



Bryant University, Executive Development Center Certificate Programs Policies

I certify this document to be true and correct in content and policy.

A handwritten signature in blue ink, appearing to read "Adriana Cavaliere".

Adriana Cavaliere
Office & Operations Manager
Bryant University, Executive Development Center
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All Bryant University Executive Development Center students are responsible for complying with the rules, regulations, policies and procedures contained in this publication, and in Executive Development Center announcements which may be issued from time to time.

Becoming an Executive Development Center (EDC) Student

In today's challenging global economy knowledge is your most valuable asset and education is a pre-requisite to long term success. The Executive Development Center empowers companies and individuals to gain business advantage through its professional certification and certificate programs.

Our programs are available on campus, onsite or online; providing you with the flexibility you need to meet the demands of today's hectic work schedules.

Prospective students can register into any of our certificate programs via our program website:

<https://edc.bryant.edu/programs/>

Program Managers are available to speak with you: 401-232-6200.

There are no application fees or pre-requisites to enroll into a certificate program. Note: All courses, prerequisites and schedules are subject to change without notice.

Requirements and Prerequisites

Most EDC programs do not require application fees or pre-requisites in order to enroll into a certificate program. Please contact EDC Program Managers for more information. Minimum education equivalent to a US High School Diploma is ideal. Note: All courses, prerequisites and schedules are subject to change without notice.

Schedule of Programs

Many of our Certificate programs are offered both on-campus and online. Our Program Website details current program information and dates: <https://edc.bryant.edu/programs/>

Each Certificate program has a defined window of time that the Certificate should be completed within. On-campus Certificate programs are offered as day programs or evening programs. With the exception of the Innovative Healthcare Leadership Certificate program, our online-programs are asynchronous and students can start at any time. Our Innovative Healthcare Certificate Program offers an online cohort experience and specific schedule of courses.

Program Managers are available to speak with you for program selection guidance: 401-232-6200.

Note: All courses, prerequisites and schedules are subject to change without notice.

Payment and Tuition Assistance

Payment of tuition, textbooks (if required) and materials, is required at the time of registration. Confirmation of registration will be issued when payment is received. The EDC accepts cash, checks, company purchase orders, MasterCard, Visa, and American Express.

Traditionally, tuition reimbursement requires that you pay for the course, submit proof of payment and upon successful completion of the course (typically a grade report) you will receive your tuition reimbursement. Company policies differ and often require a specific process for qualifying and payment of tuition. Please contact us and we will assist you through the registration process.

Tuition cost may be covered by your company's tuition assistance program and may also be tax deductible. Consult your HR department and your tax advisor for more information. All Executive Development Center courses are EdLink, EdCor, EdAssist and Tuition Advisory Services™ approved.

Government Assisted Funding

The Executive Development Center is an educational partner for workforce development and training with the Department of Labor and Training (DLT) in both MA and RI.

Individuals:

Government assistance is available for qualified displaced workers through an application process with the Department of Labor and Training via MA and RI offices that are located throughout each state. Please contact our office for more details.

Companies:

Companies that contribute to the Rhode Island Job Development Fund are encouraged to apply for grants designed to fund training for their employees, available through the Governor's Workforce Board.

Veterans Education

Many veterans are faced with the challenges of transitioning to civilian life, including establishing a career. Through military training and experience, you have gained valuable technical skills as well as the core qualities of discipline, leadership, a positive work ethic, and time management. These skills and qualities are highly sought after by employers. Bryant University values and honors our veterans, and we are committed to helping you in the process of transitioning to your next career.

For information on how you can apply your VA Benefits to study at Bryant University, contact the Veteran Benefits Administrator, Kerri Forbes. To determine your eligibility and confirm your applicable VA Benefits, your Certificate of Eligibility will need to be provided to the Veteran Benefits Administrator. To contact Kerri Forbes, please call 401-232-6512 or e-mail kforbes@bryant.edu.

Cancellation, Postponement, Withdrawal and Refunds

The EDC reserves the right to cancel, reschedule or alter fees for any course, or to change the instructor. Cancellation/delay of all Bryant University classes, due to weather conditions, will be announced over local radio and television stations. A detailed message will also be available by calling the University's

emergency line at (401) 232-6002. The announcement to cancel or delay classes will also be available on the university website at www.bryant.edu.

When individual EDC sessions are postponed or cancelled, students will be notified via a phone call/voicemail and email. Any cancelled classes will be rescheduled and communicated by the Program Coordinator.

