

HAYWARD UNIVERSITY CATALOG

HAYWARD UNIVERSITY

**3900 N. CAUSEWAY BLVD., SUITE 1200,
METAIRIE, LOUISIANA-70002, USA**

Email: info@hayward.university

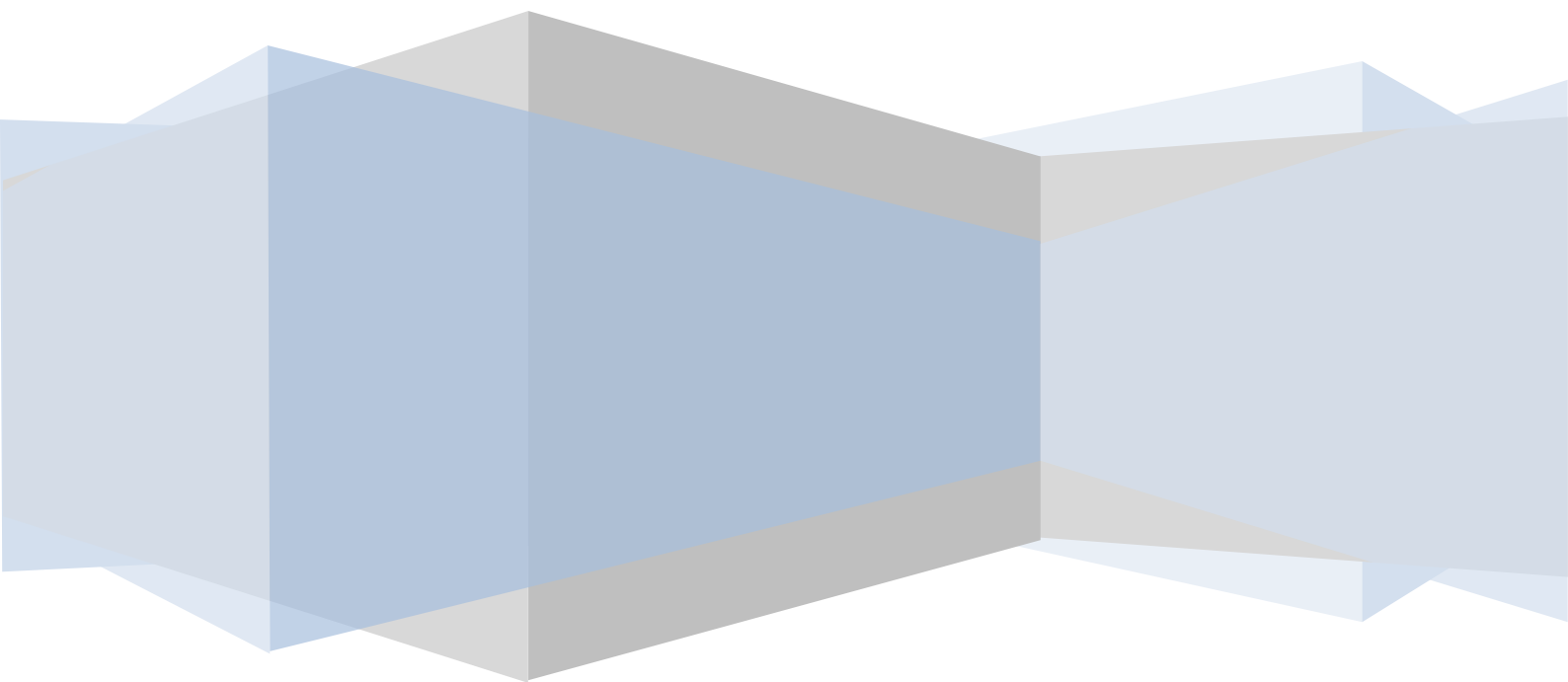


Table of Contents

Chapter 1: About the University	7
About the University	7
Our History	7
Our Vision	7
Our Mission	8
Our Scope	8
Our Goal	8
Our Role	8
Our Objectives	9
Our Aspiration	9
Our Values	10
University Hours	10
Faculty hours	10
Licensing	11
Administrative holidays	11
Chapter 2: Administrative Policies	11
Non-Discrimination Policy	11
Disability Policy	11
Privacy Policy	12
Intellectual Property	12
Academic Waiver Policy	12
Chapter 3: Graduate Admissions	14
Demonstrating English Proficiency	14
Admissions Calendar Year: 2024-2025	15
Transferability of Credits Earned	15
External Transfer Credits (From Other Institutions)	16
Student Verification	16
Review of Documentation	16
Making Our Decision	17
Application Fraud	17
Licensure and Placement	18
Chapter 4: Processing Fees, Scholarships, and Financial Assistance	19
Processing Fees	19

Application Fee	19
Evaluation Fee for Transfer Credit.....	19
Assessment Fees	19
Total Estimated Fees.....	20
Payments.....	20
Cancellation and Refund Policy	21
Scholarships.....	21
Financial Assistance.....	22
False Statements, Misrepresentation, and Fraud.....	22
Loans.....	22
Financial Assistance.....	22
Financial Aid	22
Chapter 5: Academic Regulations	23
Academic Degree Requirements	23
Degree in Theology	23
Part-Time and Full-Time Options	23
Time to Degree Requirements	24
Notes on Time to Degree Requirements	24
Credit Hours.....	24
Grades and Transcripts.....	25
Chapter 6: Program of Study	26
Degree in Theology	26
Program Goals.....	26
The Curriculum.....	27
Orientation Program	27
Core Courses.....	27
BACHELORS IN THEOLOGY (BTH).....	27
MASTERS IN THEOLOGY (MTH)	29
DOCTORATE IN THEOLOGY (PHD).....	30
Chapter 7: Hayward University Study Process	32
The Study Process and Student Responsibilities.....	32
New Student Orientation – Hayward University Graduate Preview.....	32
Academic Calendar.....	33
The Term Schedule	33
Components of the Study Process	34

The Online Learning Platform	34
Participation	34
Course Attendance	34
Course Forum.....	35
Reading Assignments.....	35
Learning Assessment	35
Discussion Assignments.....	35
Written Assignments.....	36
Portfolio Activities.....	36
Quizzes	36
Late Work.....	36
Access to Previous Coursework.....	36
Chapter 8: Course Selection and Scheduling	38
Registration.....	38
Registration Guidelines.....	38
Notes on the Registration Process.....	38
Late Registration.....	39
Course Drops and Withdrawals.....	39
Course Drop	39
Course Withdrawal	39
Petition for Late Withdrawal.....	40
Course Repeats	40
Chapter 9: Grades Notations and Policies.....	41
Criteria for Awarding Grades.....	41
The Grading System.....	41
Summary of Transcript Notations	42
Grading Policies and Practices	42
Grade Appeals	43
Chapter 10: Satisfactory and Academic Progress Review.....	44
Satisfactory Academic Progress	44
Good Standing.....	44
Academic Warning	44
Academic Dismissal	44
Academic Dismissal Appeals.....	45
Chapter 11: Graduation	46

Graduation Process.....	46
Ordering Transcripts.....	46
Hayward University Alumni Services.....	47
Chapter 12: Academic Policies and Procedures.....	48
General Code of Conduct.....	48
Code of Academic Integrity.....	48
Disciplinary Process	50
Chapter 13: Student Activity, Leave of Absence, and Matriculation Policies.....	52
Inactivity.....	52
Leave of Absence (LOA)	52
Notes about a Leave of Absence	53
Matriculation Policies	53
Administrative Withdrawals.....	53
Re-Enrollment.....	54
Reinstatement.....	55
Academic Renewal	55
Chapter 14: Technology, Library and other University Services and Offices	57
Technology	57
Computer Requirements	57
Student Login Username and Password	58
Technical Support.....	58
Library Resources and Services.....	58
Career Service Centre	59
Internship Opportunities.....	60
Mentorships	60
Global Employment Network	60
Financial Aid Office	60
Office of Academic Affairs	60
Assessment Office.....	61
Office of Student Affairs	61
Office of Student Services	61
Office of Admissions	62
Outreach Office	62
Payments Office.....	62
Program Advising Office	62

Chapter 15: Hayward University Contact Information	63
Contact Information	63
Chapter 16: Terms & Conditions.....	64
Scope of Use	64
Links to Third Party Sites	64
Links from Third Party Sites	64
E-Mail.....	65
No Unlawful or Prohibited Use	65
Use of Communication Services.....	65
Material Provided to Hayward University or Posted at Hayward University Website	66
Warranty Disclaimer	67
Exclusions of Liability	67
Remedies/Termination/Access Restriction.....	67
General	67
Copyright and Trademark Notices	68
Trademarks.....	68

Chapter 1: About the University

About the University

Hayward Theological University is a non-profit institution dedicated to delivering education grounded in theological principles. Our commitment extends to providing a rigorous academic environment that fosters spiritual growth and intellectual engagement. Students can anticipate an educational experience deeply rooted in theological teachings, aimed at nurturing their understanding of faith and its application in various aspects of life. Our mission is to empower students to achieve their spiritual and academic aspirations through accessible and cost-effective theological education. Hayward Theological University places a strong emphasis on maintaining affordable tuition fees while upholding uncompromising standards of educational excellence. Aligned with our theological focus, we prioritize the integration of innovation in our degree programs. As a forward-thinking institution, we recognize the importance of preparing our students to excel in theological scholarship and become catalysts for positive change within the field. Our unwavering dedication to the success of our students, coupled with our commitment to affordable theological education, underscores our top priority. At Hayward Theological University, we aspire to cultivate a new generation of theologians, innovators, and leaders who will make meaningful contributions to the theological landscapes.

Our History

Hayward Theological University stands as an esteemed online theological education platform. At the core of our mission is the commitment to cost-effective learning without compromising quality. This principle is particularly evident in our Theology degree programs, where we have crafted an instructional delivery system that prioritizes affordability while upholding high academic standards. As you embark on your educational journey with us, our focus extends from your initial inquiry to every step of your academic path. We are dedicated to providing comprehensive support to ensure your success in theological education. Through a range of student financial support initiatives and rigorous academic support services, we strive to make your pursuit of a degree a seamless and enriching experience. Founded with a vision to facilitate accessible and quality theological education, Hayward Theological University remains steadfast in its dedication to empowering students and fostering excellence in theological scholarship.

Our Vision

Hayward Theological University is profoundly dedicated to cultivating student learning, underpinned by an unwavering commitment to teaching excellence. This commitment finds support in the institution's dedication to creative work and innovative applications of theology. The focal points of these efforts extend beyond traditional boundaries, encompassing the advancement of knowledge in emerging disciplines and the refinement of skills in professional realms. Central to Hayward's mission is a pledge to offer global educational opportunities for both students and faculty, fostering an environment that transcends geographical constraints. Functioning as a pivotal resource for progress, Hayward University actively collaborates with sectors integral to advancements, including theological innovation. In alignment with its transformative vision, Hayward Theological University seeks to exert a profound impact on society through a continuous commitment to innovation in theology and creativity. By

championing these principles, Hayward University aspires to play a pivotal role in shaping the future and contributing to societal advancements.

Our Mission

Hayward Theological University is devoted to the holistic development of student learning, firmly anchored in an unwavering commitment to teaching excellence. This dedication is fortified by a steadfast commitment to creative endeavors and the strategic application of innovative theology. The institution's focus extends beyond conventional boundaries, actively promoting the advancement of knowledge in emerging disciplines and the refinement of skills in professional arenas. At the heart of Hayward's mission is a resolute commitment to providing global educational opportunities for both students and faculty. The university serves as a vital resource for progress, engaging in collaborative initiatives within the realms of theology. This collaborative approach positions Hayward as a catalyst for advancements that transcend traditional boundaries. In its role as a transformative force, Hayward Theological University seeks to have a lasting impact on society through continuous dedication to innovation in theology and creativity. By championing these principles, Hayward University aspires to shape the future and contribute significantly to societal progress and advancement.

Our Scope

Hayward Theological University's scope encompasses a wide-ranging commitment to advancing theological education and its impact. This includes offering a diverse portfolio of degree programs, continually refining curricula, and recruiting distinguished faculty to foster a vibrant, inclusive academic community. The university is dedicated to broadening access through dynamic online and distance learning, allowing students from all backgrounds to engage with transformative theological studies. Beyond academics, Hayward actively supports community service, fosters groundbreaking research, and promotes sustainable practices. These efforts reflect the university's vision of cultivating globally aware, skilled leaders who will positively influence both society and the theological field.

Our Goal

Our mission is to democratize higher education by offering affordable fees without compromising quality, ensuring that the highest standards and optimal learning opportunities are accessible to all. At the core of our philosophy is the belief that education is a universal right, and we strive to create an inclusive environment where everyone can learn. Our curriculum is meticulously designed to cultivate ideas that deepen and enrich the understanding of theology. Through this, we aim to nurture innovative, principled, and insightful students who possess the capacity to positively impact the world. Our focus extends beyond theoretical knowledge, emphasizing practical applications and programs that empower students to effectively apply their acquired knowledge, attitudes, and skills to overcome challenges and reach their utmost potential.

Our Role

Hayward Theological University stands as a trailblazer in theological education, dedicated to providing students with affordable, high-quality, and accessible degree programs that nurture both spiritual depth and intellectual growth. The university's mission is rooted in creating an

inclusive environment where rigorous academics meet theological innovation, allowing students to engage deeply with faith-based teachings and apply them practically in real-world contexts. With a commitment to developing leaders and scholars who can make a meaningful impact, Hayward Theological University equips graduates with the skills, knowledge, and ethical foundation to excel in diverse roles across spiritual, academic, and community spheres.

Our Objectives

- **Continuous Enhancement of Programs:** To consistently evolve, improve, and ensure the effectiveness of the university's academic programs, preparing students for successful and impactful careers.
- **Competent Faculty Engagement:** To attract and maintain a competent and qualified faculty equipped with current technical and professional knowledge. Faculty members are expected to engage in ongoing professional development and possess the ability to effectively convey their knowledge to students.
- **Enhanced Student Competencies:** To elevate students' written and verbal communication skills, as well as analytical and technical proficiency, fostering a comprehensive skill set before graduation.
- **State-of-the-Art Facilities:** To provide facilities that support educational programs and empower students to develop profession-specific skills through hands-on learning experiences.
- **Supportive Staff:** To attract and retain a caring staff dedicated to supporting students in achieving their educational goals and objectives.
- **Diversity and Inclusion:** To actively seek and enrol qualified students from diverse backgrounds, fostering an inclusive learning environment.
- **Collegiate Academic Atmosphere:** To cultivate a collegiate academic atmosphere that encourages the open exchange of ideas, stimulating intellectual growth and creativity.
- **Comprehensive Distance Learning:** To expand educational accessibility by offering comprehensive distance learning programs, addressing the diverse educational and training needs of citizens and industry.
- **Research and Development:** To engage graduate faculty in research activities that contributes to the improvement of teaching and learning methodologies.
- **Community Service Alignment:** To actively participate in programs and activities that provide community service aligned with the university's overarching mission, creating a positive impact beyond the academic realm.

