in person by the student at the location where the information is retained. Since the University subscribes to the policy that a student's academic record is confidential, information will be released only upon written instructions from the student except as noted below.

- The student's academic records are open for inspection only by the student and those members of the University staff who have responsibility for working with the student or maintaining records.



- Official academic records submitted from another institution will not be released to a third party or to the student. These documents are retained as part of the permanent records.
- Information regarding an individual's address, attendance dates, degrees earned, and dates of degrees are considered public information and may be released.

Communication

Enrolled students requiring support are encouraged to communicate via e-mail regarding academic or administrative matters. Questions associated with specific course material and topics should be directed to the associated faculty member assigned. Every effort is made by the University to make a prompt written response to all student correspondence.

On the rare occasion where written communication is not practical due to time restraints, [Student Support](#) for The Taft University System in California may be reached at (888) 748-1842 or (714) 708-0722. Normal office hours for the California office are 9:00 AM-5:00 PM (Pacific Time) Monday through Thursday and 9:00 AM-3:30 PM (Pacific Time) on Fridays. Students may also communicate appeals and most other correspondence via fax (714-708-2082) 24 hours a day.

Harassment Policy

The institution strives to provide an academic environment that is free from intimidation, hostility, or other offenses, which might interfere with student performance. Harassment of any sort – verbal, physical, or visual – will not be tolerated.

What is Harassment?

Harassment can take many forms. It may be but is not limited to words (including e-mail communications), signs, jokes, pranks, intimidation, physical contact, or violence. Harassment is not necessarily sexual in nature.

Sexually harassing conduct may include unwelcome sexual advances, requests for sexual favors, or any other verbal or physical contact of a sexual nature that prevents an individual from effectively performing assignments or creates an intimidating, hostile, or offensive academic environment, or when such conduct is made a condition of objective evaluation of the student's performance, either implicitly or explicitly.

Responsibility

All students, employees, and particularly faculty, have a responsibility for keeping the institution free of harassment. Any student or employee who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to [Student Support](#) or any administration representative with whom they feel comfortable. When the administration becomes aware that harassment might exist, it is obligated by law to take prompt and appropriate action, whether or not the alleged victim wants the institution to do so.

Reporting

Any incidents of harassment must be *immediately* reported. ***The University can only act if it is made aware of a problem.*** Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. Any employee found to have harassed a student will be subject to severe disciplinary action including possible discharge. Students found to have engaged in harassment are subject to disciplinary action including administrative dismissal. The institution will also take any additional action necessary to appropriately remedy the situation. No adverse action will be taken for any student making a *good-faith* report of alleged harassment.

Navigating the Online Learning Platform

All programs within William Howard Taft University are delivered via an online learning platform called *Moodle*®. This gives students and faculty one central place to log on and interact through discussion forums, submit and retrieve feedback on lesson assignments, and access any ancillary electronically available course materials.



William Howard Taft
— U n i v e r s i t y —

Moodle[®] requires no special computer skills. Lesson assignments are submitted to the faculty as an attachment through the platform. Following are basic instructions on the procedures to complete your coursework through the *Moodle*[®] platform.



William Howard Taft
University

Getting started with Moodle

STEP 1

The online learning platform is located at: <http://online.taft.edu/login/index.php>

Log in using the username and password provided to you via email from technical.support@taftu.edu.

Taft University

William Howard Taft University

[Home](#) ▶ [Log in to the site](#)

Log in

Username

Password

Remember username

[Forgotten your username or password?](#)

Cookies must be enabled in your browser [?](#)

You are not logged in.
[Home](#)



STEP 2

Once you have logged in you will be taken to your customized dashboard. You will need to familiarize yourself with this page as you can access all points of the program from this location. This is where you will access The Library and Information Resources Network (yellow arrow), required textbooks for your courses (green arrow), your courses pages (blue arrow), and open student forum for your program (purple arrow).

William Howard Taft University

NAVIGATION

- Home
 - Dashboard
 - Site pages
 - My courses

LATEST NEWS

- Taft University Has Moved!!
5 Jul, 15:56 Student Support
- Taft Email re Progress in Program
21 Apr, 11:05 Taft University
- New MBA PPM Handbook
22 Feb, 10:11 Taft University
- Expected Downtime 1/27
26 Jan, 14:01 Charles de Torree
- New UnderGrad & Graduate Student Handbook
12 Jan, 18:48 Taft University
- Older topics ...

MAIN MENU

- News
- My Courses

Welcome to William Howard Taft University

This is the home page for all of your enrolled courses.

On the left is the *Latest News* block that can also be found in the *Main Menu* directly below it.

