CATALOG ADDENDUM-2

completes all readings, activities, and assignments related to a course, will spend normally about 45 hours of (clock) time per credit hour awarded.

Non-traditional venues such as online, hybrid, shortened (e.g., summer sessions), compressed format and other non-traditional modes of delivery for a course must require work equivalent to the credit/contact hours and out of class work leading to the achievement of course learning objectives. Most will be greater in hours per credit.

All courses will be reviewed and approved on a periodic basis by the Academic Affairs Committee to ensure that this equivalency is met.
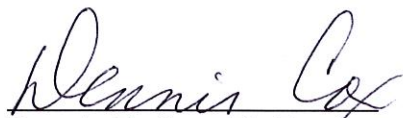
Semester
Our traditional Fall and Spring semester dates encompass a total of <u>16</u> weeks, with three additional days for exams. One of the <u>16</u> weeks in both semesters is a break for Thanksgiving or Spring Break. These semesters are standard term. The traditional Summer session is 8-9 weeks in length.

Non-traditional venues which consist of online, hybrid, or intensive courses have semesters that are broken down by modules within the semester. The Fall semester contains four modules and the Spring semester contains five modules. A module can either be five or eight weeks in length. This is a nonstandard term.

Catalog, Page 98:

The following pertain to the section titled: "Tuition refund policy":

1) "Tuition Refund Policy" revised to read **"Pro Rata Tuition Refund Policy"**.
2) **This statement will be removed**:
   - *Failure to complete the entire withdrawal process causes the student to forfeit any potential refunds.*

Dennis E. Cox, Ph.D.
Vice President for Academic Affairs

Date: 10/2/15

CATALOG ADDENDUM-2

The following corrections/additions are hereby attached and made a part of the Trinity College of Florida 2015-2016 Academic Catalog:

<u>Catalog, Page 22</u>:

The following pertain to the section titled: "Tuition refund policy":

1) "Tuition Refund Policy" revised to read **"Pro Rata Tuition Refund Policy"**.
2) **This statement will be removed**:
   - *Failure to complete the entire withdrawal process causes the student to forfeit any potential refunds.*

The following pertain to the section titled: "Other policy clarifications":

1) **This statement will be removed:**
   - No refund will be calculated for an administrative or unofficial withdrawal.
2) **These statements will be added:**
   - The drop/add period for the Traditional semester is 7 days from the semester start date.
   - The drop/add period for 5 or 8 week module-based courses is 5 days from the course start date.
   - Refund payments to students will be paid within 30 days.

<u>Catalog, Page 30 and Page 104</u>:

The following should be added to the catalog under the Academic Policies section.

Definition of Terms
The following are definitions of very common and often used terms in this section. They will provide a context for understanding many of the policies you will read about afterward.

Credit Hour
A credit hour represents an amount of work spent by students to meet a course's intended learning objectives, verified by evidence of student achievement. The credit hour reasonably approximates one hour (50 minutes) of direct faculty instruction and a minimum of two hours of out-of-class student work for approximately fifteen weeks for one semester, or the equivalent amount of work over a different amount of time. Thus, the College expects that a typical student, who attends all course meetings and who