On Campus Courses Withdrawal:

Requests for withdrawal must be made in writing. E-mail to a program manager and/or coordinator is acceptable. A 100 percent refund will be issued if withdrawal request is received on or before 15 business days prior to the start date of the course. If you are unable to attend your paid on campus course, we will accept a substitute in your place. Please contact your Program Manager for further assistance. Books are non-refundable and non-returnable for any/all of our programs and will be charged accordingly.

Online Courses Withdrawal:

There are no refunds for any online programs. Upon registration and/or receipt of your access codes, no refunds will be issued. Books are non-refundable and non-returnable for any/all of our programs and will be charged accordingly.

Inclement Weather

Cancellation/delay of all Bryant University classes, due to weather conditions, will be announced over local radio and television stations. A detailed message will also be available by calling the University's emergency line at (401) 232-6002. This number is updated daily at 6:30AM and 3:30PM. The announcement to cancel or delay all Bryant University classes will also be available on the University website at www.bryant.edu. Where possible, additional notice of EDC sessions cancelled due to inclement weather, will be communicated to EDC students via phone call/voicemail and email.

It is also recommend that you call the main line at the EDC office at 401-232-6200 for Executive Development Center specific class cancellations.

Attendance and Leave of Absence

The academic experience takes priority over all other activities. Accordingly, full attendance and participation in classes are expected of all students and is the responsibility of all students. Certificate program syllabi include attendance and coursework requirements. Because of the unique nature of each course, teaching style, course objectives, and student situation and performance needs, the class professor is in the best position to determine fair and reasonable attendance and make-up policies for his/her course. While professors have wide latitude in determining to what degree attendance and/or class participation may count toward the course grade, they are expected to make reasonable accommodations for students to make-up missed exams or assignments under the following documented circumstances:

- Required military duty as certified by the student's commanding officer.
- Jury duty.
- Illness or injury sufficient to prevent class attendance.
- Death or serious illness in the family.

Each Certificate program has a defined window of time that the certificate should be completed within. EDC students who require to take a Leave of Absence, will have up to 1 year from original course

enrollment date to return to the certificate program. Students are to contact the EDC office in the event of situations requiring a Leave of Absence. In turn, the EDC Office will provide initial notification of the student's absence to her/his professors for the current program. However, this will not preclude or replace the necessary communication between the student and the professor regarding the absence.

Student Progress and Dismissal for Non-Progress

Student progress and performance is regularly monitored and discussed by both the Executive Development Center staff and course instructor throughout the student's program. Staff and instructors communicate in person, via email and phone.

An on-campus student's performance will be closely reviewed for the following reasons:

- Two (2) unexcused absences
- Failure to make-up coursework from absences
- Lack of class participation
- Multiple failing grades (below a C average)

An online student's performance is closely monitored as follows and is based on the Optimal Completion Timeframe for each course:

- Upon enrollment; enrollment information sent via email
- One (1) week following enrollment
- One (1) month following initial access to the online course
- Monthly until thirty (30) days prior to completion due date
- One (1) month prior to completion due date (see schedule on website or in course catalog)

If a student shows no activity during one of the above checks, the student will be contacted via email and/or phone by the Executive Development Center staff. The student will be offered support from the staff and instructors to improve their performance based on the course syllabus and Optimal Course Timeframe for the course. A student will be considered below the Optimal Course Timeframe if they fail to complete 50% of the coursework by the mid-way point. Course extensions will be available on a case by case basis. Additional fees may apply.

Any student identified as falling below the academic requirements and making no effort to improve and complete the coursework, as outlined by the Executive Development Center Optimal Completion Timeframe and course syllabus, will be dismissed from their program without the option of course extension. Dismissal will occur using the following criteria:

- Failure of student to meet the academic requirements according to the Executive Development Center's timeline for course completion and syllabus AND
- Three (3) emails to student's email address on file with no response, OR
- Three (3) phone calls to student's phone number on file with no response.

A student that has a failing or incomplete grade, may apply to retake the course. The student will be charged for the course and will be required to complete the entire course rather than starting the course at their previous end point. The student will be monitored as outline above. If the student is not successful in completion of the course, appropriate guidance will be given to the student and the recommendation will be made to discontinue the course.

Waiving or Substituting Courses

With the exception of our Financial Planning Certificate and Human Resource Management Certificate, studies at other Universities do not transfer in to our programs, as certificate programs require a very specific number of contact hours. Financial Planning Certificate and Human Resource Management Certificate students are allowed up to (2) courses to be transferred in. Financial Planning Certificate and Human Resource Management Certificate students may request waivers for successful completion of a similar course taken at another institution (must include a transcript and course syllabus). The waiver request should be submitted to the EDC Director and the decision is at the Director’s discretion.

Military credits and training may be submitted for evaluation as well.