Our Aspiration

Hayward University aspires to build upon its achievements by positioning itself among the premier universities in the United States. This journey is propelled forward with encouragement and support from our esteemed donors and the Board of Regents. The university is resolutely committed to advancing in key areas crucial to its overall excellence. **Innovation and Advancement:** Striving for continuous innovation and advancement in academic programs, research initiatives, and the integration of cutting-edge technologies. Dedicated to enhancing student retention rates by fostering a supportive and engaging learning environment that promotes academic success. Ensuring optimal student-to-faculty ratios to facilitate personalized and enriching learning experiences. Actively promoting and embracing diversity,

creating an inclusive campus community that values and celebrates differences. Increasing the production of degrees to empower a growing number of students with the knowledge and skills needed for success in their chosen fields. Striking a balance between affordability and quality education, generating tuition and fees to sustain and enhance the university's offerings. Hayward University leverages these attributes as a foundation for developing a distinguished online portfolio that exemplifies excellence in studying and learning. The university is unwavering in its commitment to continual improvement, ensuring the highest standards of quality in education and aiming for a profound worldwide impact. Through these endeavors, Hayward University seeks to be a beacon of academic distinction and a global leader in shaping the future of education.

Our Values

- **Dedication:** Exemplified in our distinctive work ethic and unwavering commitment to achieving excellence in all endeavours.
- **Impact:** Demonstrated in our commitment to addressing critical societal issues at regional, national, and global levels, making a meaningful and positive difference.
- **Collaboration:** Manifested through our interdisciplinary approach, emphasis on internal and external partnerships, and the ability to pioneer new fields of inquiry through collective efforts.
- **Creativity:** Embodied in our openness to new ideas and forms of expression, intellectual curiosity, willingness to take risks, and entrepreneurial spirit that fosters innovative thinking.
- **Empathy and Compassion:** Reflected in our focus on improving the human condition and nurturing the personal development of every member of our community.
- **Inclusion:** Evident in the fostering of a culture and climate that actively seeks, welcomes, and advances talented minds from diverse backgrounds, promoting a rich tapestry of perspectives.
- **Integrity:** Upheld through our unwavering commitment to the highest ethical standards in both personal and professional behaviour. Transparency and accountability are foundational principles in our governance and all aspects of our operations.
- **Sustainability:** Encompassing our shared commitment to lead by example in preserving and protecting our natural resources. This commitment extends to a responsible approach to financial planning, ensuring the enduring strength and stability of our institution.

University Hours

Our office hours are Monday through Friday from 8 a.m. – 5 p.m.

Faculty hours

Faculty holds online meetings, sessions and email communications for providing the direction to the students which includes syllabus, reading materials, and assignments, Questions and Answers and clarifications.

Licensing

Hayward University is an online university operating under the license of the State of Louisiana.

Administrative holidays

Name of Holiday
Labour Day
Veterans Day
Thanksgiving Day
Christmas Day
New Year's Day
Martin Luther King Day
Presidents Day
Memorial Day
Independence Day

Chapter 2: Administrative Policies

Non-Discrimination Policy

Hayward University is dedicated to ensuring equal opportunities for all individuals, free from discrimination in any form. The university firmly opposes and prohibits all types of harassment, striving to maintain educational and employment programs, policies, practices, and procedures devoid of bias. Hayward University is committed to non-discrimination based on race, colour, sex, religion, national origin, age, disability, sexual orientation (including gender identity), and veteran status. The university adheres to all federal and state non-discrimination, equal opportunity, and affirmative action laws, orders, and regulations. This non-discrimination commitment extends to all aspects of university life, including admissions, employment, and participation in university programs and activities. Hayward University fosters an inclusive environment that values diversity and promotes principles of equality and fairness for all community members.

Disability Policy

Hayward University acknowledges its responsibilities to provide reasonable accommodations for qualified students with disabilities within its educational programs. Applicants seeking information about disability accommodations are encouraged to consult with their Admissions Advisor. Accepted students requiring academic accommodations due to a disability are invited to submit a Disability Accommodation application to their Program Advisor. This application

will be reviewed by the Disability Services Committee, and within six weeks, students will receive written notification from the Office of Student Services regarding the accommodations offered or any denials. The university prioritizes the confidentiality of all student records related to disability accommodation requests, dedicated to fostering an inclusive learning environment where all students, regardless of ability, have equal access to educational opportunities. Hayward University works collaboratively with students to ensure appropriate accommodations for academic success.

Privacy Policy

Hayward University is committed to respecting and protecting the privacy of its students, applicants, and staff. The university emphasizes safeguarding the confidentiality of all student educational records. In compliance with applicable laws and its Privacy Policy, Hayward University will not publish or disclose the academic records or confidential information of any student, applicant, or staff member to third parties, except as required by law or explicitly stated in the university's Privacy Policy or relevant policies. This commitment underscores the university's dedication to creating a secure and trustworthy environment for its academic community. Hayward University proactively ensures that personal and academic information is handled with utmost care and discretion.

Intellectual Property

Hayward University values the intellectual property rights of individuals engaged in knowledge creation, preservation, and dissemination through teaching, collaborative learning, and ongoing research within the university community. In alignment with its mission, Hayward University provides all reading materials to its students at no cost. Complying with copyright conditions and applicable laws, the university is committed to upholding ethical and legal standards. The university has developed a comprehensive Intellectual Property policy to guide course developers in creating Hayward University courses, as detailed in the "Guidelines on Development of Course Materials." This policy reflects Hayward University's commitment to fostering an environment that respects and protects intellectual property rights while promoting the free exchange of knowledge within the academic community. The university provides clear guidance to faculty and staff to ensure responsible and ethical use of intellectual property in the pursuit of academic excellence.

Academic Waiver Policy

Students at Hayward University may petition for a waiver of academic policies under certain extenuating circumstances. To begin this process, students must submit a written petition to the Student Affairs Committee at least 45 days before the intended term start date for the waiver. The petition must clearly outline the basis for the request and include any supporting documentation or evidence of mitigating circumstances. All petitions should be sent to the student's Program Advisor, who will forward them to the Office of Student Services at student.services@hayward.university. The petition will then be evaluated by the Provost for Academic Affairs to determine its validity and merit. Upon submission, students will receive a confirmation email within one week from the Office of Student Services. A final decision regarding the appeal will be communicated within six weeks of the petition submission. The decisions made by the Committee are final and binding. If the petition is granted, the Office of

Student Services will implement the necessary actions. This policy ensures a fair and transparent process for students seeking waivers due to extenuating circumstances.

Chapter 3: Graduate Admissions

Embarking on a Theology program at Hayward University holds significant importance, whether you are a recent theology graduate contemplating your next steps, a working theologian seeking career advancement, a theology enthusiast envisioning a new venture, or a visionary aspiring to make a theological impact. The advantages extend beyond personal and theological development, influencing your trajectory in theological leadership, business ethics, and entrepreneurial initiatives. Enrolling in a Hayward University Theology program enhances not only your personal and theological stature but also amplifies your potential for impactful leadership at the intersection of theology, business, and entrepreneurship. It is a transformative step that aligns your theological convictions with a future characterized by ethical leadership, theological integrity, and positive societal and spiritual influence.

Demonstrating English Proficiency

English is the medium of instruction at Hayward University, and all applicants must demonstrate proficiency in the English language. This proficiency must be validated during Step 1 of the application process. Graduate applicants are required to provide evidence of English language proficiency through one of the following means. Native English speakers are automatically considered proficient and do not need to provide additional proof. Applicants may demonstrate proficiency by presenting evidence of having earned a degree from a college or university where English was the primary language of instruction. They can submit an official transcript reflecting the completion of at least 30 semester credit hours with an average grade of "B" (equivalent to 3.00 on a 4.00-point scale) or higher. This coursework must have been undertaken at an accredited institution where English was the language of instruction. Meeting one of these criteria is essential for ensuring that applicants possess the necessary English language skills to engage successfully in the academic programs at Hayward University. This policy is integral to maintaining academic standards and fostering effective communication within the university community.

Provide a score report that shows having met the minimum score requirement on one of the following English proficiency qualification exams:

English Proficiency Qualification	Minimum score required by MBA students
Test of English as a Foreign Language (TOEFL*) Paper-based Test (PBT)	530
TOEFL* Internet-based Test (iBT)	71
International English Language Testing System (IELTS) Academic Test	6.5
Pearson Test of English (PTE) Academic Test	50
Eiken English Proficiency Exam Pre-1	Pre-1
College Board Accuplacer ESL Exam Series	ESL Language Use 85 ESL Listening 80 ESL

	Reading 85
Exams identified within the Common European Framework of Reference(CEFR)	B-2
Duolingo English Proficiency Test	50

Admissions Calendar Year: 2024-2025

2024 - 2025	Term 1	Term 2	Summer Term 3	Summer Term 4	Term 5	Term 6
Early Admission	Dec 16, 2024	Mar 4, 2025	May 12, 2025	May 12, 2025	May 13, 2025	Sep 15, 2025
Application Dead line	Jan 6, 2025	Mar 24, 2025	May 23, 2025	May 23, 2025	May 24, 2025	Sep 26, 2025
Last day to save your spot	Jan 16, 2025	Mar 27, 2025	Jun 5, 2025	Jun 5, 2025	Aug 14, 2025	Oct 3, 2025
First day of class	Jan 20, 2025	Apr 7, 2025	Jun 9, 2025	Jul 7, 2025	Aug 11, 2025	Oct 15, 2025
Deadline for Submission of Official Transcripts and Degree	Mar 7, 2025	May 9, 2025	Jun 19, 2025	Jul 18, 2025	Sep 24, 2025	Dec 5, 2025

Transferability of Credits Earned

The transferability of credits earned at Hayward University is solely at the discretion of the institution to which you may consider transferring. Likewise, the acceptance of a Theology degree earned at Hayward University is entirely at the discretion of the receiving institution. If the credits or degree you earn at Hayward University are not recognized by the institution to which you intend to transfer, you may need to retake some or all of your coursework at the new institution. To protect your educational goals, it is crucial to verify that attending Hayward University aligns with your intended academic path. This may involve contacting the prospective transfer institution to ascertain whether your credits and degree will be recognized. In cases where you require an official transcript for the purpose of transferring from Hayward University to another institution before completing your degree, please note that there is a \$100 fee for obtaining an official transcript. Additionally, students currently enrolled at Hayward University who have taken or are currently taking courses at another institution may apply for a credit transfer. It's important to note that Hayward University has not established a formal transfer agreement with any other college or university. This policy underscores the need for careful consideration and proactive communication to ensure a smooth transition and alignment of academic goals between institutions.

External Transfer Credits (From Other Institutions)

Hayward University is committed to a thorough and individualized assessment of every credit transferred to its courses and programs. Each course credit undergoes a comprehensive evaluation, considering factors such as the course description, test results (if applicable), and any supplementary information provided during the application process. Applicants wishing to initiate a transfer credit request are encouraged to submit a complete request within seven days of receiving a qualifying email from the Office of Admissions. This timely submission may facilitate the completion of the Transfer Credit process. Hayward University has the potential to award up to 18 transfer credits toward fulfilling a Theology program.

It is important to note that applicants who fail to pay the Evaluation Fee and transfer their credits into their Hayward University transcript within the stipulated timeframe will be considered as having declined the offer of transfer credit, and their transfer credit application will be closed. For those seeking to appeal a rejected transfer credit decision, Hayward University provides the option for a re-review, which can be initiated by writing to the Office of Transfer Credit at transfercredit@hayward.university. The university adheres to its credit transfer policy, accessible on the Hayward University website.

This commitment to a fair and transparent transfer credit evaluation process reflects Hayward University's dedication to recognizing and acknowledging the academic achievements of its students while ensuring alignment with established policies and procedures.

Student Verification

The verification of a student's identity at Hayward University is a critical process that begins during the application stage. The Office of Admissions mandates that all academic documents submitted must either be original or notarized. Notarizations are considered acceptable if they are authenticated by the issuing institution, a notary public, or the Ministry of Education.

In cases where inconsistencies are detected in the documentation provided, applicants may be requested to furnish additional information to ensure accuracy and authenticity. Importantly, Hayward University does not impose any charges related to the process of verifying student identity. This commitment to verifying the authenticity of academic documents underscores Hayward University's dedication to upholding the integrity of its admissions process and maintaining the credibility of academic achievements. Adhering to established verification procedures contributes to a trustworthy and transparent educational environment for all students.

Review of Documentation

Any document submitted at any stage of the admissions process at Hayward University may undergo review by relevant institutions, including the one that issued the documentation and, if necessary, an established foreign evaluation service capable of establishing degree comparability. Hayward University has the flexibility to accept evaluations from credible sources, and students are encouraged to contact the Office of Admissions at admissions@hayward.university for additional information or clarification. This policy emphasizes the importance of thorough documentation review to ensure the accuracy and legitimacy of academic credentials throughout the admissions process at Hayward University.

The university's commitment to maintaining high standards in credential evaluation contributes to the integrity of its academic programs and the overall trustworthiness of its educational environment.

Making Our Decision

In the theological context at Hayward University, applications are accepted five times a year, and prospective students may apply for admission to any of the five terms. To be considered for admission, the online application and any required theological documentation must be received by the relevant application deadlines noted above.

The Office of Admissions reviews every application, assessing the applicant's overall readiness to engage in theological studies and the ability to successfully complete a degree program. Admission to the theological programs is at the sole discretion of the University. Meeting minimum admissions requirements within the theological context does not guarantee acceptance, and decisions are made on an individual basis. The Theological Admissions Committee conducts reviews at least once a term, ensuring that all applications are processed equitably and that admissions compliance requirements are maintained within the theological framework. Decisions are announced on a rolling basis, and relevant applicants are notified of their admission status by the final Notice of Admission Day. For detailed information about admissions dates, please refer to the Theological Admissions Calendar published above.