Below the *News* item on the *Main Menu* is the *My Courses* link which takes you to a listing of the courses you are currently enrolled in. This list of courses can also be found directly below this text in the center of the page. To access any of these courses simply click on the name of the course.

To the right is the calendar and a list of other users that are online or have been online in the last five minutes.

The Library and Information Resources Network, Inc. (LIRN) includes an extensive collection of full text articles, journals, and reference libraries available for use by all students of the University.

[Click Here](#) to access LIRN.

The Research Assistant is available to help locate and access information from the institution's electronic library resources and databases, as well as traditional libraries.

Contact our Taft Research Assistant at: Research@TaftU.edu

Required Textbooks:

Below is the link to obtain the listing for the required textbook(s) for the courses you are enrolled in. Although we attempt to keep this list current, please confirm with student support before ordering to ensure that you receive the correct books. Courses listed as "TBA" are under development or revision.

[Textbook List](#)

My courses

BUS340.3 - Business Information Systems - KL

Teacher: [Kary Ledbetter](#)
Teacher: [WHTU SL](#)

This course introduces the various information and communications technologies and explains how information systems are used to solve problems and make better business decisions.

BUS350.2 - Human Resource Management - TC

Teacher: [Terrance Cusaac](#)
Teacher: [WHTU SL](#)

This course focuses on human resource management skills used by business managers in day-to-day operations. While focusing on the different aspects of human resource management and practices, problem solving and critical thinking skills are applied.

BUS370 - Business Law - SS

Teacher: [Stanley Seat](#)
Teacher: [WHTU SL](#)

The course provides information on substantive and procedural law, including questions of ethics, from the perspective of the management community. It provides a framework for the analysis of legal issues confronting management, and illustrates areas that may suggest the need for professional counsel.

BUS395 - Strategic Management - LE

Teacher: [Larry Ellis](#)
Teacher: [WHTU SL](#)

In today's economy, gaining and sustaining a competitive advantage is harder than ever. This course examines how firms formulate, implement, and evaluate strategies. Strategic management concepts and techniques are studied with a focus on driving business objectives in the current business environment and global economy.

BSBA Student Lounge

Teacher: [Bari Courts](#)
Teacher: [Terrance Cusaac](#)
Teacher: [WHTU SL](#)
Teacher: [Randall Stone](#)
Teacher: [William Tetu](#)

You are encouraged to participate with fellow students in discussions related to University degree programs. The Lounge is a good way to reach more experienced students who will share their insights about the courses you are taking.

CALENDAR

May 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

TEXTBOOKS

- Undergraduate & Masters Program
- Doctorate Program
- MBA PPM Program



STEP 3

When opening the individual program pages, you will find the title of the course, and basic instructions listed at the top of the page. Below the welcome message, there will be a link to the course syllabus. Make sure to take time to review the syllabus (yellow arrow), as it outlines the contents, materials, grading procedures, and individual lesson assignments particular to the course. Below the Syllabus, you will find a link to course announcements (blue arrow). In many cases, there may not be any postings in that area. The next link is the Course Forum (purple arrow). Here you can post to existing course-specific discussions or add a new discussion topic. Postings to the Course Forum are designed to be conversational in nature and should be limited to course-specific topics. Postings made will be visible to all enrolled students and the course faculty.

BUS340.3 - Business Information Systems - KL

Home > Business > BUS > BUS340 > BUS340.3 KL

NAVIGATION

- Home
- Dashboard
- Site pages
- Current course
 - BUS340.3 KL**
 - Participants
 - Welcome to BUS340 - Business Information Systems
 - Lesson 1 – The Importance of MIS
 - Lesson 2 – Collaboration, Business Intelligence, &...
 - Lesson 3 – Strategy and Information Systems
 - Lesson 4 – Technology that Underlies Information S...
 - Lesson 5 – Processes, Organizations, and Informati...
 - Lesson 6 – Information Systems Security
 - Lesson 7 – Information Systems Management
 - Lesson 8 – Information Systems Development
 - My courses

ADMINISTRATION

- Course administration
 - Grades

LATEST NEWS

(No news has been posted yet)

ONLINE USERS

Welcome to BUS340 - Business Information Systems

This class is broken down into a number of lessons as laid out below. The **Course Announcements forum** is a place for your teacher or other administrators to post course specific announcements and will show up in the Latest News block to the left. The **Course Forum** is for general discussion of this course with the faculty and classmates. Across the top of every page you navigate is a green bar with a series of links. This is the navigation bar for the site, "Home" being the page you see after login and then descending from there to where you currently are in white. You can use this bar to easily navigate back to the class page when you get deep into an assignment or forum, or to return to the front page to see a different class.

Please read the syllabus first and foremost as it contains useful information about procedure, grading, and examinations.