Note: Certificate programs are non-credit and are not classified as undergraduate or graduate programs and cannot be categorized as full-time or part-time.

Academic / Graduation Requirements

Students must pass all of their required courses, with a grade of C or better, in order to successfully complete a certificate program and must have not engaged in any misconduct.

Grading System

We award a letter grade (A-F) based upon your score out of 100. A grade of ‘I’ for Incomplete is assigned when coursework is not completed within the allotted timeframe. A grade of ‘P’ for Pass is assigned when coursework is not assigned but attendance and participation is satisfactorily noted.

		B+	87-89	C+	77-79	D+	67-69
A	93-100	B	84-86	C	74-76	D	64-66
A-	90-92	B-	80-83	C-	70-73	F	0-63

Academic Grievance Process

Students who have academic grievances are entitled to have their dispute reviewed by a formal and systematic process. Students have sixty (60) days from the time the grade is posted to initiate their concerns in writing to the professor of the course. This process should begin with a good-faith attempt for resolution between the student and professor. In the event that an issue cannot be resolved between student and professor, the student must subsequently confer with the Program Manager of the professor involved to seek resolution of the matter.

Ethical Conduct and Plagiarism

During a Certificate program you will engage in online and offline research. We certainly encourage this. Proper attribution, attention to copyright laws and also full disclosure of sources is mandatory. We reserve the right to withhold grades from, suspend or expel, participants engaging in unprofessional or unethical practices.

A high standard of conduct is expected. Each Bryant student, accordingly, understands that to submit work that is not his/her own is not only a transgression of University policy but also a violation of personal integrity. The academic community, therefore, does not tolerate any form of “cheating” – the dishonest use of assistance in the preparation of outside or in-class assignments.

As students at Bryant University you are privileged members of an academic institution with high standard for academic integrity and conduct. Student dishonesty will NOT be tolerated. Any student who

plagiarizes any portion of a paper, cheats, or shares assignment answers will receive a 0 (zero) for that assignment, a lowering of the final grade, and/or failure in the course. More serious sanctions are also possible. Ignorance of University policy is NOT a valid excuse. If you are not sure whether you are plagiarizing or not, please check with your instructor.

Academic Dishonesty and Plagiarism include but are not limited to:

- Submitting an assignment that has been wholly or partially created by another person.
- Presenting as your own work, the ideas, representations, research, or words of another person without proper acknowledgement (citation) of sources.
- Knowingly permitting your work to be submitted by another student as if it were her or his own work.
- Submitting identically, or substantially, the same assignment to fulfill the requirements of two separate courses.
- Copying from another student's examination, paper, homework, report, other assignment, or other personal work.
- Misappropriation of examination materials or information.
- Unauthorized communication with another student during or about quizzes.
- Unauthorized access to or the use of the computerized work of others.
- Falsification of data for research projects.
- Turning in another student's name on an assignment when the student failed to contribute.

All violations are subject to disciplinary action. To preserve its commitment to the high standards of intellectual and professional behavior, Bryant University will respect intellectual excellence and expect intellectual honesty.

Behavior, Discipline and Subsequent Dismissal

Members of the Bryant University community, including students of the EDC, are expected to exhibit considerate and appropriate behavior. The University expects students to assume responsibility for their actions. It also has an equal obligation to protect its educational purpose and the interests of its student body; therefore, it must be concerned with the actions of individuals or groups that are in conflict with the welfare and integrity of the University or in disregard for the rights of other students, faculty, or other members of the University community.

When students enroll at Bryant University it is assumed that they have a serious purpose and a sincere interest in their own social and intellectual development. It is also assumed that students familiar with the regulations, procedures, and policies set forth at Bryant University have accepted them as a "way of life" during their studies with the University.

Students are subject to federal, state, and local laws as well as University rules and regulations. Examples of prohibited behavior are:

- disruption of learning
- threats to the safety of self or others
- foul or obscene gestures or language
- disrespect to others
- destruction of property or theft

Student status is a privilege subject to certain expectations. EDC reserves the right to suspend or dismiss students at any time for conduct that Bryant University deems to be detrimental to the Bryant University community or that violates laws of the State of Rhode Island or the United States.

Dismissal:

As these are non-credit certificate programs and students are not considered full time, there is usually never a need to 'dismiss' a student. However, in extreme circumstances, a student can be dismissed at any time, for conduct that Bryant University deems to be detrimental to the Bryant University community or that violates laws of the State of Rhode Island or the United States.

Non-discrimination

Bryant University does not discriminate on the basis of race, color, religion, age, sex, sexual orientation, gender identity or expression, disability, national origin, veteran status, or any other characteristic protected by law in admission to, participation in, or administration of its educational programs and activities; in employment; or in its other programs and activities.