Applicants and students within the theological programs are encouraged to reach out to the Office of Admissions at admissions@hayward.university with any questions or theological specific inquiries regarding the admissions process. This commitment to transparent communication aligns with Hayward University's dedication to fostering a supportive and informed theological academic community.

Application Fraud

The decision to admit an applicant to Hayward University relies heavily on the accuracy and completeness of the information provided in the application form. If it is determined that an applicant has supplied false information or has intentionally omitted significant and/or material details, the University reserves the right to take appropriate actions, which may include revoking the applicant's admission, suspending the applicant from studies, or implementing additional measures as deemed necessary. Rejected applicants are not provided with specific reasons for their non-admission, and there is no formal right to appeal; however, applicants may reapply in future terms. The University may review applications from rejected applicants who wish to reapply at its discretion. All application documents are retained by the University for three years following submission. During this period, there is no requirement to resubmit documentation unless there has been a change in the University's admission requirements.

Discovery of misleading submissions during the application process will result in automatic denial of acceptance. If misleading information is discovered after an applicant has been admitted, it will be grounds for immediate expulsion from the University. This policy underscores Hayward University's commitment to maintaining the integrity of the admissions process and ensuring that all applicants adhere to the highest standards of honesty and transparency.

Licensure and Placement

Hayward University, in adherence to its principles, does not guarantee employment for its graduates, nor does it offer hiring placement services. The university refrains from making assertions regarding potential salaries or specific positions that students may secure as a result of obtaining a degree. Degrees conferred by Hayward University are not explicitly designed to prepare individuals for any particular position, trade, or field and do not serve as a guarantee of employment where licensure is a prerequisite for practice.

While Hayward University may receive information about internship opportunities from time to time, it does not operate an internship placement service. However, the university strives to keep students informed about available internship opportunities to the extent possible. To support students in their career endeavours, Hayward University conducts workshops on various topics, including resume development, interview strategies, communication skills, job search techniques, and follow-up. These workshops are offered to degree-seeking students to enhance their professional skills and readiness for the job market. Additionally, the university facilitates the provision of links and resources to assist students in these areas.

This policy underscores Hayward University's commitment to providing educational resources and support for students' career development while maintaining transparency about the nature of its programs and the absence of guarantees related to employment and licensure.

Chapter 4: Processing Fees, Scholarships, and Financial Assistance

Processing Fees

Hayward University functions as a tuition-free, non-profit institution dedicated to providing accessible higher education globally. Students are not charged for educational instruction, course materials, or annual enrolment, ensuring that financial barriers do not prevent qualified individuals from studying at Hayward University.

As a non-profit entity, Hayward University is committed to managing costs and minimizing the overall expenses associated with higher education. To maintain sustainability, the university imposes nominal fees such as application fees, transfer credit evaluation fees, and assessment fees, which are subject to change at the university's discretion. All fees are the responsibility of the student, and the university disclaims responsibility for any additional fees incurred during payment.

Application Fee

Applicants are required to submit a non-refundable Application Fee of \$50, which is subject to change and applies to applications in progress. This fee must accompany applications for graduate-level study at Hayward University. The Application Fee does not include any additional fees required for third-party evaluations. Those seeking readmission or academic renewal must pay the Application Fee that applies at the time of reapplication. If applicants face financial difficulties in paying the Application Fee, they may contact the Financial Aid Office to discuss their situation. In some cases, the university may request proof of circumstances and, under certain conditions, may grant assistance to reduce the Application Fee.

Eligible applicants may receive a University Grant to waive the Application Fee, contingent upon Hayward University's determination. This policy underscores Hayward University's commitment to ensuring financial accessibility to education while maintaining necessary fees to uphold operational sustainability.

Evaluation Fee for Transfer Credit

An Evaluation Fee of \$50 applies to each course accepted for transfer credit at Hayward University. Payment of the Evaluation Fee is a prerequisite for recording a course on a Hayward University transcript, indicating fulfilment of a degree requirement. For currently enrolled degree-seeking students, transfer credit becomes official upon payment of this fee, immediately reflected on their transcript. For applicants and non-degree students, transfer credit becomes official after payment and completion of at least one graded course as a degree-seeking student.

Assessment Fees

Assessment Fees of \$50 per course apply to all students attending Hayward University. Graduate degree-seeking students are required to pay an Assessment Fee of \$50 for each course they undertake.

Total Estimated Fees

Below are the total estimated fees for completing a degree program entirely at Hayward University. Fees may vary if a degree-seeking student has transfer credit officially recorded on their transcript.

Program	Tuition Fee	Application Fee	Assessment Fee (per course)	Number of Courses	Transcripts Processing Fee	Total Estimated Fees
Bachelors of Theology (BTh) Degree	\$100 per Course	\$50	\$50	120	\$50	\$12150
Masters of Theology (MTh) Degree	\$200 per Course	\$50	\$50	12	\$50	\$2550
Phd in Theology Doctorate Degree	\$250 per Course	\$50	\$50	36	\$50	\$9150

The estimated fees provided are based on the assumption of successful completion of all courses required for a graduate degree at Hayward University. It is essential to note the following:

Repeating Courses: Students required repeating courses will incur an additional Assessment Fee for each course retaken.

Third-Party Evaluation Fees: Additional fees required for third-party evaluations of documents are not included in the estimated fees.

Attendance Charges: Hayward University does not impose attendance charges, meaning there are no fees incurred for attendance periods.

Fee Changes: The University retains the right to modify the costs of the Application Fee, Evaluation Fee for Transfer Credit, and Assessment Fee. The Assessment Fee will undergo an annual review, and any changes will take effect on September 1. Students will be informed of any modifications to Assessment Fees no later than June 1, ensuring transparency regarding fee adjustments. These additional notes clarify specific situations that may lead to extra fees and reinforce the university's commitment to transparency in its fee structures and potential changes. Students are encouraged to remain informed about any communicated fee adjustments.

Payments

Payment options for fees at Hayward University include both online and offline methods:

Online Payment: Payments can be made online via a PayPal account or as a guest for credit card transactions. **Offline Payment:** Offline options include Western Union, Money Gram, Western Union Global Pay, or a cashier's check. For inquiries regarding payment options, students may contact payments@hayward.university.

Assessment Fee Payment: Assessment Fees are due once the drop/withdrawal period concludes. All outstanding balances for Assessment Fees must be cleared by the end of the final exam period. Failure to settle the Assessment Fee by the deadline will result in a financial hold on the student's file, which may lead to the cancellation of course registrations for the upcoming term until all outstanding payments are resolved.

Financial Holds: Students may remain on a financial hold for up to three terms. If any payments are overdue by the start of the fourth term, the student will be administratively withdrawn from Hayward University. Re-enrolment or reinstatement can be requested after settling all overdue payments in full.

Planning and Budgeting: Students are encouraged to plan and budget for Assessment Fee payments to prevent disruptions to their academic schedule. If unable to pay, students may need to suspend their studies while securing additional funding. In such cases, students should apply for a Leave of Absence (LOA) from the University. Students can review outstanding balances and payments due. Questions or requests for assistance regarding payments should be directed to payments@hayward.university.

Cancellation and Refund Policy

Students have five (5) calendar days after signing the enrolment agreement to cancel and/or withdraw for a full refund of all payments. If withdrawal occurs before the first day of class, a full refund will be issued, minus the non-refundable Application Fee of \$50. Refunds after the commencement of classes will be calculated on a class-by-class basis using the time-based refund policy. This comprehensive payment policy outlines methods, deadlines, and procedures to ensure a smooth financial process for students at Hayward University.

Week One	80%
Week Two	60%
Week Three	40%
Week Four	20%
Week Five	0%

Refunds will be made within 30 days of the student's written request.

Scholarships

Hayward University provides a variety of scholarships from multiple sources and donors worldwide. Scholarships are awarded on a first-come, first-served basis and can cover full or partial fees. Students may apply for scholarships each term by sending applications to scholarships@hayward.university.

Financial Assistance

Private lenders offer competitive loans (alternative loans) to assist with fees. Hayward University provides a preferred lender list for student research. Students may apply for financial aid by sending applications to financialaid@hayward.university.

False Statements, Misrepresentation, and Fraud

The University retains the right to deny admission or take action if false statements, misrepresentations, or fraud are detected. Admission may be revoked, or suspension imposed if a scholarship is obtained through misleading or fraudulent information.

Loans

Students are responsible for repaying loans obtained from individuals or organizations outside Hayward University. Repayment includes the total loan amount plus interest, minus any refund received. Hayward University does not participate in Federal Loan Programs.

Financial Assistance

Private lenders provide competitive loans (alternative loans) to cover fees. Preferred lender lists assist students in selecting lenders. Loans from the chosen lender are processed promptly. This section highlights the availability of scholarships, financial assistance, and loans to support students in their educational journey at Hayward University, along with guidelines for ethical conduct in financial matters.

Financial Aid

Private lenders provide competitive Private loans (alternative loans) for fee payment. Preferred lender lists assist students in lender selection. Loans from the student's chosen lender are processed promptly. This section emphasizes the availability of scholarships, financial assistance, and loans to support students in their educational journey at Hayward University, along with guidelines for ethical conduct in financial matters.

Chapter 5: Academic Regulations

Academic Degree Requirements

Students are enrolled in Hayward University degree in theology and are responsible for knowing and meeting all degree requirements outlined in the University catalogue at the time they commenced their studies at the Hayward University. They may elect instead to complete the requirements in the most recent catalogue.

Degree in Theology

The Theology degree requires the completion of at least 32 semester hour credits of graduate level study including all courses listed for the degree. In order to graduate, students must meet the following requirements:

- Complete a minimum of 32 approved credits.
- Complete the eight core courses with a grade of C (2.00) or better in each course.
- Complete a minimum of three approved graduate elective courses with a grade of C (2.00) or better in each course.
- Earn a grade of B (3.00) or better in the capstone project/course.
- Earn an overall CGPA of 2.50 or higher for all graduate level coursework completed.

Part-Time and Full-Time Options

Full-time graduate students may enroll in up to 4 courses per term, and part-time students may enrol in 1 or 2 courses per term. The following registration restrictions apply:

Students who maintain a cumulative grade point average (CGPA) of ≥ 3.75 may register for up to four (4) courses per term.

Students who maintain a cumulative grade point average (CGPA) of ≥ 2.50 and ≤ 3.74 may register for up to two (2) courses per term.

Students on Academic Warning and/or have a CGPA below 2.50 may only register and/or be enrolled in one (1) course per term.

Students, whose CGPA falls at the end of a given term to below the minimum CGPA required to be enrolled in the allowed number of courses for the following term, will be required to cancel courses by the first day of the term. Those who fail to meet this requirement to reduce their course load according to the stated policy will be automatically removed from any excess courses by the Office of Student Services.

Students whose CGPA improves at the end of a given term, which would otherwise allow them to register for additional courses for the next term, will not be able to add additional courses during late registration. They will be required to wait until registration opens during the 5th week of the following term to register for the additional number of allowed courses.

Time to Degree Requirements

Students must complete all requirements for all graduate degree programs in no more than 25 terms of active enrolment including any periods of separation from the University when a student is out of residence. Out of residence refers to the number of terms that a student has been inactive at the University— either unenrolled from the institution and/or enrolled at Hayward University without completing any course work in the intervening terms (that is, enrolled but active), and/or on a Leave of Absence.

All coursework for Graduate Degree Programs must be completed within 5 years (60 months) after the student's initial matriculation in the graduate degree program. Time to degree will vary by student and depend in great part on whether a student studies full-time or part-time and whether or not they enroll for all five terms in every academic year.

Students who enroll full-time can complete in six consecutive terms of study;

Students who enroll in continuous part-time study can complete in two and a half calendar years (30 months).

Notes on Time to Degree Requirements

- Students exceeding the permissible number of terms of active enrolment without completing all their degree requirements will be administratively withdrawn from the University.
- Extensions to the time to complete a degree will be considered on a case-by-case basis, upon proof of extenuating circumstances, and will be reviewed on a case-by-case basis by appealing for reinstatement within 30 days of the withdrawal notice.
- There are no special charges or fees associated with making a request for a special review or for extending enrolment.

Credit Hours

Hayward University employs a system of assigning course credit hours to all courses to track student achievement. The semester hour is used to quantify and represent the time an average student is expected to be actively engaged in the educational process. It represents a reasonable expectation of the time it will take the average student to achieve the stated learning outcomes in a course.

All learning takes place online, and Hayward University awards academic credit upon the successful completion of a course. It is university policy that every semester hour is equivalent to a minimum of 45 hours of work for students during the course of the 9-week term, of which at least 15-17 hours must be spent in active academic engagement in addition to the remaining hours of additional preparation required to complete all of the academic work both comprising and representing the corresponding credit hours.

Hayward University awards academic credit to its students upon the successful completion of a course. The number of credit hours is determined by the amount of time in which the student is academically engaged plus the amount of time that a student is expected to commit to class preparation. Students are generally expected to spend 2-3 hours of preparation for every hour

spent in active engagement. Thus, for a 9-week, 3-credit course, students should expect to spend approximately 15-17 hours a week engaged in course work (about 10-11 hours of independent work, 5-6 hours of active engagement) over the course of a term, for a total of 135-150 hours.

Rules governing the assignment of course credit hours are monitored by the Associate Provost of Academic Affairs. Guidance in complying with this policy is provided in the Course Development Guide and the Faculty Handbook.

Grades and Transcripts

An academic record is maintained for each student enrolled in a Graduate Degree Program, and the student's work will be graded and recorded in accordance with the policies of the University outlined in the catalogue. Students may request a copy of the official transcript of their academic work at Hayward University by following the instructions for requesting a transcript outlined in the catalogue.

Credits earned at Hayward University may be transferable to other institutions. Students wishing to transfer Hayward University Graduate credits to another institution should check with the receiving institution regarding its transfer credit policies.

Chapter 6: Program of Study

Degree in Theology

Today's global economy demands leaders who excel as collaborators and innovators. Hayward University's Theology Degree offers students a comprehensive foundation in the knowledge, theories, and models relevant to the corporate world, while also providing opportunities to further develop theological training techniques and strategies. With a focus on preparing graduates to thrive in dynamic organizational contexts, this program guides students from theory to practical application, fostering a deep understanding of theology, processes, and products within today's technology-driven environment.

