



Evidentia University

of Behavioral & Forensic Sciences

**ADDENDUM**

**University Catalog  
2022-2023**

111 E Monument Ave, suite 401-09, Kissimmee, FL, 34741

[www.evidentiauniversity.com](http://www.evidentiauniversity.com) | [info@evidentiauniversity.com](mailto:info@evidentiauniversity.com) | +1 (321) 396 6633

**Addendum to Catalog Vol. I  
Effective February 2023**

## ACADEMIC CALENDAR, Page 5

The following dates for the spring and summer terms of the academic year 2022 – 2022 **replace** the information published in the catalog:

<b>Spring Term 2023</b>	
January 3, 2023	Spring Term Begins
January 10, 2023	Last Day of the Add/Drop Period
January 16, 2023	Martin Luther King Day, University Closed, No Classes
February 20, 2022	President’s Day, University Closed, No Classes
April 18, 2023	Last Day to Withdraw from a Course
April 25, 2023	Last Day of the Spring Term
April 26 – May 5, 2023	Spring Break, No Classes
<b>Summer Term 2023</b>	
May 8, 2023	Summer Term Begins
May 15, 2023	Last Day of the Add/Drop Period
May 29, 2023	Memorial Day, University Closed, No Classes
July 4, 2023	Independence Day, University Closed, No Classes
August 14, 2023	Last Day to Withdraw from a Course
August 25, 2023	Last Day of the Summer Term
August 26 – September 5, 2023	Summer Break

---

## FINANCIAL INFORMATION, page 6.

The following fee is **added** to the information published in the catalog

**International student document evaluation (ISDE) fee: \$300.00**

---

## GRANTS, Page 7.

The following sections **replace** the entire information published in the Grant Section:

### SCHOLARSHIP AND GRANTS

#### Scholarship and Grant Eligibility Criteria

Evidentia University allocates funds annually for the following institutional grant and scholarship programs. Any recipient of a University Scholarship or Grant must maintain the following eligibility criteria, unless otherwise indicated:

1. The recipient must be a full-time student (9 credit hours or more).
2. The recipient must maintain a CGPA of 3.0
3. The recipient's enrollment must be continuous and uninterrupted unless otherwise indicated.
4. The recipient must maintain continuous payment of his/her monthly contribution as determined at the time of his/her enrollment.
5. The recipient cannot participate in more than one institutionally funded grant or scholarship at a time.
6. Evidentia University alumni may be eligible to participate in more than one institutionally funded grant or scholarship at a time.
7. Amounts are awarded under a scholarship or grant program are for one academic year and may be renewed through a new application or according to the terms of the funding.

**Evidentia University Inaugural Grant**

Evidentia University may provide discretionary grants of up to 45% of the cost of the program during the first two years of university operations.

**Income-based Grant**

The University offers students institutional grants based on financial need and availability of funds. To qualify for the grant, students must submit proof of income for the most recent calendar year. The grant is renewed on a yearly basis based on the submission of proof of income.

Household Income Eligibility	Amount
Annual gross income less than \$ 30,000.00 in the year prior to the application.	\$7,605.00
Annual income \$ 30,001.00 and less than \$ 40,000.00 in the year prior to the application.	\$6,435.00
Annual income \$ 40,001.00 and less than \$ 50,000.00 in the year prior to the application.	\$5,265.00
Annual income \$ 50,001.00 and less than \$ 70,000.00 in the year prior to the application.	\$4,095.00

**Partners in Education Scholarship**

- **Companies of Special Interest.** Evidentia University may award a limited number of scholarships to companies that due to their size, sector or other characteristics may have a special impact on society. A maximum of 2 full scholarships will be awarded per company each semester. Evidentia University may also award these companies with additional scholarships covering 50% of the total cost of the programs.
- **Non-profit Associations and Public Entities.** Evidentia University may award scholarships to national or international non-profit associations and public institutions whose mission or vision is to generate an impact on society. The number of full scholarships will be determined each year by the university board of directors and may be complemented with scholarships of 50% of the cost of the program.

