



# **G L O B A L LEADERSHIP UNIVERSITY**

# **2018 STUDENT HANDBOOK**

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# Welcome to Global Leadership University!

We are excited that you are pursuing a graduate degree from Global Leadership University.

At Global Leadership University, we are committed to

**Equipping Aspiring Business Leaders for Success in a Multicultural World.**

## GLU Code of Conduct

Global Leadership University has established a GLU Code of Conduct for all students, faculty and staff in the University community. Those found to have committed a violation or to have attempted to violate this GLU Code of Conduct will be subject to disciplinary sanctions, up to and including dismissal from the University.

Members of the Global Leadership University community are expected to conduct themselves professionally, and refrain from acts of misconduct including, but not limited to, the following five categories:

1. Dishonesty, cheating, plagiarism, misrepresentation or furnishing false information, forgery, or misuse of academic or administrative materials.
2. Harassment, stalking, humiliation, name-calling, the use of insulting or offensive language, cyber-bullying, threatening verbal or written communications, threatening actions or gestures, sexual harassment or assault, physical assault, abuse and intimidation.
3. Conduct, in speech, written communication or behavior, that is racist, sexist, ageist, or that is otherwise prejudicial against a particular community or social group.
4. Disruption or obstruction of the normal operations of the University, including unauthorized use of any of the University's facilities, informational or material properties, and resources.
5. Conduct that is disorderly, lewd, lascivious, indecent or otherwise inappropriate, or that constitutes a breach of the peace.

All members of the Global Leadership University community who become aware of violations of the GLU Code of Conduct have a responsibility to report them to the appropriate authority. For violations by students, the appropriate authority is the Director of Student Affairs. For violations by faculty, the appropriate authority is the Academic Dean. For violations by staff, the appropriate authority is the Operations Director.

# Disciplinary Process and Student Rights

## Disciplinary Review

Global Leadership University may initiate a Disciplinary Review against a student for a violation of the Code of Conduct or for any other behavior that threatens the safety, wellbeing, or academic success of the University community. This Disciplinary Review will be conducted by the Director of Student Affairs, who will gather facts as necessary, interact with the student regarding the violation, and determine whether disciplinary action is appropriate. In reviewing each violation, a number of variables will be considered, including, but not limited to, the following: specific circumstances and severity of the violation, attitude and previous history of the student, and impact of the violation on the University community. The Director of Student Affairs will make a determination of the appropriate disciplinary action in the case, communicate the disciplinary action to the student, ensure compliance or enforcement as necessary, and annotate the student's record accordingly.

This Disciplinary Review process will be followed under normal circumstances. However, Global Leadership University reserves the right to immediately suspend a student for a serious violation of the Code of Conduct or for a behavior which is determined to threaten the safety, wellbeing, or academic success of the University community. Furthermore, Global Leadership University reserves the right to report to, and work with, appropriate authorities in the case of a city, state, federal, or international violation.

## Disciplinary Actions

There are no set formulas or automatic sanctions for violations of the Code of Conduct or for other behaviors that threaten the safety, wellbeing, or academic success of the University community. Disciplinary actions may be chosen from a range of options, including, but not limited to, the following:

### Reconciliation or Restitution

A student may be required to initiate action to mend a relationship with an individual, a specific group, or the whole University community. That action may be an apology, financial reimbursement, and/or service to the University community.

### Disciplinary Warning

A student may be given a disciplinary warning for minor violations and advised that further violations will result in more serious disciplinary action.

### Disciplinary Probation

A student may be placed on disciplinary probation for a specified period of time. Disciplinary probation is an opportunity for the student to actively address areas of concern through external counseling and/or external accountability as appropriate.

During the probationary period, the student's behavior will be monitored for further violations. Further violations may result in immediate administrative dismissal. At the end of the probationary period, the Director of Student Affairs will make a determination whether the disciplinary probation should be extended or lifted.