- [BUS340 Syllabus](#)
- [Course Announcements](#)
- [BUS340 Course Forum](#)

Lesson 1 – The Importance of MIS

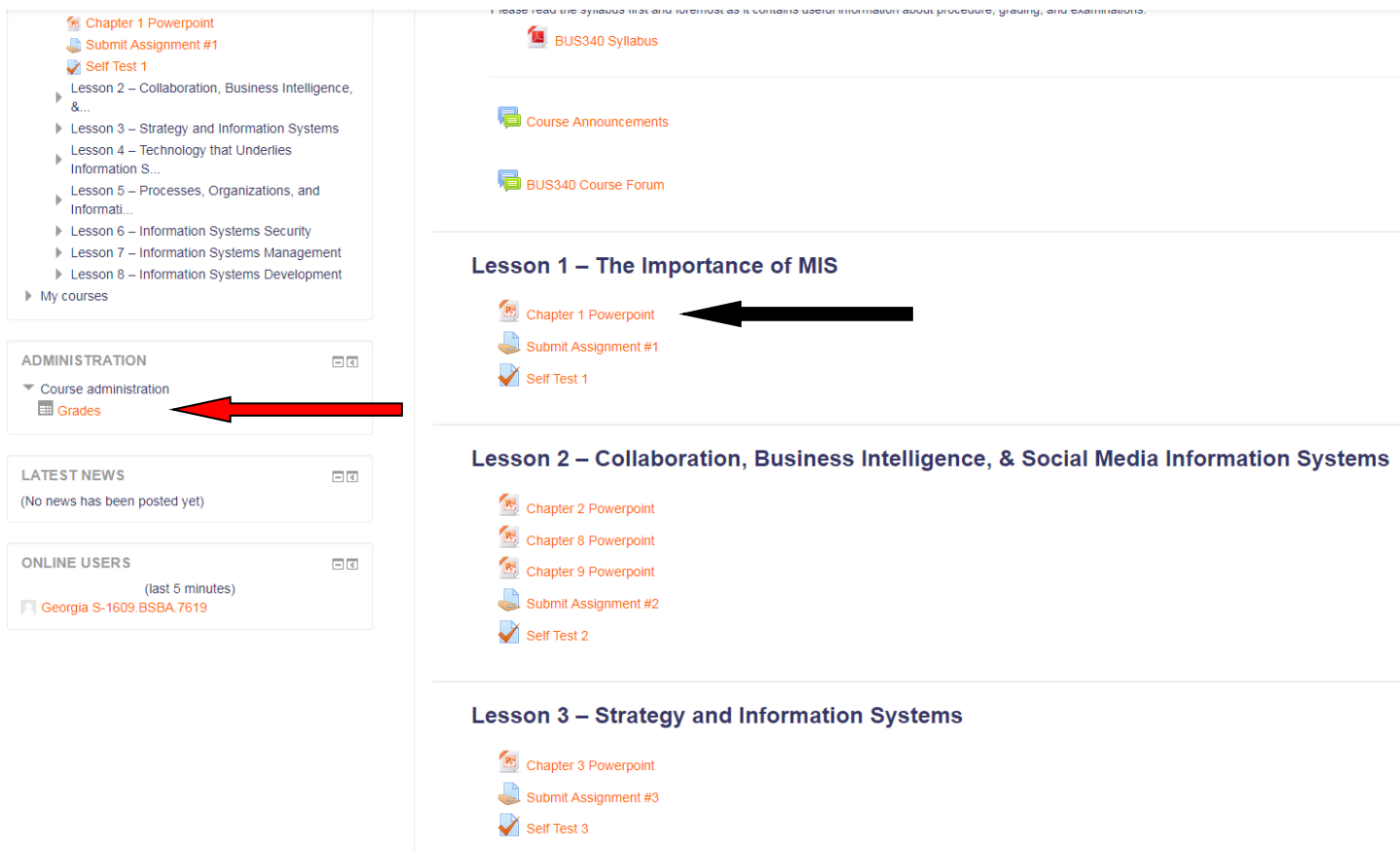
- Chapter 1 Powerpoint
- Submit Assignment #1
- Self Test 1

Lesson 2 – Collaboration, Business Intelligence, & Social Media Information Systems

STEP 4

Individual Lesson Assignments submission links are listed beneath the Course Forum. Depending on the course, there may also be links to additional material including video/audio lectures, PowerPoint slides, quizzes, PDF files, and/or Word documents.

The individual lesson assignment submission link will provide you with the ability to browse for and attach your assignment submission, which in most cases will be a Word document.