Coursework emphasizes eight strategic managerial competencies - creating and maintaining domestic and international competitiveness; presenting and persuading for decision making; financing; hiring, motivating and managing; ethics and behavior; innovation; and managing processes. Grounded in the cross-cutting dimensions of globality, diversity and cross-cultural awareness; training in tools, techniques and strategies; and application to practice, it prepares graduates to operate in today's dynamic organizational contexts.

Admitting students from all parts of the globe, socioeconomic strata, and cultural and social backgrounds, creating a student body that mirrors today's diverse society, students study with highly-motivated students from around the world, sharing a desire for a quality education grounded in diverse perspectives, focused on cutting-edge theory and practical application.

A total of 36 credit hours are required to complete the degree. Students must complete a minimum of 8 courses. Each course is 9 weeks in length, and students earn 4 credits per course.

Program Goals

This program is designed to: Provide an understanding of the key sociological, psychological and organizational concepts and theories necessary for effective leadership and management. Cover the knowledge and skills needed to plan, structure, manage, and monitor organizations. Introduce methods for improving productivity, responsiveness, quality and customer/client satisfaction. Provide in-depth knowledge of operational areas and their functions, processes and inter relationships.

Develop cross-cultural awareness and an understanding of the globality of today's economy

Foster an ability to act creatively and be a driver for change. In still an appreciation for the importance of legal and ethical behaviour on the part of the organization and its members. Nurture student potential and promotes increased self-awareness and growth. Support the development of networks from around the globe. Successful graduates of the program will learn to:

- Theology model innovation
- Developing new Theology ideas
- Think and design systemically
- Manage the decision process

- Prepare economic analyses
- Position organizations for a competitive advantage
- Formulate strategic and tactical direction
- Understand the effective uses of technology
- Support and encourage a culture of innovation
- Manage conflict and foster collaboration
- Apply techniques for delegation and empowerment
- Understand influence of culture and globalization on organizations
- Work in groups and display enhanced interpersonal skills
- Effectively communicate within an organization
- Function in an ethical manner
- Take ownership of own personal and professional growth

The Curriculum

The Hayward University is entirely online and is structured around three curricular components: Core Courses, Electives, and a final exam. The three components are described below. Students need to complete in total of 8 courses to get the degree, 6 from mandatory section and 2 from elective section.

Orientation Program

Student Orientation Program

Core Courses

The Core consists of eight courses covering the theory, principles, concepts, and tools of the academic disciplines that undergird the field of theology. Taught from a global perspective, they build the competencies that students need whether they are involved in any. A total of 36 credit hours are required to complete the degree. Students must complete a minimum of 8 courses. Each course is 9 weeks in length, and students earn 4 credits per course.

BACHELORS IN THEOLOGY (BTH)

MANDATORY: ALL THE BELOW COURSES ARE MANDATORY

BUTC5110 - Old Testament Theology

BUTC5111 - New Testament Theology

BUTC5112 - Biblical Hermeneutics

BUTC5113 - Pastoral Counselling

BUTC5114 - Research Methods in Theology

BUTC5115 - Thesis or Research Project

BUTC5116 - Systematic Theology I (The Doctrine of God)

BUTC5117 - Church History I (Early Church to Middle Ages)

BUTC5118 - Church History II (Reformation to Modern Era)
BUTC5119 - Wisdom Literature (Proverbs, Job, Ecclesiastes)
BUTC5120 - Systematic Theology II (Christology and Pneumatology)
BUTC5121 - Systematic Theology III (Ecclesiology and Eschatology)
BUTC5122 - Synoptic Gospels (Matthew, Mark, Luke)
BUTC5123 - Pauline Epistles (Romans, Corinthians, etc.)
BUTC5124 - Theology of the Holy Spirit
BUTC5125 - Advanced Preaching (Homiletics II)
BUTC5126 - Church Administration and Leadership
BUTC5127 - Practical Ministry Internship
BUTC5128 - Biblical Theology
BUTC5129 - Introduction to Theology

ELECTIVES: CHOOSE ANY OF THE TWO ELECTIVE COURSES

BUTE5110 – Systematic Theology
BUTE5111 - Philosophical Theology
BUTE5112 - Church Leadership
BUTE5113 - Christian Ethics
BUTE5114 - Philosophy of Religion
BUTE5115 - Faith and Reason
BUTE5116 - Comparative Religion
BUTE5117 - Christian Worship and Liturgy
BUTE5118 - Apologetics
BUTE5119 - Youth Ministry
BUTE5120 Introduction to Missions (Missiology)
BUTE5121 - Media and Communication in Ministry
BUTE5122 - Advanced Topics in Theology

MASTERS IN THEOLOGY (MTH)

MANDATORY: ALL THE BELOW COURSES ARE MANDATORY

MOTC6110 - Christology

MOTC6111 - Pneumatology (Study of the Holy Spirit)

MOTC6112 - Eschatology (Study of End Times)

MOTC6113 - Environmental Theology

MOTC6114 - Historical Theology

MOTC6115 - Feminist Theology

MOTC6116 - Advanced Biblical Hermeneutics

MOTC6117 - Systematic Theology I (Doctrine of God and Christology)

MOTC6118 - Church History and Historical Theology

MOTC6119 - New Testament Theology

MOTC6120 - Old Testament Theology

MOTC6121 - Ethics and Social Theology

MOTC6122 - Ecclesiology and Sacramental Theology

MOTC6123 - Practical Theology (Preaching, Counseling, and Worship)

MOTC6124 - Contemporary Theological Issues

MOTC6125 - Thesis or Dissertation Project

ELECTIVES: CHOOSE ANY OF THE TWO ELECTIVE COURSES

MOTE6110 - Liberation Theology

MOTE6111 - Black Theology

MOTE6112 - Postmodern Theology

MOTE6113 - Practical Theology

MOTE6114 - Sacramental Theology

MOTE6115 - Political Theology

MOTE6116 - Missiology

MOTE6117 - Spiritual Formation and Practices

MOTE6118 - Missiology and Evangelism

MOTE6119 - Theology of Mission and Church Growth

MOTE6120 - Christian Leadership and Ministry

MOTE6121 - Advanced Apologetics

DOCTORATE IN THEOLOGY (PHD)

MANDATORY: ALL THE BELOW COURSE WORK ARE MANDATORY

POTC7110 - Medieval Theology

POTC7111 - Enlightenment Theology

POTC7112 - Contemporary Theological Movements

POTC7113 - Indigenous Theology

POTC7114 - Medical Ethics

POTC7115 - Global Ethics

POTC7116 - Advanced Theological Methodology

POTC7117 - Research Design and Methods in Theology

POTC7118 - Specialized Study in Biblical Theology

POTC7119 - Philosophy of Religion or Advanced Systematic Theology

POTC7120 - Advanced Studies in Church History or Historical Theology

POTC7121 - Theology in Contemporary Contexts (e.g., Feminist Theology, Liberation Theology)

POTC7122 - Finalize Dissertation Writing (Capstone Work)

ELECTIVES: CHOOSE ANY OF THE TWO THESIS

POTE7110 - Business Ethics

POTE7111 - Theological Linguistics

POTE7112 - Narrative Theology

POTE7113 - Poetics and Theology

POTE7114 - Neurotheology

POTE7115 - Ecumenical Theology

POTE7116 - Liturgical Theology

POTE7117 - Theology and Interdisciplinary Studies (e.g., Science and Religion, Culture Studies)

POTE7118 - Theology of Mission and Ecumenism

POTE7119 - Advanced Biblical Languages (e.g., Syriac, Aramaic, or Coptic)

Chapter 7: Hayward University Study Process

Hayward University offers a distinctive learning experience by combining platform-based collaborative learning with advanced information technologies and online resources. This approach encourages students to engage with diverse perspectives in a supportive environment, promoting reflection and deeper understanding. The underlying principle is that learning within a community is more motivating and enriching than studying alone or simply watching online lectures. With guidance from Course Instructors, students can effectively collaborate and learn from one another through this platform-based model.

In these online study communities, students share resources, exchange ideas, discuss weekly topics, submit assignments, and complete final exams. Course Instructors facilitate discussions, provide support, and ensure the curriculum is delivered effectively.

The Office of Institutional Research and Planning continuously evaluates and enhances courses by inviting students to complete anonymous course evaluations at the end of each term. Additional surveys are occasionally conducted to gather further feedback. Insights from these evaluations help improve both student learning outcomes and the overall educational experience.

The Study Process and Student Responsibilities

All learning takes place online, and students are expected to comply fully with the instructions in the course syllabus and to participate actively in required discussion forums by posting responses to questions and comments posted by Course Instructors and other students. Students are encouraged to seek clarification and assistance from other students as well as their Course Instructors to enhance the learning experience in each course.

New Student Orientation – Hayward University Graduate Preview

The University's student orientation program, Hayward University Graduate Preview, introduces new graduate students to Hayward University's to the opportunities, responsibilities, and resources that exist for all students at the University. Graduate students gain an advanced understanding of Hayward University's academic setting and study process, as well as of its support services, with the goal of making a successful transition to the start of their graduate studies.

Participation in orientation is strongly encouraged, but not required; students who are accepted to the University and/or sign their Introductory Courses Agreement within the three-week period before their first term of study at Hayward University are not guaranteed an opportunity to participate in orientation.

Academic Calendar

2024-2025	Term 1	Term 2	Summer Term 3	Summer Term 4	Term 5	Term 6
Course Registration Opens	Dec 16, 2024	Mar 4, 2025	May 12, 2025	May 12, 2025	May 13, 2025	Sep 15, 2025
Course Registration Closes	Jan 6, 2025	Mar 24, 2025	May 23, 2025	May 23, 2025	May 24, 2025	Sep 26, 2025
Late Registration Opens	Jan 13, 2025	Mar 31, 2025	May 27, 2025	May 27, 2025	Aug 4, 2025	Oct 9, 2025
Late Registration Closes	Jan 19, 2025	Apr 6, 2025	Jun 6, 2025	Jul 3, 2025	Aug 8, 2025	Oct 14, 2025
First Day of Term	Jan 20, 2025	Apr 7, 2025	Jun 9, 2025	Jul 7, 2025	Aug 11, 2025	Oct 15, 2025
Last Day to Drop Courses	Jan 25, 2025	Apr 12, 2025	Jun 13, 2025	Jul 14, 2025	Aug 29, 2025	Oct 24, 2025
Last Day to Withdraw	Feb 3, 2025	Apr 21, 2025	Jun 16, 2025	Jul 16, 2025	Sep 5, 2025	Nov 7, 2025
Final Exams Start	Mar 10, 2025	May 15, 2025	Jun 23, 2025	Jul 24, 2025	Oct 1, 2025	Dec 8, 2025
Final Exams End	Mar 14, 2025	May 23, 2025	Jun 27, 2025	Jul 29, 2025	Oct 8, 2025	Dec 12, 2025
Grades Published	Mar 19, 2025	Jun 28, 2025	Jun 30, 2025	Jul 31, 2025	Oct 10, 2025	Dec 16, 2025

The Term Schedule

Courses take place over a nine-week term. Each term has eight weekly learning units and a four-day period for submission of end of term final projects. Students are advised to check their course syllabus and the Hayward University Academic Calendar for important deadlines at the end of the term.

The University terms are divided into Learning Weeks and all work for a particular unit must be completed within that Learning Week. Students decide for themselves when to complete their work during the seven-day period of a given Learning Week. There are no specific times when a student must be logged on to study, nor are students obligated to attend a course session at any specific time during the study week.

The Learning Week starts at midnight between Wednesday and Thursday [more precisely, on Thursday at 12:05 am Hayward University Time (GMT-6 time zone)] and ends on the following Wednesday at 11:55pm Hayward University Time (GMT-6 time zone). The weekly study units are made available one week at a time at the start of the new Learning Week and students always have access to the completed units. Note that all reference to time in the study process and schedule is according to Hayward University Time (GMT-6 time zone).

Components of the Study Process

Graduate students begin by reviewing the Learning Guide which lists the requirements for the Learning Week. All texts, readings, cases and other supplemental materials are provided within the course itself with emphasis placed on teamwork and project-centred learning. Course are available in online learning platform that foster a close sense of community; students work in teams to complete projects, write papers, analyze and document case studies, and prepare class presentations.

Successful course completion depends on following the instructions and guidelines provided in each course syllabus. At the start of each term, students should read the syllabi and learning guides very carefully to fully understand the components and requirements of each of the courses in which they are enrolled. Course requirements include weekly readings, participation, platform-based assessment tasks, discussion forum responses, written assignments, portfolio and online platform, cases studies and final projects, and quizzes.

The Online Learning Platform

The online learning platform shapes the learning experience for the entire week by providing a framework for directing students through the study material and tasks, including instructions on how to approach the weekly tasks.

Participation

Research has shown that student participation is directly related to course success. In order to ensure a rich learning experience, students must take an active approach to their studies by being present and involved.

Course Attendance

Attendance is measured and recorded from posted responses to weekly Discussion Forum questions, participation in the platform based assessment process; and submission of weekly assignments, case studies and final projects.

Course Forum

Students discuss course material and raise issues and questions related to a course in the Course Forum. The Course Forum is regularly monitored by Course Instructors. Participation is not required, but highly recommended.

Reading Assignments

Hayward University courses use Open Educational Resources (OER) and other materials specifically donated to the University with permission for free educational use. Therefore, students are not required to purchase any textbooks or sign up for any websites that have a cost associated with them. All required textbooks can be readily accessed inside each course, although there may be additional required/recommended readings, supplemental materials, or other resources and websites which students can also access at no cost.

Learning Assessment

Platform based learning, a hallmark of the Hayward University program, is central to the learning process at Hayward University. In critiquing the work of platform based, students consolidate their own knowledge and skills even as they are contributing to the growth and learning experience of others. Students whose work is being discussed have the benefit of input from multiple sources, which extends their understanding of the concepts. It also fosters deeper learning on the part of the students doing the assessment because they must first consolidate their own level of knowledge and skill before they can do an assessment. Assessing the work of others also helps to develop higher order thinking, communication, and evaluation skills.

Students are taught about the evaluation process and, as they progress through their studies, learn how to assess the work of their fellow students with increasing insight and precision. During the Learning Week following the submission of an assignment, students are given anonymous assignments from other students in the classroom for platform based assessment. A student's final grade is determined both by the work that he or she submits and by the quality of his or her platform based assessments.

Giving unjustifiably poor or exaggeratedly positive reviews of the work of others brings down a student's grade as it is a sign that the student has not learned to evaluate the material properly according to the criteria. Students must therefore correctly apply the assessment elements set forth in the rubrics established for a given assignment.