Notice to People with Disabilities

Bryant University and the EDC attempts to make its classes, programs, events and services accessible by providing reasonable and appropriate accommodations. If you need accommodations to participate in any class, program or event offered by the EDC please contact the EDC Director at edc@bryant.edu. Requests for accommodations should be made at the time of registration. Arrangements for all accommodations requested less than two weeks before the start of the program/course(s) cannot be guaranteed, and many accommodations take time to arrange. It is in your best interest to make your formal requests as early as possible to ensure accommodations are in place prior to the start of the program/course(s). Failure to do so might limit our ability to meet your needs. Please note that modifications cannot be made to curriculum.

Student Records and Privacy

Students' academic records are maintained by the University and are a private matter between the student and the University.

Disciplinary records are held separately from academic records and are maintained solely for the use of the University. All EDC disciplinary records are maintained by the Director of the EDC. These records are not forwarded outside the University, except with the permission of the student or by judicial order.

Academic records are maintained permanently.

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), an individual enrolled at Bryant University is listed as an eligible student and any rights previously accorded to parents under the Act are transferred to the student.

Information contained in the educational record of the student may not be released without the student's written consent, except as indicated in the Act.

1. The Bryant University student has the right to inspect and review those records, files, documents, and other materials that contain information directly related to the student and which are maintained by the University, but with the following exceptions:
 - Records of institutional, supervisory, and administrative personnel, and educational personnel that are in the sole possession of the maker, and that are not accessible or revealed to any other person except a substitute.
 - Records that are created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional.

- Confidential letters and statements of recommendation that were placed in the educational records prior to January 1, 1975.
 - Records maintained solely for law enforcement purposes.
 - Parents' financial records and related parental financial information.
2. Who has access to records.
 - The student (former or present) upon presentation of proper identification.
 - Other University officials, including faculty within the University or local educational agencies who have been determined by the responsible official to have legitimate educational interest.
 - Officials of other schools in which the student seeks to enroll, upon condition that the student is aware of the transfer, receives a copy of the record if desired, pays the appropriate fee, and has the opportunity to challenge the content of the record.
 - Authorized government officials as described in the Act.
 - Authorities to whom request for financial aid has been made.
 - State and local officials or authorities specifically required by the Act.
 - Authorized organizations conducting studies on behalf of educational agencies, provided such studies do not disclose personally identifiable materials.
 - Accrediting organizations.
 - Parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1954.
 - Authorized persons, if the knowledge of such information is necessary to protect the health or safety of the student or other persons.
 - Compliance with judicial order or subpoena – the student to be notified in advance of compliance.
 3. Other than the routine in-office use of the record, the purpose for requesting access must be indicated.
 4. The University maintains records in many media including but not limited to handwriting, print, tapes, microfilm, microfiche, and computer disks.
 - Policy on Review, Appeal, and Expungency of Record:
 - Upon receipt of a written request to review the record, an appointment will be arranged.
 - In the event that some item is challenged by the student, an appeal may be made, described by the particular office (e.g., in the case of an academic item, after meeting with the appropriate academic Dean, the matter may be pursued to the University Committee on Scholastic Standing for its recommendation to the Provost).
 - A favorable decision on the appeal would result in the item being expunged.
 5. Copies of Records:
 - The student, upon payment of a \$5 fee per item (\$5 for a faxed copy), may obtain a copy of his or her academic transcript generated by the University.
 - Copies of records generated from other institutions must be secured from such institutions subject to their policies.
 6. Student Directory Information:
 - Name, address, e-mail address, telephone listing, date, and place of birth.
 - Major field of study and class schedule.
 - Participation in officially recognized activities and sports, including weight and height of members of athletic teams.
 - Dates of attendance.
 - Distinguished academic performance, degrees and awards received, including dates.

- Most recent previous educational agency or institution attended.
 - Photographic view or electronic images.
 - Unless the student requests to the contrary, all of the above directory information will be published by the University as appropriate. A request not to publish must be made annually in writing to the Office of the Registrar within two weeks of the start of the fall semester.
7. The privacy of Bryant students and their parents is protected under the authority of the Family Educational Rights and Privacy Act of 1974 (P.L. 93-380) as amended (P.L.93-568), also known as the Buckley Amendment.
8. Waivers:
- The University cannot require eligible students to waive their rights.
 - A student may waive the right of access to confidential statements submitted on or after January 1, 1975.
 - A student has the right to know the names of all persons making confidential recommendations. Such recommendations are used solely for the purpose for which they were intended.
 - Waivers may not be required as a condition for admission to, receipt of financial aid from, or receipt of any other services or benefits from such agency or institution of the University.