**Evidentia University Continuing Education Grant**

Evidentia University may grant up to an additional \$4,000 to completers of Behavior and Law Continuing Education courses who wish to pursue a degree at Evidentia University.

### **Grant and Scholarship Application Process**

Grant and scholarship applications can be found in the Finance office and through the university website. Applications are accepted on a rolling basis. Review of all applications is on a first come-first serve basis. Students will be informed through email on the outcome of the application. If the student is eligible to receive the monies, she or he agree to sign the grant approval letter within 5 business days. Failure to return your approval automatically transfers the offer to the next applicant on the waiting list.

### **Community Funding Sources**

There may be other local sources of financial assistance for students, including community agencies, foundations, corporations, unions, religious organizations, business and professional clubs, and civic groups. It is recommended that students contact the University's Finance department for more information.

## **FINANCIAL INFORMATION**

### **University Payment Plans**

Evidentia University offers interest-free tuition payment plans for students who qualify. Application, eligibility, and payment arrangements must be made prior to the start of the term/semester.

### **Textbooks and Supplies**

The costs of textbooks are not included in tuition. When applicable, textbook(s) may be purchased by students separately and are not included in course tuition. On average the cost of textbooks and learning resources is \$1,200 to \$1,700 for the graduate level programs. Please refer to the tuition and fee schedule/table in the catalog.

### **Payment of Charges**

Tuition and fees are billed on a term-by-term basis. Students with payment plans are billed monthly and expected to make payments monthly on the 5th of each month. All account balances must be paid and cleared through the Business Office prior to registration for the upcoming term. Payments may be made by cash, check, money order, MasterCard, VISA, bank wire, or PayPal. Checks must be made payable to Evidentia University.

### **University's Payment Plans and Financial Assistance**

For the amounts to be paid by students, there are several payments plans available. Payments plans are discussed during meetings where the student is evaluated, privately and impartially, to determine the amount of money he and his family can be expected to contribute to his education. This amount is compared to the cost associated with education, which includes tuition, fees, room, board, meals,

transportation, certain living expenses, books and supplies. Payment arrangements must be made prior to the start of the term/semester. The University does not charge interest on your payment plan.

---

## **ADMISSION REQUIREMENTS, Page 11**

The following section **replaces** the information regarding Language Proficiency Assessment published in the catalog:

### **Language Proficiency**

Evidentia University of Behavioral and Forensic Sciences offers programs in Spanish or English. Students who choose to receive instruction in a different language other than their native language, must demonstrate competency by submitting any of the following:

1. College-level, undergraduate, coursework in Spanish or English composition courses with a grade of C or higher.
2. Transfer students who have completed college-level English or Spanish Composition coursework from an institution where English or Spanish is the main language of instruction with a grade of C or higher.

The university accepts scores from recognized or validated standardized examinations in English or Spanish as proof of language competency as follows:

1. ACT sub-scores of at least 18 in writing and at least 21 in reading taken within five calendar years.
2. SAT sub-scores of at least 480 in writing and at least 480 in critical reading taken within five calendar years.
3. TOEFL scores of 500 or higher on a paper-based examination, a score of 173 on a computer-based examination, or an internet-based score (iBT) of 61 or higher taken within five calendar years.
4. IELTS™ score of 6.0 or higher.
5. Advanced Placement Exam (AP) in English Composition or Spanish Composition with a score of 3 point or higher.
6. EF SET Certificate with a score of 50 or higher
7. International Baccalaureate in English Composition or Spanish Composition with score of 4 point or higher.
8. Cambridge English C1 score of 180 or higher.
9. Duolingo score of 100 or higher taken within one year.
10. PTE Academic score of 50 or higher.