Platform based assessment is under the supervision of Course Instructors who monitor platform based reviews for anomalies. Because the student's assignment is assessed three times, Course Instructors identify discrepancies in grading when monitoring the scores of the assessments and may adjust the scoring, as appropriate, or override and re-grade a student's work where necessary.

Discussion Assignments

Most units require students to complete a Discussion Assignment by posting a well-formed response to the Discussion Assignment in the Discussion Forum. Students must participate in

the discussion by responding to at least three of their platform based postings in the Discussion Forum by rating their submissions and providing substantive written feedback.

Discussion Forums are only active for each current and relevant learning week, so it is not possible to contribute to the forum once the learning week has come to an end. Failure to participate in the Discussion Assignment and/or participate in the Discussion Forum may result in failure of the course.

Written Assignments

Most units require students to complete a written assignment. Assignments can vary in type including but not limited to short papers, research-based papers, and case studies. Students first submit their assignments by the required deadline and then assess three classmates' assignments according to provided instructions in the Learning Guide. Students are expected to provide details in the feedback section of the corresponding assignment's platform based assessment Form with an explanation for the rationale of the grade awarded. Failure to submit assignments and/or platform based -assessments may result in failure of the course.

Portfolio Activities

Portfolio Activities are tools for self-reflection and evaluation within the context of the course. Designed as a way for students to document and reflect upon their learning process and critical thinking skills, Portfolio Activities encourage students to draw upon their life experiences and what they've learned in other courses to showcase their overall growth in developing and sharpening their professional goals. Portfolio Activities are used as part of the Capstone experience.

Quizzes

Courses may contain two types of quizzes – the Self-Quiz, and the Graded Quiz. These quizzes may contain multiple choices, true/false or short answer questions. It is highly recommended that students complete all quizzes to ensure that they have adequately understood the course material.

Late Work

Late work is not permitted at Hayward University unless there is an exceptional personal circumstance/illness (clear, documented proof is required), or a systemic Hayward platform site technical error. Documented proof of an exceptional, extended systemic city/region-wide power outage is required to be considered for late work to be considered. Extensions are not guaranteed for students experiencing random power outages or lapses in computer/Internet access prior to assignment deadlines. Students are strongly encouraged to submit their work as early as possible to avoid such unfortunate circumstances.

Access to Previous Coursework

Students should be aware that Hayward University does not provide access to courses, including students' own contributions to their courses, beyond the current term. Following the

first week after unofficial grades are posted within Hayward Platform, access to the previous term's courses is discontinued.

Students are advised to save all their work on their computers in case they want to access it at a later date. To request access to a course syllabus for a course they have completed, students may contact the Office of Academic Affairs at academicaffairs@hayward.university

All Hayward University course readings are available to enrolled Hayward University students in the Hayward Platform. The repository may assist students in preparing for a prospective course or referencing and reviewing course materials after completing a course.

Chapter 8: Course Selection and Scheduling

Registration

Hayward University opens course registration for students over a 3-week period every term. Course registration dates can be found on the Hayward University Academic Calendar on our website and at the beginning of this catalogue. Registration for courses is available on a first come, first-served basis with the exception of a student's first term at Hayward University, students themselves register for their courses using the online course registration system, and registration must be completed by the dates listed in the Academic Calendar. For further information regarding registration, please contact services@hayward.university.

Course Registration at Hayward University takes place in the Self-Services Portal at <http://hayward.university/register>

Registration Guidelines

Graduate Students may enrol in up to 4 courses per term. The following registration restrictions apply:

Graduate Students who maintain a cumulative grade point average (CGPA) of ≥ 3.75 may register for up to four (4) courses per term.

Graduate students who maintain a cumulative grade point average (CGPA) of ≥ 2.50 and ≤ 3.74 may register for up to two (2) courses per term.

Graduate Students on Academic Warning and/or have a CGPA below 2.50 may only register and/or be enrolled in one (1) course per term.

Students, whose CGPA falls at the end of a given term to below the minimum CGPA required to be enrolled in the allowed number of courses for the following term, will be required to cancel courses by the first day of the term. Those who fail to meet the requirement to reduce their course load according to the stated policy will be automatically removed from any excess courses by the Office of Student Services.

Students whose CGPA improves at the end of a given term, which would otherwise allow them to register for additional courses for the next term, will not be able to add additional courses during late registration. They will be required to wait until registration opens during the 5th week of the following term to register for the additional number of allowed courses.

Notes on the Registration Process

The Hayward University endeavours to fulfil all registration requests. In considering how many courses to take each term, students are reminded that they should carefully consider their other time commitments outside of the University when building their schedules, as each course requires a minimum of 15 hours of study per week; budgeting up to 17 hours a week per course is highly advisable.

Late Registration

A few days before each academic term begins, Hayward University opens a late registration period. Students should be aware that a limited number of courses are offered during late registration; therefore, students are discouraged from relying on the late registration period to register for courses.

Late Course Registration dates are listed on the Academic Calendar published above; registration takes place in the Self-Services Portal with the same guidelines and procedures as during the regular registration period.

Course Drops and Withdrawals

Students are responsible for managing their time at the University and balancing their studies with their other commitments outside of the University. After the term has begun, students may adjust their academic workload by dropping or withdrawing from a course by following the procedures outlined in this section.

Students who find that they are frequently dropping or withdrawing from courses are strongly encouraged to contact their personal Program Advisor and/or the Program Advising Office at advising@hayward.university

Please note that the University seeks to process drops and withdrawals in a prompt manner. The removal of the student is valid from the moment of the request, regardless of Hayward Platform reflects the removal. Work in the class, before or after the drop or withdrawal request, will not count towards a final grade in the class.

Course Drop

A student may drop a course during the first week of the term without academic penalty. A course drop during this time does not appear on the student's transcript and does not affect the grade point average (GPA). Course drop requests must be sent from the Online Forms area in the Self-Services Portal. Students are advised to refer to the Academic Calendar to verify the last day to drop a course each term.

Course Withdrawal

Students may also formally withdraw from the course roster after the course drop period has passed, but must do so within the first four weeks of the term. A course withdrawal differs from a course drop in that the course is listed on the student's official transcript. Withdrawing from a course does not assume withdrawal from the University.

The following consequences apply to a student who withdraws from a course within the first four weeks of the term:

- The student receives a grade of "W" for the course.
- The grade of "W" appears on the student's transcript.
- The grade of "W" does not affect the student's term or cumulative grade point averages.

Course withdrawal requests must be sent from the Online Forms area in the Self-Services Portal. Students are advised to refer to the Academic Calendar to verify the last day to withdraw from a course without penalty.

Petition for Late Withdrawal

Students are responsible for completing the required work in all courses in which they are still enrolled after the withdrawal deadline. Only the most serious circumstances warrant withdrawing from a course after the last day of the withdrawal deadline listed in the Academic Calendar above. However, in the event of a documented emergency after the Course Withdrawal deadline, students may petition the Student Affairs Committee for a late withdrawal.

Late withdrawals are rarely granted by the University. Students should understand that petitioning for a late withdrawal indicates that a non-academic, extraordinary event (like a serious illness or a severe personal disruption, but not including internet problems) occurred after the course withdrawal deadline (during the last five weeks of the term) to make completion of a course or courses very difficult if not impossible. Evidence that the student's academic performance has been satisfactory up until to the point of the disruptive event will be an important consideration in the deliberations of the Student Affairs Committee.

To petition, students must first contact their personal Program Advisor to discuss the circumstances requiring a late withdrawal. Afterwards, students choosing to continue with the process of applying for a late withdrawal are required to submit all supporting documentation with the late withdrawal request to the Office of Student Services no later than the last day of a term.

The late withdrawal petition will be processed for all open courses. Note: if a student's late withdrawal is approved, it will be applicable to ALL open courses that term. The request will not be processed without the supporting documents.

Late petitions will be considered by the Committee only in the case of extraordinary circumstances. In the event that a late withdrawal petition is approved, a grade of "W" will be issued for the course(s) and will be reflected on the student's transcript. Students will receive written notification by the Office of Student Services of accommodations offered and/or denied within six weeks.

Course Repeats

In addition to maintaining a minimum CGPA or 2.50 or better, all core courses where graduate students earn a C- grade (0.00) or lower must be repeated. All elective courses where students earn a C- grade (0.00) or lower must be repeated or replaced by another elective course.

All grades for repeated courses appear on the transcript, but only the highest grade earned is counted in the CGPA. The University, however, may deny a student's request to repeat a course.

Any course that has been repeated or retaken (including those that were previously withdrawn) will include an 'R' to indicate the repeat of the course on the student's transcript.

Chapter 9: Grades Notations and Policies

Criteria for Awarding Grades

The University awards letter grades in recognition of academic performance in each course. Students are graded according to their individual performance in the course and not on a curve.

The grading criteria listed below are illustrative and subject to the specifications in a given course. These are described in each course syllabus. Criteria for awarding grades as described in the course syllabi may include, but are not limited to:

- Quality of assignments and online assessments
- Participation in the Discussion Forums and the quality of the postings
- Performance on quizzes
- Excellence of projects, papers, analysis and documentation of case studies
- Quality of Portfolio Assignments
- Class Presentations and Group Work

The Grading System

At the end of each course, a letter grade will be given by the Course Instructor for the course, based on the student's performance.

- The minimum passing grade for a course is a C.
- Grades above F and below C will be recorded on the student's transcript with the letter grade but with a zero grade-point as they are not considered satisfactory performance.

The University has established the following graduate-level grading scale. All instructional personnel are expected to comply with this scale:

Grade	Grade Scale	Grade Points
A+	98-100	4.00
A	93-97	4.00
A-	90-92	3.67
B+	88-89	3.33
B	83-87	3.0
B-	80-82	2.67
C+	78-79	2.33
C	73-77	2.00
C-	70-72	0.00

D+	68-69	0.00
D	63-67	0.00
D-	60-62	0.00
F	Under 60*	0.00
W	N/A	N/A

Summary of Transcript Notations

Withdrawal from a course within the withdrawal period is reflected on the student's official transcript; a withdrawal grade is not computed in GPA calculations.

Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA)

All course credits where a letter grade is issued are factored into a student's term and cumulative GPA.

A student's grade-point average (GPA) is determined by dividing the number of grade points earned by the number of units attempted. The total grade points earned for a course equals the number of grade points assigned times the number of course units. For example, if a student takes three 3-credit courses and receives grades of A-, C+, and F, then the GPA for the term equals the total grade points $(3.67 \times 3) + (2.33 \times 3) + (0 \times 3) = 18$ divided by the total course units (9). The resulting GPA is 2.00.

Students are required to be in good academic standing and must earn a cumulative grade point average of at least 2.50 in all coursework attempted at Hayward University and earn an overall grade point average of at least 2.00 in all courses taken in the major area of study in order to graduate from Hayward University.

Grading Policies and Practices

The University insures that students are issued grades in a timely fashion and that grades are determined in a manner that is accurate, fair, and consistently applied in accord with established standards. While the University aims to respond to student work product as efficiently as possible, certain assignments, projects, and other related assessments may take up to two weeks to be reviewed and/or graded by the Hayward University Faculty.

At the conclusion of each term of study, students may check their grades in their unofficial academic record in the Self-Services Portal. Since the unofficial academic record is a permanent record of a student's academic performance, including course selections, grades, and credits earned toward a degree, it must be correct at all times. Students who believe an error has been made on their academic records should be in contact with the Office of Academic Affairs at academic.affairs@hayward.university

Students are encouraged to speak to their Course Instructors if they wish further clarification of their grades, would like to discuss their assessments, or are considering requesting a grade change. Students with further complaints regarding alleged unfair or improper grading at

Hayward University and who are unable to reach a resolution with their Course Instructor may request a Grade Appeal form from their personal Program Advisor.

Grade Appeals

Students who believe they have been graded unfairly may appeal their final course grades. Students appealing a grade should note that the burden of proof in challenging a grade rests with the student. For a change in grade to be recommended, a student must make a compelling case that the grade originally given was unjustly or unfairly awarded.

To appeal a grade, students must contact their Course Instructor online within fourteen days of the last day of the term. This discussion is intended to provide the Course Instructor an opportunity to explain the basis for the grade and to provide the student with an opportunity to indicate possible errors or misjudgements in the assignment of the grade. Frequently, a discussion with the Course Instructor resolves the issue.

Course Instructors who decide to change the student's grade must inform the Office of Academic Affairs and submit the corrected grade. The Course Instructor has the discretion to increase, decrease, or leave the student's final grade as is in response to a Grade Appeal. The Office of Student Services will update the student's academic record and recalculate the student's cumulative GPA accordingly.

If the student and the Course Instructor are unable to reach a resolution, the student may request a Grade Appeal form from their personal Program Advisor. The completed form must be submitted to the Office of Academic Affairs at academic.affairs@hayward.university no later than 30 days after the last day of the term. Late appeals will not be accepted.

Submitted Grade Appeals will be reviewed by the Office of Academic Affairs and processed by the Office of Student Services.

Grade Appeals are reviewed by the Student Affairs Committee, and students are informed in writing of Committee's decision by the Office of Student Services. Decisions rendered by the Committee are final and binding. A record of the final decision and all related materials will become part of the student's official academic record.

Chapter 10: Satisfactory and Academic Progress Review

Satisfactory Academic Progress

Hayward University monitors students' academic performance to ensure satisfactory progress toward a degree. Graduate students must maintain a cumulative GPA of 2.50 or better in order to remain in good standing.

Satisfactory Academic Progress (SAP) is evaluated at the end of every term, and active students who earn a letter grade in a course, excluding "W," are notified in writing by the Office of Student Affairs of their academic standing within one month of every evaluation point. Students who withdraw from the institution during a term when they are issued a letter grade of A through F will receive a letter from the Dean of Student Affairs verifying their final academic standing at the time of their withdrawal from Hayward University; this will remain on permanent file with the University.

The University reserves the right to place students on Academic Warning, Academic Probation, Probation Continued, and Academic Suspension, and reserves the right to remove students from Academic Probation, Probation Continued, and Academic Suspension based on their academic performance and degree level, notwithstanding the Academic Standards. Additionally, if at any evaluation point it can be determined by the University that it is mathematically impossible for a student to meet a minimum cumulative GPA of 2.50 before graduating, students may be dismissed from the University.

Good Standing

Students maintaining a minimum CGPA of 2.50 are in good standing.