The screenshot displays a Moodle course interface. On the left sidebar, under 'ADMINISTRATION', the 'Grades' link is highlighted with a red arrow. The main content area is organized into lesson sections:

- Lesson 1 – The Importance of MIS**
 - Chapter 1 Powerpoint (indicated by a black arrow)
 - Submit Assignment #1
 - Self Test 1
- Lesson 2 – Collaboration, Business Intelligence, & Social Media Information Systems**
 - Chapter 2 Powerpoint
 - Chapter 8 Powerpoint
 - Chapter 9 Powerpoint
 - Submit Assignment #2
 - Self Test 2
- Lesson 3 – Strategy and Information Systems**
 - Chapter 3 Powerpoint
 - Submit Assignment #3
 - Self Test 3

When you have successfully attached and submitted your assignment, the course faculty will retrieve and grade it within 2 business days.

Once your assignment is graded you can view your grade and the faculty feedback from the same lesson assignment submission link.

The “Grades” link (red arrow) will show your cumulative grade in the course. When all assignments are completed and graded it will show your final score and letter grade for the course. You may want to print that page for your own records. Once the course is removed from your Moodle® account, neither you nor Taft will be able to access.

If you have any questions or technical difficulties, please contact [Technical Support](#).



Reservation of Rights

The University reserves the right to change any of its policies without prior notice, including but not limited to tuition, fees, unit value per course, course offerings, curricula, grading policies, graduation and degree requirements, and admissions standards and policies. The University further reserves the right to refuse admission to any applicant at the discretion of the President of the University or the Dean of the School of Business or Education, and to disqualify, discontinue, or exclude any student at the discretion of the above individuals.

This *Handbook* and each subsequent *Handbook* supersedes all previous *Handbooks* and the policies expressed in this *Handbook* and each subsequent *Handbook* will be controlled regardless of any policies stated in a previous *Handbook* received by the student upon his or her admission.

This *Handbook* and each subsequent *Handbook* are supplemented by the University Catalog. Where a conflict exists between any of these sources, the rule, regulation, or policy most recent in time will be controlling.

Notice of Copyrights

All examinations, handbooks, course syllabi, and concepts used by the University are copyrighted by The Taft University System. All rights reserved worldwide. Selected other materials are provided to the student under exclusive license from other entities.

All University publications and concepts have been provided to the student pursuant to an agreement containing restrictions on their use. All publications are also protected by Federal copyright law. No part of any of the subject materials may be copied or distributed, transmitted, transcribed, stored in a retrieval system, or translated into any human or computer language, in any form or by any means, electronic, mechanical, magnetic, manual, or otherwise, or disclosed to third parties without the express written permission of the University.

Violation of the above copyright restrictions can result in the dismissal of the student in addition to possible civil and/or criminal penalties.

"Student Handbook"

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Forms

Following are necessary forms including:

- General Petition (Exhibit A)
- Request for Examination (Exhibit B)



William Howard Taft
University

Exhibit A

To: Student_Support@TaftU.edu

GENERAL PETITION

To:

Date: _____ Student # _____

Date When Receipt of Answer is Essential _____

From:

Name _____

Street _____

City _____ State _____ Zip _____

Telephone: Home (____) _____ Office (____) _____

CONCISE STATEMENT OF ACTION OR INFORMATION DESIRED AND ELABORATION OF REASONS OR JUSTIFICATION FOR REQUEST:

(Use additional sheet if more space required)

Student Signature _____

RESPONSE BY UNIVERSITY STAFF MEMBER TAKING ACTION:

Signature of University Staff Member _____ Date _____



William Howard Taft
University

Exhibit B

To: Student_Support@TaftU.edu

REQUEST FOR EXAMINATION

Please schedule my examination as indicated:

Name of Course

Proposed Date & Time of Exam

It is recommended you submit this form at least one month before the first examination date. This request must be received by the University at least seven business days prior to the proposed examination date.

I wish to take the examination via webcam using ProctorU: <http://www.proctoru.com/taft>.
(You should finalize dates and times with ProctorU before submitting this form.)

I wish to use a CCTC proctor.
(You should finalize dates and times with the CCTC member before submitting this form.)

I wish to utilize a proctor outside of the CCTC organization. The individual listed below has agreed to act as my proctor. I hereby certify that said proctor meets the requirements as set forth in the *Examinations* section of the *Student Handbook*, and said proctor is aware that he/she must execute a notarized certification that the examinations were given consistent with the written instructions provided by the University. ***(If you select this alternative you must include an appeal with this form.)***

Name of CCTC Institution _____

Name of Proctor _____

Address of Proctor _____

City _____ State _____ Zip _____

Telephone # (____) _____ E-Mail _____

Signature of Student

Date

Print Name

Student #