11. OHLA Advanced 2 level.

**Completing a course or program in another language other than English may reduce employability where English is required.**

---

## **ADMISSION REQUIREMENTS, Page 12**

The following information is added in admissions requirements in the catalog:

### **Non-Degree or Special Student Admission**

Enrolling as a non-degree seeking student at Evidentia University allows you to take courses for enrichment, certification, degree completion, or to meet pre-admission requirements for entry into graduate degree programs. Admitted students with Non-Degree Seeking/Special status are:

1. Permitted to enroll in courses for which they satisfy the prerequisites.
2. Permitted to enroll in a lifetime maximum of 12 semester graduate credits.
3. Not qualified to receive financial assistance.
4. Not eligible for graduation.
5. Required to reapply to become degree-seeking (acceptance not guaranteed).

### Admissions Requirements

To be considered for admission, a non-degree seeking, or special student must submit the following:

1. A completed application for admissions. Please indicate non-degree seeking status.
2. Official transcripts for the highest degree attained.
3. Submission of one (1) letter of recommendation.
4. Submission of a copy of the applicant's most recent resume or curriculum vitae.

Non-degree students at Evidentia University may request to have earned credit (a maximum of 12 semester hours at the graduate level and 15 earned credit hours at the undergraduate level) transferred into a degree program at the university, per program approval. Students interested in this option should contact the Registrar Office and the degree seeking program coordinator for guidance.

---

## **MAKE UP WORK POLICY & REPEATING COURSES, Page 14**

The following sections **replace** the information published in the catalog:

### **Course Repetitions**

A student may repeat any course in which a grade has been earned. Credits for all courses attempted are counted when computing satisfactory progress. Both grades shall remain on the student's academic record, but only the highest grade earned is used in the calculation of the CGPA. It is not recommended to repeat courses where a grade of "B" or better has been earned.

### **Make-Up Work**

Non-participation will count from the first official day of classes and not from the first day the student attends. Military service, illness, work, and personal or family-related emergency do not eliminate the lack participation and absence from the student's record. At the discretion of each instructor, students may or may not be permitted to make up work for unexcused absences. An "I" or incomplete grade is given when a student has not completed the work necessary to earn a grade. In order to receive an Incomplete "I" grade, the student must submit a written request by completing an Incomplete Grade Request Form. This form must be signed and approved by the appropriate personnel in the Academic Department. The student has one week from the end of the term to complete the work unless a request for additional time is submitted in writing and approved by the appropriate institutional administrator. If it is not completed, the student may receive an "F" for the course. The final grade/credits attempted will be included in the maximum time frame for program completion. Refer to each course syllabus for details on the individual instructor policies regarding tardiness and make-up work.

---

### **ONLINE DELIVERY, Page 14.**

The following subsections are **added** to the information published in the catalog:

#### **DISTANCE EDUCATION**

The Evidentia University of Behavioral and Forensic Sciences online term is sixteen (16) weeks long for the graduate level and encompasses multiple hours of asynchronous instruction per week via Internet and discussions including assignments, assigned readings and projects. Students work on assignments and participate in class discussions as their schedules permit within reasonable timeframes. Learning is achieved through individual inquiry, collaborative processes (student/student and student/faculty), and personal synthesis of ideas into an understanding of the topic. Outcomes are determined by qualitative analysis of student input, research, scholarly writing, subjective and objective tests, group and individual projects and case studies.

Distance education courses are delivered via a nationally recognized learning management system. All coursework and policy information is available online and the submission of all student assignments is facilitated through the platform.

### **Program Requirements**

As a fully online student, all coursework will be provided via the Internet. This allows for access to courses 24 hours per day, seven days per week. While this type of format provides a high level of flexibility and convenience, all of the administrative and student services functions will take place at the home campus location. The staff is equipped to interact with students in a face to face or virtual mode. These services include, but are not limited to, registering for courses on a term-to-term basis, schedule maintenance, financial assistance, and career services. Additionally, the web-based Learning Resource Center is available 24 hours a day, seven days a week.

### **Technical Requirements - All Students**

Students must own or have easy access to a personal computer or notebook that meets the following minimum hardware and software requirements. Mobile devices are not recommended. It is mandatory to take the exams from desktop or laptop.