Academic Warning

Students who had been in good standing in the previous term and whose minimum cumulative GPA drops to below 2.50 at the end of the current term are placed on Academic Warning. Students on Academic Warning who meet or exceed a 2.50 cumulative GPA during the subsequent term return to good standing. Students on Academic Warning are encouraged to be in contact with their personal Program Advisor.

Academic Dismissal

Students who had been on Academic Warning in the previous term and whose minimum cumulative GPA continues to be below 2.50 at the end of the current term, are dismissed from the University. Academic Dismissal is a permanent separation from the University, and means a student may not enrol in any succeeding term unless given permission by the Student Affairs Committee pursuant to the appeals process.

Academic Dismissal Appeals

Students who have encountered unexpected or extenuating circumstances that significantly prevented them from completing their academic requirements are eligible to request reconsideration of the dismissal decision by submitting a written appeal to the Student Affairs Committee no later than thirty days from the dismissal notice. Students who do not request an appeal within the 30-day deadline forfeit their right to appeal.

The appeal should include a clear description of the basis of the appeal, students' reflections about their own academic difficulties at the University, and evidence of probable academic success if permitted to return to the University. Students should also submit any documentation of mitigating circumstances contributing to their poor academic performance.

All appeals should be sent to the student's Program Advisor, who will send the appeal to the Office of Student Services student.services@hayward.university and will then be directed to the Student Affairs Committee. Once the appeal is submitted, students will receive a confirmation email within one week from the Office of Student Services and a final decision about the appeal within six weeks of the submission of their appeal. Decisions rendered by the Committee are final and binding.

When an appeal is granted, the Office of Student Services will process the student's reinstatement automatically. Once this is complete, the student will be required to sign a contract for Improved Academic Performance with the Program Advising Office by the first day of the term of reinstatement or will not be permitted to return to their studies.

Note: once a student has successfully been re-enrolled after dismissal, any later academic dismissal from the University is final and cannot be appealed.

Dismissed students whose appeals are denied and who wish to return to their studies at Hayward University are required to apply Academic Renewal as a Degree Seeking Student after being out of residence from the University for a minimum of five consecutive terms. Out of residence refers to the number of terms that a student has been inactive at the University—either unenrolled from the institution and/or enrolled at Hayward University without completing any course work in the intervening terms (that is, enrolled and inactive).

Chapter 11: Graduation

All University students are subject to the graduation requirements outlined in the University Catalog in force in the term in which they matriculated their studies at the Hayward University, and must meet all requirements related to source and time for credit acquisition outlined in Chapter 5.

Graduation Process

Students utilize the Degree Audit Report in the Self-Services Portal to verify that they are on track for graduation. After completing the Degree Audit Report, a Graduation Application in the Self-Services Portal will be enabled for students who have satisfied all the requirements for graduation.

Students may submit their Graduation Applications during the first four weeks of the term; those requests will be processed between the fifth and eighth weeks. Graduation Applications received after the fourth week of the term will be processed during the subsequent term.

The student's name on the Graduation Application must be identical to the way it appears in the University's student information system. Requests for a name change must be accompanied by legal documentation and sent to student.services@hayward.university

Official transcripts and diplomas are sent by regular mail; students may request on the Graduation Application to have their documents sent by registered mail and will incur an extra fee.

Graduation documents will be automatically sent to the address the student enters on the Graduation Application.

All questions regarding the Graduation Process should be addressed to your personal Program Advisor.

Ordering Transcripts

Students who wish to receive an official transcript showing progress to date may submit this request via the Self Services Portal and pay the transcript processing fee. Once both the completed form and payment of the \$50 USD transcript processing fee are received, an official copy of the student's transcript will be processed and sent within up to 21 business days.

Digital badge of Hayward University / transcript will be provided at no cost to the student upon completion of the degree program. Students who wish to receive printed copy of their transcript following graduation must pay a \$50 USD transcript processing fee for each additional transcript.

Students who wish to have their official transcripts mailed to another institution must be sure to complete the third-party request section of the form. Each request to send an official transcript to another institution or organization must be accompanied by the \$50 USD transcript processing fee.

Students who wish to receive a second copy of both the Diploma and official transcript must pay \$50 USD.

Students may view their unofficial academic record in the Self-Services Portal.

Hayward University Alumni Services

Hayward University graduates are encouraged to keep in touch with Alumni Services at alumni@hayward.university

Chapter 12: Academic Policies and Procedures

General Code of Conduct

Hayward University has adopted a General Code of Conduct in order to maintain the quality of the learning experience and the cooperative standards of the University's educational mission. Students are required to follow the General Code of Conduct and act in accordance with it at all times, including complying with the requests of Hayward University officials acting within the scope of their employment responsibilities. All members of the University community are expected to engage in socially responsible behaviour, upholding these principles in all areas of academic life, including electronic and other communications.

Hayward University strongly values freedom of expression, and encourages diverse viewpoints in an environment where every individual is treated with civility and respect. No member of the Hayward University community is permitted to behave in a way that may be perceived as harassing, offensive or hostile; all members are required to show students, instructional personnel, staff, volunteers, and administrators respect at all times. Harassment, threatening behaviour, or deliberate embarrassment of others will not be tolerated and will be considered to be a violation of the General Code of Conduct and grounds for disciplinary action, which may include immediate removal from the course or dismissal from the University at large. Solicitation of other students for financial assistance are expressly prohibited.

Code of Academic Integrity

Hayward University fosters a spirit of honesty and integrity fundamental to a university community. As an academic community whose fundamental purpose is learning and the pursuit of knowledge, every individual at Hayward University is responsible for following accepted standards of academic integrity and for sharing a commitment to upholding these values in all academic pursuits.

Hayward University students are expected to work diligently to ensure that all assignments, exams or other coursework submitted represents the student's original work and follows acceptable academic practices. Students are encouraged to work together, as group efforts and study groups are a wonderful tool to facilitate learning and foster a deeper understanding of material in a course. However, students must submit their own individual work at all times unless instructed to participate in group work as part of a course requirement. In the rare instance of a very advanced class that is cumulative in nature, there may be occasions when the Course Instructor may assign work that requires students to submit pieces of their own work that had been previously submitted in this or another Hayward University course; unless specifically so advised by one's Course Instructor, students should assume that the practice is prohibited.

Sources must be documented through acceptable scholarly references and citations, and the extent to which the sources have been used must be apparent to the reader. Even indirect quotations, paraphrasing, etc., can be considered plagiarism unless sources are properly cited. Plagiarism will not be tolerated at any time; students are required to learn and be personally responsible for educating themselves about plagiarism and the appropriate forms of citation and referencing sources. Students who need assistance and/or have questions concerning use of

outside resources or collaboration on assignments should contact their Course Instructors and/or the Office of Academic Affairs at academic.affairs@hayward.university. Under no circumstances are students allowed to publicly share (for example on blogs, websites, social media, databases) their work completed at or for Hayward University until two calendar years from the end of the student's final term of study.

All student work and scholarship must be free of fraud and deception including: Plagiarism—the unintentional or intentional representation of the words or ideas of another as one's own work in any academic exercise. This includes failing to properly identify direct quotations with both a proper citation and with quotation marks, submitting a paper that was the result of someone else's efforts but is represented as one's own work, paraphrasing bodies of work without proper citation, and copying so many words or ideas from a source that it makes up majority significant portion of one's own work even while attempting to paraphrase and change the text. Plagiarism also includes giving incorrect information about the source of a quotation and submitting academic work multiple times without informing the Course Instructor and receiving approval.

When Course Instructors or University personnel suspect plagiarism, both special programs and the Internet will be used to identify the sources of intellectual property suspected of being used or cited inappropriately.

Fabrication—falsifying documents, changing or inventing data, citing sources not consulted, and misrepresenting citations.

Unauthorized Assistance—completion of an academic exercise or exam by someone other than the student, using or receiving copies of the work of someone who had previously taken the Hayward University course, or collaborating without acknowledging the collaboration. While collaboration is a key element to a positive Hayward University learning experience, it is critical that students acknowledge any collaboration and its extent in all submitted course work.

Misrepresentation—lying or misrepresenting a student's personal situation to a University member in an attempt to receive special circumstances, permissions, quiz and/or exam resets, or extensions.

Collusion—assisting another student in committing an act of academic dishonesty, including providing information about or copies of one's own work from a course that had been previously taken at Hayward University.

All members of the academic community, including instructional personnel, students, and University administrators are expected to assist in maintaining the highest level of integrity and to report all incidents that violate academic honesty. Students encountering suspected cases of cheating should discreetly report the violator to their Course Instructor. Specifically, if academic misconduct is suspected in a Discussion Forum posting or any other work product, students should contact their Course Instructor and should not assign the student a grade as part of the online assessment process.

Disciplinary Process

All violations are reported by the Office of Academic Affairs to the Office of Student Services. Breaches of the Code of Academic Integrity and the General Code of Conduct are grounds for disciplinary action and are permanently noted in a student's academic record. All violations are cumulative and may accumulate throughout a student's studies at Hayward University, regardless of which course the violations take place in. All Code of Conduct violations will be defined as severe violations (see below), unless the Office of Academic Affairs decides otherwise. Therefore, the process for a student's first three violations as described below will typically apply only to Code of Academic Integrity violations.

Violations are normally subject to the following sanctions by the University:

First violation: Warning is issued by the course instructor, the student is issued a zero by the Office of Academic Affairs on the assignment, and a permanent note is added to the student's record.

Second violation: Student is issued a zero on the assignment or exam in question. The student may also receive a failing grade in the course as determined by the Office of Academic Affairs.

Third violation: Student is issued a failing grade in the course.

Fourth violation and up will be treated as severe violations.

Sanctions, however, may vary based on past disciplinary records, and the University retains the absolute discretion to determine the appropriate sanction to be imposed for any infraction, depending on the severity of the violation. Sanctions may also be cumulative; no sanction must necessarily be exhausted before another sanction is imposed.

In cases where an act of academic misconduct remains undiscovered until after credits have been issued or a degree is awarded, Hayward University reserves the right to revoke any credits or degree based on new revelations about academic issues including, but not restricted to, admission credentials, coursework, research, theses, or other final projects.

Once a student has accumulated more than three violations, or when a violation was defined as severe at the discretion of the Office of Academic Affairs, the following violations will all constitute severe violations.

In cases where a student is determined to have committed a severe violation:

The Office of Academic Affairs may decide to suspend the student's access to University services such as Hayward Platform, even if such suspension affects the student's ability to complete his or her courses.

The student will be contacted by a University official to advise the student of his or her alleged violation and to describe the investigation and disciplinary process, including the possible sanctions that may be imposed. The student will be given seven calendar days within which to submit a written response to the Office of Student Services at studentservices@hayward.university. If a student does not respond to the allegations found against them the student forfeits the right to a decision by the Student Affairs Committee and

may receive a failing grade in the course and be subject to dismissal from the University, depending on the severity of the violation as recommended by the Office of Academic Affairs.

However, if a response is submitted, his or her case is referred to the Student Affairs Committee. Following receipt of the student's written response, the Student Affairs Committee will conclude whether the student violated the General Code of Conduct or Code of Academic Integrity and, if so, will determine what disciplinary sanctions will be imposed on the student in respect to such violation.

Such sanctions may include censure and a warning to avoid future violations, immediate removal of the student from his or her course(s) that term, suspension from the University, or permanent dismissal from the University.

The Office of Student Services will communicate with the student regarding the investigation and determinations of the Student Affairs Committee.

Please note that students may appeal the decisions to the Appeals Committee, who will decide only on whether the original procedure of the decision correctly adhered to University policies and procedures, not the outcome of the decision. Any appeal must be sent to the student's program advisor within 30 days of receiving the decision.

Chapter 13: Student Activity, Leave of Absence, and Matriculation Policies

It is the student's responsibility to inform the Hayward University about his/her academic plans each term by either (1) registering for classes, (2) applying for a leave of absence (LOA), or (3) withdrawing from the University.

Inactivity

Hayward University allows students to be inactive for up to three (3) consecutive terms but not inactive for more than three (3) terms in a given academic year (September to August).¹⁴ Under special circumstances such as military service, a student's inactivity may be extended for a maximum of five years. Please note that in order to approve such a request, supporting documents must be sent.

Students must apply for a leave of absence when planning to be out of residence in an upcoming term. Out of residence refers to the number of terms that a student has been inactive at the University— either unenrolled from the institution and/or enrolled at Hayward University without completing any course work (enrolled but inactive).

Students requiring an extended period of inactivity at Hayward University may wish to consider withdrawing from the University.

Students are considered inactive during a term in the following instances:

- with an approved leave of absence (LOA)
- when dropping and/or withdrawing and/or being granted an administrative course withdrawal from all classes

The time granted for a student's inactivity will not count against the total time allowed to complete the degree.

Note that the calculation and counting of consecutive terms will include terms of leave from one academic year to the next academic year. Examples of when a student will be administratively withdrawn on the 4th term of inactivity may include: Terms 1, 2, 3 & 4, Terms 2, 3, 4 & 5, Terms 3, 4, 5, & 1, Terms 4, 5, 1, & 2, and Terms 5, 1, 2, & 3. Also true is the following scenario involving 4 non-consecutive terms of leave in the same Academic Year: Terms 1, 2, 4, & 5, and Terms 1, 3, 4, & 5.

Leave of Absence (LOA)

Students not planning to register for classes during an upcoming term are required to request a leave of absence (LOA) via the Self-Services Portal (Hayward.university/login.aspx) using the online form. Students have until one (1) week before the term begins to make this request.

Students cannot apply for a leave of absence after the term begins, and do not need to apply for a leave of absence if they drop and/or withdraw and/or are granted an administrative course withdrawal from all courses during a term; it will be counted as an inactive term for the student.

Students may be granted an administrative leave if they did not register for courses nor did they apply for a leave of absence but they are still entitled to additional leaves under the inactive policy above.

Students are encouraged to learn and comply with all LOA procedures; failure to comply with the LOA policy is grounds for University administrative actions including administrative withdrawal from Hayward University.

Notes about a Leave of Absence

- Students must complete all requirements for Graduate programs of study in no more than 25 terms of active enrolment after the student's initial matriculation in the graduate degree program
- Questions about applying for a LOA may be directed to a student's personal Program Advisor.
- Any approved leave of absence from the University will be revoked for students who are dismissed or suspended.
- Students granted a leave of absence while on Academic Probation, or Probation Continued will return to their studies with the same status.
- Students returning from an academic or disciplinary suspension are eligible to request a leave of absence before returning to their studies.