### **Administrative Dismissal**

An administrative dismissal occurs when a student's enrollment in Global Leadership University is terminated. Administrative dismissal may occur in response to, but is not limited to, the following behaviors: having a student account in an unacceptable payment status, a violation of the GLU Code of Conduct, or any other behavior that threatens the safety, wellbeing, or academic success of the University community.

### **Disciplinary Appeal**

If a student is dissatisfied with the determination of disciplinary action in their case, they may appeal the decision to the Academic Dean within 30 days of notification of disciplinary action. Their appeal must be presented in writing by letter or email, and must include an explanation of the situation and the reason for the appeal. The reason for the appeal should be one or more of the following: 1) the student did not commit the violation that led to disciplinary action, 2) the disciplinary action is not appropriate for the violation committed, or 3) the disciplinary review process was not properly followed.

The Academic Dean will review the appeal and the information in the case, interact with relevant parties including the Director of Student Affairs, and make a determination. Any decision by the Academic Dean will be considered final.

### **Student Rights**

When students are subject to the process of disciplinary review and/or disciplinary action by the university, the following rights are protected:

- **Awareness of Disciplinary Review:** Students have the right to be informed that they are under disciplinary review.
- **Assurance of Equality:** Students have the right to be assured university guidelines are applied equally to all students.
- **Presumption of Innocence:** Students have the right to be presumed innocent until proven guilty.
- **Access to Non-Confidential Information:** Students have the right to be informed of all non-confidential information that has been gathered in their case.
- **Opportunity to Give Testimony:** Students have the right to provide their side of the story. Students may choose to ask for testimony of others.
- **Notification of Disciplinary Action:** Students have the right to be notified of any disciplinary action enacted on them.

- **Appeal of Disciplinary Action:** Students have the right to appeal any disciplinary action enacted on them by the university.
- **Release of Information:** Students have the right to confidentiality. Only administration, faculty, staff, students, or non-GLU individuals or agencies with a legitimate “need to know” will be consulted concerning or informed of confidential information related to students. Beyond the aforementioned individuals, students must grant the university written permission before information is released to other administration, faculty, staff, students, or off-campus individuals and agencies.

## **University Policies and Disclosures**

### **Reserved Rights**

University policy is continually being reexamined to reflect the needs and values of the community. Global Leadership University reserves the right to change, without notice, any statement concerning, but not limited to, rules, policies, tuition, fees, faculty, curriculum, and courses. The policies and statements listed in the GLU Catalog and Student Handbook are not an irrevocable contract.

The GLU Catalog and Student Handbook are subject to change during the school year. If substantive changes are made, students will be notified in writing.

### **Student Responsibility**

Global Leadership University students are responsible to know and follow all of the policies, procedures, and content listed in the GLU Catalog and Student Handbook, which are located on Global Leadership University website.

### **Non-Discrimination Policy**

Global Leadership University does not discriminate in any of its programs, procedures, or practices against any person for any reason, including race, color, national or ethnic origin, sex, age, political affiliation, or disability. This policy is applicable to all faculty, staff, and students without regard to geographical location.

### **Copyright Policy**

Global Leadership University requires its faculty, staff, and students to comply with the United States Copyright Act – [www.copyright.gov/laws/](http://www.copyright.gov/laws/). The purpose of this policy is to assure that intellectual property rights of the creators of original works are protected and to protect the University, its employees, and students from sanctions and penalties, occasioned by copyright violators.

## **Required Minnesota Registration Disclosure**

Global Leadership University is registered with the Minnesota Office of Higher Education pursuant to Minnesota Statutes sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

Minnesota Office of Higher Education

1450 Energy Park Drive, Suite 350

St. Paul, MN 55108-5227

Phone: (651) 642-0567

Toll Free: (800) 657-3866

Fax: (651) 642-0675

[www.ohe.state.mn.us](http://www.ohe.state.mn.us)

## **Disclosure of GLU Accreditation Status**

Global Leadership University is not an accredited educational institution. Credits earned at GLU while GLU is not accredited will not transfer to other accredited institutions.