- Hardware: Processor speed 1.5 GHz and higher
- An operating system that can run the latest compatible web browsers
- Minimum RAM: 1GB
- Browser Configuration: Pop-up blocking disabled; JavaScript enabled
- Internet access with a minimum speed of 512kbps
- Email account
- Working microphone and webcam
- Speakers or headphones

### **Online Course Components**

Other components may be required to complete online courses at Evidentia University. At a minimum, the following can be found embedded in the course platform at the university:

- **Adobe Reader-** Adobe Reader software is the free global standard for viewing and printing PDF documents.
- **Google Meets:** Virtual classes with scheduled meetings require the use of Google Meet. Google is a virtual meeting platform which will be accessible directly from the LMS.
- **Smowl+:** This is an online proctoring tools incorporated in the learning management system for exams written assessments in a course. The system includes identity verification, audio and webcam monitoring, confirmation of absence of company, object detection, computer monitoring, increased surveillance only during the test, detection of open programs, detection of other keyboards or devices, commands (copy-paste), screenshots, use of the computer calculator, etc.



- **Google Anti-Plagiarism Engine:** It compares the student's work with hundreds of billions of web pages and more than forty million books with a single click.

Hardware or software requirements for individual courses may vary. Each student is encouraged to review the course syllabus or contact the instructor for additional technology requirements.

### **Faculty and Student Interaction**

Given the unique nature of online learning, faculty/student interaction is critical for success. Online classes offer several opportunities for interaction, both faculty/student and student/student interaction. Some methods of interaction include online lectures, e-mail, document sharing, threaded discussions and interactive synchronized (audio/visual) chat discussion areas. Attendance will be measured by participation in forums and completion of assignments. Students are required to log in and participate every week in each course enrolled. Faculty members review, respond and reply to students within a 24-hour time period. More traditional methods of contact are also available, including phone (toll free for those out of area), fax and office visits when feasible.

---

## **SATISFACTORY ACADEMIC PROGRESS, Page 18**

The following sections **replace** the information published in the catalog:

### **SATISFACTORY ACADEMIC PROGRESS**

Students must meet the Standards of Satisfactory Academic Progress (SAP), published in this Catalog, in order to continue receiving any type of financial assistance and to remain in good academic standing at the University. Satisfactory academic progress is determined by applying the cumulative grade point average requirement, progression towards completion requirements, maximum completion time restrictions, probation provisions, suspension and dismissal procedures, and appeals procedures as outlined in this catalog.

### **Maximum Time Frame**

The University's standard academic year for credit hour students is defined as 32 semester credit hours. The maximum time frame (MTF) is defined as 150% of the normal program length in credit/clock hours in which the educational objective must be successfully completed. Program length is defined as the number of credit/clock hours required to complete a program. To calculate the course completion percentage, divide the number of cumulative hours successfully completed by the number of cumulative hours attempted/attended. At the 150% checkpoint, if the student has not satisfactorily completed the program, the student may be terminated and will lose any further financial assistance eligibility for that program. The student must request in writing to remain enrolled in order to complete the program.

The maximum credits that may be attempted to complete each academic program are as follows:

<b>Program</b>	<b>Credential Awarded</b>	<b>Program Length (in credit hours)</b>	<b>Maximum Time Frame (in credit hours)</b>
Anti-Fraud Behavioral Analysis	Master of Science	36	54
Behavioral Economics	Master of Science	36	54
Criminal Profiling	Master of Science	36	54
Non-Verbal and Deceptive Behavior	Master of Science	36	54

### **Evaluation Points**

SAP will be monitored at the end of each semester. At the end of each semester students will be evaluated for the minimum CGPA and the rate of progression according to the standards defined in this catalog.

### **Minimum CGPA Achievement**

Each student must achieve a minimum cumulative grade point average of 3.00 at the time of the evaluation and/or at the end of each academic term in order to remain as a regular student.

### **Successful Rate of Progression**

Each student must meet a minimum successful rate of completion of 67% of all credits attempted at each evaluation period and/or at the end each academic term in order to remain as a regular student. At the midpoint of the program, students must earn 75% of all credits attempted.

