

Addendum to Catalog 2021~2022

California Trinity School of Business General Catalog 2021~2022

➤ **Effective March 4, 2022**

P30 Leave of Absence (Local Students)

A leave of absence (LOA) is a temporary interruption in a student's program of study. If a student anticipates being unable to enroll for the next quarter, he or she should apply to the Registrar Office for a Leave of Absence. Medical disability or military service Leaves of Absence may justifiably extend the time limit for completion of degree requirements. Students who fail to re-register after ~~an approved Leave of Absence expires~~ **thirty days of an approved Leave of Absence**, will be regarded as withdrawn from California Trinity School of Business and subject to current admission policy requirements.

P39 Incomplete Grade (I)

A grade of Incomplete is assigned when work is of passing quality but incomplete for good cause as determined by the instructor. "Good cause" may include illness, serious personal problems, an accident, death in the family or other situation deemed to be of equal gravity, and does not include extensions of time granted for convenience.

~~If the Incomplete is not removed by the end of the specified time, it becomes an "F" on the student's record and may not be made up without an extension.~~

If faculty issues a grade of "I," the remaining coursework must be finished by the last day of the next quarter. If the course is not completed, the "I" will automatically lapse to an "F".

As School regulations require that a student must have a grade point average of 3.0 or higher, ...

P45 Right to File a Complaint

Right to File a Complaint (~~to be included upon a grant of ACCSC accreditation~~)

~~As an institution accredited by the Accrediting Commission of Career Schools and Colleges, the Student Complaint and Appeal procedures describe the procedures and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:~~

~~Accrediting Commission of Career Schools and Colleges~~

~~2101 Wilson Boulevard, Suite 302~~

~~Arlington, VA 22201~~

~~(703) 247-4212~~

~~<http://www.aecsc.org>~~

~~A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting Director for Student Services studentservices@catu.edu or online at <http://www.aecsc.org>.~~

Students have the right to appeal to the appropriate state regulatory agency in the event a complaint or ...