Special note to Graduating Students on Applying for a LOA:

Before the end of the registration period during the term in which they will complete all requirements for the degree, students should apply for a LOA for the upcoming term and for each subsequent term until their degree is conferred by the University.

The University reserves the right to request supporting documentation for any leave of absence. Hayward University's decision to grant or refuse a request for a leave of absence will be final and binding.

Matriculation Policies

Students who wish to withdraw from Hayward University must submit their request via the Self-Services Portal. Their request will be reviewed and processed by the Office of Student Services.

Students who have left the institution, and later seek to return to study, are required to re-apply for admission and to pay the Application Fee, and/or the Assessment Fees then in effect if they have been out of residence for more than 15 terms. Out of residence refers to the number of terms that a student has been inactive at the University— either unenrolled from the institution and/or enrolled at Hayward University without completing any course work in the intervening terms (that is, enrolled but inactive).

Administrative Withdrawals

Students will be administratively withdrawn from Hayward University if they fail to comply with University policies and procedures. Students who fail to apply for a LOA and do not

register for classes, and/or exceed the maximum number of inactive terms, either consecutively or in an academic year, will be administratively withdrawn from the University.

- Students who have been administratively withdrawn are required to submit a request for re-enrollment, reinstatement or academic renewal, depending on the number of consecutive terms that the student has been out of residence. The request should be submitted via the Self-Services Portal and will be reviewed by the office of Student Services.
- Students who are administratively withdrawn on more than two occasions will not be allowed to return to their studies for a minimum of five (5) terms. Requests to return from these students will be sent to the Student Affairs committee for a determination of whether or not to allow them to resume their studies.

Re-Enrollment

Students who have interrupted their otherwise continuous enrollment at the University; who, at the time they left the institution, had a minimum 2.50 or higher cumulative GPA and were in good disciplinary standing; and who have only been out of residence for five (5) or fewer consecutive terms may contact the Office of Student Services to request re-enrollment. Out of residence refers to the number of terms that a student has been inactive at the University—either unenrolled from the institution and/or enrolled at Hayward University without completing any course work in the intervening terms (that is, enrolled but inactive).

Once re-enrolled, students will be eligible to register for courses in the subsequent term.

- Students applying for re-enrollment are required to be in good standing. However, the Student Affairs Committee will review re-enrollment requests for students with a cumulative GPA below a 2.50. Under very unusual circumstances, students with accumulative GPA below a 2.50 will be accepted for re-enrollment under the supervision of the Program Advising Office. These students will be permitted to register for one (1) course per term until returning to good academic standing. The Office of Student Services will inform students whether their request has been approved or denied, and students may only begin registering for courses during the course registration period after their re-enrollment has been approved.
- Students who were on approved leaves of absence, had the minimum or higher cumulative GPA at the time their leave began, and are in good disciplinary standing with Hayward University after being out of residence for five or fewer consecutive terms, may register for classes in the term immediately following the end of their leave, effectively serving to re-enroll themselves into the University. These students are not required to contact the Office of Student Services in order to re-enroll in the University.

Students interested in requesting re-enrollment should contact the Office of Student Services at studentservices@hayward.university. Requests for re-enrollment should be initiated at least fifty (50) days before the first day of the term in which re-enrollment is sought to allow sufficient opportunity for students to register for classes for the subsequent term.

Reinstatement

Reinstatement is a procedure that allows former students the opportunity to return to the University.

Students who had been suspended from the Hayward University for academic or disciplinary reasons for five (5) or fewer terms must apply for reinstatement and return to their studies in the term immediately following the end of the suspension period.

Students who have formally withdrawn or were administratively withdrawn from the University and have been out of residence for more than five (5) but fewer than fifteen (15) consecutive terms, may apply for reinstatement. Out of residence refers to the number of terms that a student has been inactive at the University— either unenrolled from the institution and/or enrolled at Hayward University without completing any course work (that is, enrolled but inactive).

Students applying for reinstatement must be in good standing. However, students with a cumulative GPA below a 2.50 may request that the Student Affairs Committee review their reinstatement request. Under very unusual circumstances, students with a cumulative GPA below a 2.50 will be accepted for reinstatement under the supervision of the Dean of Student Affairs. These students will be permitted to register for one (1) course per term until returning to good academic standing.

The Office of Student Services will inform students about whether their request has been approved or denied, and students may only begin registering for courses during the open registration period after their re-reinstatement has been approved.

Once reinstated, students are required to maintain good standing, and are encouraged to be in contact with their personal Program Advisor.

When considering the reinstatement opportunity for these students, the Office of Admissions will use any resources available, including any previous violations reported against the student, warnings issued by any member of the University staff, faculty, or course instructors, or publicly available records.

Students interested in applying for reinstatement should contact the Office of Student Services at student.services@hayward.university. Requests for reinstatement should be initiated at least fifty (50) days before the first day of the term in which reinstatement is sought to allow sufficient opportunity for students to register for classes for the subsequent term.

Academic Renewal

Former students who have been out of residence from the University for a minimum of fifteen (15) consecutive terms, or who had formally withdrawn from the University or may have been academically dismissed, may apply for Academic Renewal by contacting the Office of Student Services at studentservices@hayward.university.

Additionally, former students who have been academically dismissed from Hayward University and wish to return to their studies are required to apply for Academic Renewal after being out

of residence for a minimum of fifteen (15) terms and paying the Application Fee in effect at the time they apply to the University.

Students who are applying for Academic Renewal must wait a full 15 terms before they are eligible to apply. The student can apply only from the 16th term after last active term.

Out of residence refers to the number of terms that a student has been inactive at the University— either unenrolled from the institution and/or enrolled at Hayward University without completing any course work in the intervening terms (that is, enrolled but inactive).

Academic Renewal requests should be initiated at least fifty (50) days before the first day of the term in which Academic Renewal is sought. Former students applying for Academic Renewal will be required to complete a new application for admission and to pay the Application Fee and Assessment Fees then in effect. If readmitted, the former student will be notified by the Office of Admissions and will be required to sign and submit an agreement to the University.

Students who are readmitted and/or granted Academic Renewal are required to satisfy all graduation requirements and follow all the University rules and regulations listed in the Catalog during the academic year in which they resume their studies.

Individuals may be granted only one Academic Renewal and the University has the sole discretion at the time of the Academic Renewal to determine which, if any, credits previously earned will be applied toward a University degree.

At the start of Academic Renewal, a notation is added to the student's previous Hayward University transcript listing the student's academic renewal status. Additionally, the student's cumulative grade point average and cumulative credits start anew with their return to the University.

Students may only begin registering for courses during the course registration period after their academic renewal has been approved.

Students who are approved for Academic Renewal are strongly encouraged to enroll in only one course under the advisement of their personal Program Advisor, and are required to maintain good standing at the University.

Chapter 14: Technology, Library and other University Services and Offices

Hayward University encourages all accepted and prospective students to contact the relevant University office for any assistance and clarification of policies and procedures.

Technology

The Hayward University was established to provide a virtual collaborative environment for Hayward University students, faculty, alumni, staff and volunteers from across the globe to connect and share meaningful information, questions, and ideas with one another.

Computing and Networking Services and Requirements

Students should note that these online spaces are neither private nor confidential. Neither students nor instructional personnel should assume privacy when communicating in the Virtual Learning Environment. The University may not have access and observe communications conducted in the Virtual Learning Environment for regulatory, accreditation, research, and other administrative purposes such as enforcing the General Code of Conduct, including investigating allegations of misconduct, suspected misconduct, or other complaints. Additionally, Hayward University may provide limited access to learning resources to individuals other than students, alumni, instructional personnel, and staff.

The primary form of official communication from Hayward University is through e-mail. Students are required to maintain active e-mail addresses and are responsible for keeping their contact information accurate and current. Students should note that the email address they used to apply to the Hayward University is the one maintained by the Office of Student Services unless they have subsequently submitted a request to change it. Students wishing to change information should do this via the Self- Services Portal using the “Change Personal Information” form.

Students should note that any change of contact information@hayward.university is not considered a formal change of contact information. Finally, to ensure receipt of important announcements from the University, students should check that spam filters are set to receive email from Hayward University.

Computer Requirements

Students are required to have access to a computer with a reliable Internet connection in order to complete all requirements for a course.

Students must also have the ability to save documents and files. Typically, Hayward University learning materials are provided to students in either Adobe PDF or Microsoft Office compatible formats. Therefore, students need to be able to open and save documents in these formats as well.

Although the latest version of IE, Safari, Opera, and Chrome can be used to access the Hayward University Online Learning Platform, the university recommends that students use the latest

version of the Mozilla Firefox browser (<http://www.mozilla.org/en-US/firefox/new/>). Please note that students using mobile phones, especially older models, may have difficulty accessing and using the site.

The Adobe PDF Reader software is available for free at the following link: <http://get.adobe.com/reader/> Microsoft Office is commercial software which is not available for free. If you do not already have or are unable to obtain a copy of Microsoft Office (Word, PowerPoint, and Excel) please use one of the following free options:

Download and install Open Office, a free and open-source office suite that is mostly MS Office compatible (<http://www.openoffice.org/download/>). When saving, please be sure to save your documents in MS Office format or PDF format, not the default Open Office format. This is the preferred free option.

Other Software: Note that certain courses may require the installation and use of other specialized software. This information will be listed in the relevant course syllabus.

Student Login Username and Password

Each student is assigned a designated username and password to log into the Hayward University Online Learning Platform and courses. Hayward University students with technical issues should contact Support at support@hayward.university for assistance with login problems.

Students' usernames and passwords are vital for the security of a student's work. The responsibility for all activities carried out under a student's username rests solely with that student. Please ensure you keep your password secret and do not give it to anyone else.

Technical Support

Support is available to registered students through email at support@hayward.university. In order to troubleshoot the problem, students are asked to include the following information in the e-mail:

- Student ID number and the student's first and last names
- The course number and the course name (example: BUTC5114 - Research Methods in Theology).
- Provide a brief description about what happened when the error occurred.
- Include any error messages received. Another option is for students to press the 'print screen' button (located on the upper right corner of most keyboards) and copy and paste the image into the body of the email.
- Record the exact time (Hayward University time) that the error occurred

Library Resources and Services

Hayward University encourages students to register <https://scholar.google.com/> a consortium of institutions that makes available to its members a rich and powerful collection of resources including unlimited journal articles, books, encyclopaedias, newspapers, magazines, and audio and video clips.

Students are encouraged to register for ProQuest online databases and GALE databases. Hayward University also encourages to register <https://www.jstor.org/> giving students online access to a wide array of journals to support research, writing and learning activities. jstor.org too includes access to more than 2,300 academic journals and more than 50 million digitized pages.

All Hayward University instructional personnel and enrolled students may use these resources as reference and with paid subscriptions. Additionally, students are provided at no charge with other open education resources and course materials.

For questions or suggestions regarding the Hayward University Library and Resource Centre, open educational resources, students may contact Hayward University's Director of Library Services at library@hayward.university

Online Student Writing Centre (OSWC)

The Hayward University Online Student Writing Centre (OSWC) is a resource center for students who wish to improve their general and academic writing skills through platform-based sharing and the development of strategies and knowledge to cultivate success as writers. In accessing resources in the form of guides on the writing process, research methods, ESL, APA format, and best practices to avoid plagiarism, the OSWC helps students develop and further polish their writing and editing skills. The OSWC is an optional resource for students at Hayward University. For more information students may contact Hayward Services at studentservices@hayward.university

Career Service Centre

Hayward University's Career Service Center offers career guidance and advising for professional discovery and success both during and following the completion of a Hayward University degree. The Hayward University Career Service Center offers students' comprehensive, expert guidance as well as tools to improve vital professional skills pertinent to the business world, including:

- Resume building and cover letter writing
- Job searching skills
- Interviewing techniques
- Professional networking skills
- Career planning in the area of one's major

The Career Service Center is accessible to students throughout the course of their studies, as well as after they graduate. Whether students are thinking about their first professional job in the workplace, wish to enhance their skills in their current field, or are considering a career change, the Career Service Center offers vital tools to help them succeed. For more information students may contact Hayward Services at student.services@hayward.university

Internship Opportunities

Hayward University provides access to a number of different internship opportunities offered by internationally recognized corporations and organizations. By participating in online internships in a variety of sectors, students gain work experience and networking opportunities.

All internship opportunities consist of defined projects within the host's organization, creating valuable learning opportunities for the student. Internships opportunities are available to all current Hayward University Degree Seeking Students and are announced by email over the course of their studies.

Mentorships

The Hayward University Mentorship Program provides students with a support system throughout their time at the institution. Hayward University mentors are industry-leading professionals and valued members of the Hayward University global community who help support our students as they work to accomplish their personal, academic and professional goals. Through the mentorship program, students receive guidance, encouragement and the skills necessary to succeed both in their studies and beyond the classroom.

Global Employment Network

Networking is vital in the quest to build a successful career, no matter what the field. At Hayward University our international community of faculty and students provides a global networking community. With faculty hailing from some of the top universities, corporations and foundations worldwide, and students hailing from over 180 countries, the networking potential at Hayward University is immense. Our global employment network aids in broadening the career opportunities as well as strengthening the career options for our students, providing each student with a classroom of international learners and peers to create an extensive professional network.

Outside the classroom, Hayward University partners with world renowned corporations offering excellent networking opportunities for our students, which in turn, broadens their employment opportunities. Hayward University develops students' networking abilities as participants in a thriving global community. Combined with internship and mentorship programs, students gain the skills to utilize these connections, in real life work experience.

Financial Aid Office

The Financial Aid Office reviews and processes requests from applicants seeking grants to help with the Application Fee and from applicants and enrollees seeking scholarship support to assist with the Assessment Fees. The Financial Aid Office can be reached at financial.aid@hayward.university

Office of Academic Affairs

The Office of Academic Affairs oversees all aspects of the curriculum with a primary commitment to creating a dynamic atmosphere for student learning and success. In assisting students with advice pertaining to their academic studies and information regarding academic

policies and procedures, Academic Affairs provides guidance and leadership to assist students in solving academic-related problems within their courses, including such things as online assessment issues, communication with Course Instructors, and other general course-related issues.

Hayward University Course Instructors are available to students via email throughout the academic year and students who have academic-related questions should contact their Course Instructor first. Instructors respond to students within 72 hours and usually sooner. Students who have not heard back from their Course Instructor within 48 hours should contact their personal Program Advisor for additional support.