### **Failure to meet SAP**

#### **Warning**

This is the status assigned to a student who fails to make SAP at the end of any given evaluation period. An evaluation period is 16 weeks. The student will be notified of warning status in writing. The University encourages the student to seek academic advisement to regain regular status prior to the end of the next evaluation period. A “regular student” is defined as one who is achieving SAP. A student on warning status may receive financial assistance for one term despite the determination the student is not maintaining SAP. No appeal is necessary. A student who does not achieve SAP requirements by the end of the warning period will be dismissed. A student may file an appeal (see SAP Appeal Process below). Students whose appeals are granted are placed in probation status.

#### **Dismissal**

Students who have not achieved SAP during their warning status period are dismissed and notified of the dismissal in writing. To reestablish eligibility for reentry for the subsequent course term upon dismissal, the student must file an appeal (see SAP Appeal Process below). If the appeal is

approved, an academic plan will be put in place and the student will be placed on probation status until the student is able to meet SAP standards by a specific point as outlined in the student's academic plan. A student on probation status is eligible to receive financial assistance. Decisions to any appeal will be provided within the first week of the start of the next evaluation period.

### **SAP Appeal Process**

A student who is not making SAP and who believes that there are mitigating or extenuating circumstances that led to the failure to maintain satisfactory progress may appeal by written request to the Vice- Provost for a review of the situation. Mitigating circumstances may include injury or illness, the death of a relative, or other special circumstances. The written appeal must be submitted to the Vice-Provost prior to the first day of the term and within one week after dismissal from the University. The appeal must be accompanied by supporting documentation regarding why the student failed and what changed in the student's situation that will allow him or her to make SAP at the next evaluation point. When the University grants a student's appeal for unusual or mitigating circumstances, it is not eliminating or disregarding any grades or credits attempted in the calculation of a student's SAP standing. The student's credits attempted, CGPA, and SAP standing will remain the same. When an appeal is granted, the University is accepting only that, because of the circumstances identified in the appeal, the student will continue to receive any applicable financial assistance for which he or she is otherwise eligible even though he or she falls below the published SAP standards.

The Vice Provost and the Chief Executive Officer conduct the review of the appeal before it is submitted to the designated corporate staff for final determination on approving or denying the appeal. Should the appeal be granted, the student will regain eligibility for financial assistance, while meeting the requirements as specified in the student's academic plan. If the student fails to meet the terms of the academic plan at any time, the student will be dismissed. Any decision resulting from the review of an appeal is final and may not be further appealed. The result of the appeal (approved or denied) will be provided to the student in writing. A student may be granted more than one probation period.

### **Probation**

If a student is granted an appeal, the student will be placed on probation status until he or she is able to meet SAP standards by a specific point as outlined in the student's academic plan. Failure to comply with the academic plan designed by the University will result in the student's dismissal from the University as a regular student.

### **Academic Plan**

Once a student is placed on probation, an Academic Plan will be put into place. The Academic Plan will serve as a road map to guide a student toward meeting his or her SAP goal within a specified time and method. The plan is designed by the Vice Provost and communicated to the student in writing. The plan that is implemented will be regularly evaluated and refined as internal and external

developments warrant. While on an Academic Plan, the student is required to attend academic advising sessions. An Academic Plan may span multiple pay periods, so long as the Academic Plan allows for graduation from the program within the maximum time frame (MTF) and the student stays in compliance with the objectives of the Academic Plan.

### **Extended Enrollment Status**

Students not achieving the minimum standards of satisfactory academic progress or who fail to meet the minimum standards at the end of the probationary period will be terminated from the University. Students may continue their studies in an extended enrollment status to attempt to earn eligibility for reentry. Students in an extended enrollment status will be charged the appropriate tuition and fees. While in this extended enrollment status, students must attempt to correct their academic deficiencies. The extended enrollment status must be completed within the required maximum time frame. The conditions for extended enrollment status will be agreed upon in writing by the student and the academic department.