## **Annual Notification of FERPA Student Rights**

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Global Leadership University (the “university”) receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the university to amend a record should write the university official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the university decides not to amend the record as requested, the university will notify the student in writing of the decision and the student's right to a hearing re-

garding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The university discloses education records without a student's prior written consent under the FERPA exception for disclosure to university officials with legitimate educational interests. A university official is a person employed by Global Leadership University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A university official also may include a volunteer or contractor outside of Global Leadership University who performs an institutional service of function for which the university would otherwise use its own employees and who is under the direct control of the university with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another university official in performing his or her tasks. A university official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Global Leadership University.

Upon request, the university also discloses education records without consent to officials of another university in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Global Leadership University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

See the list below of the disclosures that postsecondary institutions may make without consent.

FERPA permits the disclosure of personally identifiable information (PII) from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to university officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

- To other university officials, including teachers, within Global Leadership University whom the university has determined to have legitimate educational interests. This

includes contractors, consultants, volunteers, or other parties to whom the university has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

- To officials of another university where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the university, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the university has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the university determines the student is an alleged

perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the university's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))

- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the university, governing the use or possession of alcohol or a controlled substance if the university determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Institutions may disclose a student's "Directory Information" without their consent, and without violating FERPA, if the student has not restricted their personal information.

In keeping with the requirements of FERPA, Global Leadership University hereby designates the following items as "Directory Information":

- Name
- Email address
- Skype name
- Address
- Telephone number(s)
- Degree of study
- Enrollment status & credit hours
- Dates of attendance
- Degree(s) awarded
- Academic awards received

While attending Global Leadership University, students may request to restrict the release of their Directory Information except to university officials with a legitimate educational interest, as outlined in item 3 above. In order to restrict all Directory Information, students should send a "Request to Restrict All Student Directory Information" email to [info@glu.mba](mailto:info@glu.mba). Should the student graduate or otherwise leave the university, this restriction will remain in place until the student requests for it to be removed. In order to lift the previously requested restriction of all Directory Information, students should send a "Request to Lift Restriction of All Student Directory Information" email to [info@glu.mba](mailto:info@glu.mba).

Global Leadership University maintains an online directory of students, faculty, and staff accessed through the GLU Student Portal. Information listed in the online directory includes students' names, phone numbers, emails, and Skype names. The GLU online directory is for the sole use of GLU community members for GLU communications. By enrolling in Global Leadership University, students give their permission to be listed in the GLU online directory.

Students wishing to restrict information provided in the GLU online directory should send a “Request to Restrict Student Information in GLU Online Directory” email to [info@glu.mba](mailto:info@glu.mba). Students wishing to lift their restriction of information provided in the GLU online directory should send a “Request to Lift Restriction of Student Information in GLU Online Directory” email to [info@glu.mba](mailto:info@glu.mba).

Each student should give careful consideration to the consequences of any decision to withhold directory information. Should the student decide to do this, all future requests for directory information, however legitimate, will be refused. This includes family, friends, prospective employers, credit agencies, and others to whom the student may want this information known. Global Leadership University cannot assume the responsibility to contact the student for subsequent permission to release directory information.

Regardless of the effect upon the student, Global Leadership University assumes no liability for honoring an instruction to withhold directory information.

## **Acknowledgment of GLU Non-Accreditation Status**

I acknowledge that Global Leadership University (GLU) is not an accredited educational institution. Credits earned at GLU while GLU is not accredited will not be eligible for transfer to other institutions. I understand that I may graduate prior to GLU receiving accreditation.

**Student's Name (please print)** \_\_\_\_\_

**Student's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

## **Acknowledgment of GLU Student Handbook and GLU Catalog**

I acknowledge that I have read the GLU Catalog and GLU Student Handbook. I understand that I am responsible for understanding the contents of, and complying with the policies in, these two documents. I understand that the policies in these two documents are subject to change during the school year, and that I am responsible to understand and comply with the most current version of those policies.

**Student's Name (please print)** \_\_\_\_\_

**Student's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_