Assessment Office

The Assessment Office (AO) is a resource center for students at the University devoted to supporting students as they navigate the online learning and assessment processes. Online Assessment Advisors and Online Assessment Student Advisors are available to help students to become more proficient in the processes at Hayward University.

Degree Seeking Students are invited to participate in the PAO, and participants are required to follow all the rules and regulations outlined in the Catalog and posted in the PAO. Inappropriate postings violating the General Code of Conduct and/or the Code of Academic Integrity will be removed from the PAO, and students with repeated violations will no longer be given access to the center. All violations are grounds for disciplinary action.

The PAO participation, however, is optional at all times. Students who do not wish to have access to the PAO may send this request to the Office of Academic Affairs at academic.affairs@hayward.university

Office of Student Affairs

The Office of Student Affairs (student.affairs@hayward.university) oversees the review of Satisfactory Academic Progress, the naming of students to the President's, Dean's and Honor's List, Hayward University Partnership nominations, and supports students who may be encountering or anticipating academic difficulties, or may require special assistance in completing their requirements for graduation.

Office of Student Services

The Office of Student Services (student.services@hayward.university) forms part of a comprehensive network of services at the University designed to support and help students throughout their studies.

Student Services maintains all student records and supports students with both administrative and academic services in consultation with other offices in the University, responsibly implementing university policies and procedures, degree audits, and the conferment of university degrees.

Office of Admissions

The Office of Admissions oversees the admissions process for prospective and current applicants to the University, including the processing of all applications for admission to Hayward University's degree programs.

Providing assistance and guidance regarding all admissions requirements, the Office of Admissions answers questions regarding prospective students' applications and provides updates on their applicant status. More information about the admissions process can be found in Chapter 3; interested parties can reach the Office of Admissions at admissions@hayward.university

Outreach Office

The Outreach Department works hard to ensure that applicants around the world are able to access the opportunities Hayward University offers to study online and tuition-free. The Outreach Office can be reached at outreach@hayward.university

Payments Office

The Payment Office oversees the processing of payments for both Application and Assessment Fees at Hayward University. Also working in conjunction with the Financial Aid Office, the Payments Office processes and reconciles scholarship payments for students unable to pay Assessment Fees.

For questions regarding payments including payment methods, amounts payable, and payment deadlines, applicants and students may contact the Payments Office at payments@hayward.university

Program Advising Office

The Program Advising Office is designed to be a partnership between Program Advisors and students whereby every incoming student is assigned a personal Program Advisor who remains their single point of contact for academic and administrative support throughout their studies at Hayward University.

Program Advisors work with students at Hayward University to answer questions and respond to concerns about academic progress, goals in attaining their degrees from the University, and challenges and decisions that need to be made throughout their academic studies.

Students may reach out to their personal Program Advisor as often as needed, but are advised to be in touch at least once a year to monitor degree progress; Program Advisors can be reached at their personal email address or at advising@hayward.university

Chapter 15: Hayward University Contact Information

Contact Information

Office Name	Email ID
Alumni Department	alumni@hayward.university
Career Centre	career@hayward.university
Financial Aid	aid@hayward.university
Internship Office	internships@hayward.university
Library Services	library@hayward.university
Academic Affairs	academics@hayward.university
Admissions	admissions@hayward.university
Student Services	students@hayward.university
Payments	payments@hayward.university
Program Advising office	programs@hayward.university
Class room Support	classroom@hayward.university
Complaints	complaints@hayward.university

Chapter 16: Terms & Conditions

Scope of Use

By accessing Hayward University Web Site, you agree to (i) use the content of Hayward University Web Site for your personal, informational, non-commercial purposes, (ii) ensure that any information about yourself that you provide to Hayward University through Hayward University Web Site is accurate, complete and current, and (iii) comply with all applicable laws in connection with your use of Hayward University Web Site.

You agree that you will not (a) use any device, software, or routine to interfere or attempt to interfere with the proper working of Hayward University Web Site or (b) take any action that imposes an unreasonable or disproportionately large load on Hayward University Web Site's infrastructure as determined by Hayward University in its own discretion.

Hayward University reserves the right, for any reason, at its sole discretion, to terminate, change, suspend, or discontinue any aspect of Hayward University Web Site at any time. Hayward University may also impose limits on certain features of Hayward University Web Site or restrict access to any part or all of Hayward University Web Site without notice or penalty.

Links to Third Party Sites

Hayward University Web Site may contain links to other Web Sites ("Linked Sites"). The Linked Sites are not under the control of Hayward University and Hayward University is not responsible for the contents of any Linked Site, including without limitation any link contained in a Linked Site, or any changes or updates to a Linked Site. Hayward University disclaims all liability with regard to your access to any linked web site, and any access to any linked web site is at your own risk. Hayward University is not responsible for webcasting or any other form of transmission received from any Linked Site. Hayward University is providing these links to you only as a convenience, and the inclusion of any link does not imply endorsement by Hayward University of the site or any association with its operators.

Links from Third Party Sites

Unless otherwise specified in a written agreement between you and Hayward University, you must adhere to Hayward University's linking policy if you wish to link your website to Hayward University's official website. The guidelines are as follows: (i) the appearance, position, and other attributes of the link must not damage or diminish the goodwill associated with Hayward University's names and trademarks; (ii) the link should direct users to the official homepage of Hayward University and not to other pages within the site; (iii) the link must not create a misleading impression that your organization is sponsored by, affiliated with, or endorsed by Hayward University; (iv) when clicked, the link must display Hayward University's website in full-screen mode, not within a frame on the linking site; and (v) Hayward University reserves the right to withdraw consent to the link at any time at its sole discretion.

E-Mail

Hayward University Web Site offers opportunities for you to provide your own personally identifiable information to Hayward University by applying for admission, by donating time and/or money and by sending e mails to Hayward University. Please review Hayward University's Privacy Statement before providing personally identifiable information to Hayward University. Also, please bear in mind that e-mail communications may not be secure before providing any personal or confidential information to Hayward University via Hayward University Web Site.

No Unlawful or Prohibited Use

As a condition of your use of Hayward University Web Site, you warrant to Hayward University that you will not use Hayward University Web Site for any purpose that is unlawful or prohibited by these terms, conditions, and notices. You may not use Hayward University Web Site in any manner which could damage, disable, overburden, or impair Hayward University Web Site or interfere with any other party's use and enjoyment of Hayward University Web Site. You may not obtain or attempt to obtain any materials or information through any means not intentionally made available or provided for through Hayward University Web Site.

Use of Communication Services

Hayward University Web Site may contain bulletin board services, chat areas, news groups, forums, communities, personal web pages, calendars, and/or other message or communication facilities designed to enable you to communicate with the public at large or with a group (collectively, "Communication Services"). You agree to use the Communication Services only to post, send and receive messages and material that are proper and related to the particular Communication Service. By way of example, and not as a limitation, you agree that when using a Communication Service, you will not:

- Defame, abuse, harass, stalk, threaten or otherwise violate the legal rights (such as rights of privacy and publicity) of others.
- Publish, post, upload, distribute or disseminate any inappropriate, profane, defamatory, infringing, obscene, indecent or unlawful topic, name, material or information.
- Upload files that contain software or other material protected by intellectual property laws (or by rights of privacy or publicity) unless you own or control the rights thereto or have received all necessary consents.
- Upload files that contain viruses, corrupted files, or any other similar software or programs that may damage the operation of Hayward University Web Site, Hayward University's network, or another's computer.
- Advertise or offer to sell or buy any goods or services for any business purpose, unless such Communication Service specifically allows such messages.
- Conduct or forward surveys, contests, pyramid schemes or chain letters.
- Download any file posted by another user of a Communication Service that you know, or reasonably should know, cannot be legally distributed in such manner.
- Falsify or delete any author attributions, legal or other proper notices or proprietary designations or labels of the origin or source of software or other material contained in a file that is uploaded.

- Restrict or inhibit any other user from using and enjoying the Communication Services.
- Violate any code of conduct or other guidelines which may be applicable for any particular Communication Service.
- Harvest or otherwise collect information about others, including e-mail addresses, without their consent.
- Violate any applicable laws or regulations.

Hayward University has no obligation to monitor any messages, content, or any other aspect of the Communication Services. However, Hayward University reserves the right to review materials posted to a Communication Service and to edit or remove, in whole or in part, any materials in its sole discretion. Hayward University reserves the right to terminate your access to any or all of the Communication Services at any time without notice for any reason whatsoever.

Always use caution when giving out any personally identifiable information about yourself, your children or other persons in any Communication Service. Hayward University does not endorse the content, messages or information found in any Communication Service and, therefore, Hayward University specifically disclaims any liability with regard to the Communication Services and any actions resulting from your participation in any Communication Service. Managers and hosts are not authorized Hayward University spokespersons, and their views do not necessarily reflect those of Hayward University.

Materials uploaded to a Communication Service may be subject to posted limitations on usage, reproduction and/or dissemination. You are responsible for adhering to such limitations if you download the materials.

Material Provided to Hayward University or Posted at Hayward University Website

Hayward University does not claim ownership of the materials you provide to Hayward University (including feedback and suggestions) or post, upload, input or submit to Hayward University Web Site (collectively "Submissions"). However, by posting, uploading, inputting, providing or submitting your Submission you are granting Hayward University and its sub licensees permission to use your Submission in connection with Hayward University's operations including, without limitation, the rights to: copy, distribute, transmit, publicly display, publicly perform, reproduce, edit, translate and reformat your Submission; and to publish your name in connection with your Submission.

No compensation will be paid with respect to the use of your Submission. Hayward University is under no obligation to post or use any Submission you may provide and may remove any Submission at any time in Hayward University's sole discretion.

By posting, uploading, inputting, providing or submitting your Submission you warrant and represent that you own or otherwise control all of the rights to your Submission including, without limitation, all the rights necessary for you to provide, post, upload, input or submit the Submissions.

Warranty Disclaimer

Hayward university and/or its agents and representatives make no representations about the suitability, reliability, availability, timeliness, and accuracy of the content, information, software, products, services and related graphics contained on Hayward University web site for any purpose. To the maximum extent permitted by applicable law, all such information, software, products, services and related graphics are provided “as is” without warranty or condition of any kind, whether express or implied. Hayward University and its agents and representatives hereby disclaim all warranties and conditions with regard to any content, information, software, products, services and related graphics, including all implied warranties or conditions of merchantability, fitness for a particular purpose, title and non-infringement.

You are responsible for taking all necessary precautions to ensure that any content or information you may obtain from Hayward University web site is free of viruses. Hayward University makes no representations or warranties that use of Hayward University web site will be uninterrupted or error free.

Exclusions of Liability

To the maximum extent permitted by applicable law, in no event shall Hayward University and/or its agents or representatives be liable for any direct, indirect, punitive, incidental, special, or consequential damages or any damages whatsoever arising out of or in any way connected with the use or performance of Hayward University web site, with the delay or inability to use Hayward University web site or related services, the provision of or failure to provide services, or for any content, information, software, products, services and related graphics obtained through Hayward University web site, or otherwise arising out of the use of Hayward University web site, whether based on contract, tort, negligence, strict liability or any other theory, even if Hayward University or any of its agents or representatives has been advised of the possibility of damages. Because some states/jurisdictions do not allow the exclusion or limitation of liability for consequential or incidental damages, the above limitation may not apply to you. If you are dissatisfied with any portion of Hayward University web site, or with any of these terms of use, your sole and exclusive remedy is to discontinue using Hayward University web site.

Remedies/Termination/Access Restriction

Hayward University reserves the right to seek all remedies at law and in equity for violations of these Terms of Use, including, in its sole discretion, the right to terminate your access to Hayward University Web Site and the related services or any portion thereof at any time, without notice.

General

This agreement is governed by the laws of the State of California, U.S.A., without regard to its conflicts of laws provisions. Use of Hayward University Web Site is unauthorized in any jurisdiction that does not give effect to all provisions of these terms and conditions, including without limitation this paragraph. The information provided on Hayward University Web Site is not intended for distribution to, or use by, any person or entity in any jurisdiction or country where such distribution or use would be contrary to law or regulation or which would subject

Hayward University or its affiliates to any registration requirement within such jurisdiction or country. Hayward University makes no representation that the information in Hayward University Web Site is appropriate or available for use in other locations, and access to Hayward University Web Site from territories where the content or information on Hayward University Web Site or use of the content or information offered herein may be illegal is prohibited. Those who choose to access Hayward University Web Site from other locations do so on their own initiative and are responsible for compliance with applicable local laws.

You agree that no joint venture, partnership, employment, or agency relationship exists between you and Hayward University as a result of these Terms of Use or your use of Hayward University Web Site. Nothing contained in these Terms of Use or the Privacy Statement is in derogation of Hayward University's right to comply with governmental, court and law enforcement requests or requirements relating to your use of Hayward University Web Site or information provided to or gathered by Hayward University with respect to such use. If any part of these Terms of Use is determined to be invalid or unenforceable pursuant to applicable law including, but not limited to, the warranty disclaimers and exclusions of liability set forth above, then the invalid or unenforceable provision will be deemed superseded by a valid, enforceable provision that most closely matches the intent of the original provision and the remainder of these Terms of Use shall continue in effect. Unless otherwise specified herein, these Terms of Use, the Privacy Statement and any other policies to which these Terms of Use may refer constitute the entire agreement between you and Hayward University with respect to Hayward University Web Site and they supersede all prior communications, whether electronic, oral or written, between the user and Hayward University with respect to Hayward University Web Site.

A printed version of these Terms of Use, the Privacy Statement and any other policies to which these Terms of Use may refer and of any notice given in electronic form shall be admissible in judicial or administrative proceedings based upon or relating to these Terms of Use and your use of Hayward University Web Site to the same extent and subject to the same conditions as documents and records originally generated and maintained in printed form. You expressly consent to the presentation of these Terms of Use and all other documents related to your use of Hayward University Web Site in the English language.

Copyright and Trademark Notices

All contents of Hayward University Web Site are subject to copyrights owned by Hayward University or its licensors. Except for your personal, informational, non-commercial use as authorized above, you may not reproduce, modify or distribute any text, graphics or other content on Hayward University Web Site without written permission from Hayward University.

Trademarks

Hayward University and its accompanying logo are trademarks of Hayward University. Unauthorized use of any mark owned by Hayward University may be a violation of Hayward University's legal rights. The names of companies mentioned herein may be the trademarks of their respective owners.