



TUAZAMA UNIVERSAL LEADERSHIP ACADEMY

TULA DIGITAL EDUCATION

STUDENT HANDBOOK

Tuition-Free | Digital | Global | Transformational

Serving Students Across Four Continents

6422 Dickens Avenue, Philadelphia, PA 19142

www.tula.digital | admin@tula.education | (484) 254-4159

A Pillar of the Tuazama Universal Charitable Foundation (TUCAF)

Academic Year 2026 - 2027

Semper Mane Disciplinatus — Always Remain Disciplined

SECTION 1: WELCOME

1.1 A Message from the Founder

Dear Students,

Welcome to TULA Digital Education — the Tuazama Universal Leadership Academy. You have joined a tuition-free, digital and in-person institution built on one conviction: that quality education must never be limited by geography, income, or circumstance. Whether you are joining us from Philadelphia, Liberia, the Caribbean, Europe, or anywhere across our four-continent reach, you are now part of a global family committed to excellence, service, and transformation.

At TULA we do not merely teach subjects — we cultivate leaders. Our motto, *Semper Mane Disciplinatus* (Always Remain Disciplined), is not decoration. Discipline is our first core value and the foundation on which every other achievement is built. Tuition-free does not mean standard-free. Read this handbook carefully, refer to it often, and let it guide you to make the most of every opportunity before you.

With vision and purpose,

Dr. Owen Kanwen Johnson Tuazama, DSL

Founder & President, TULA Digital Education | President, TUCAF



TULA EDUCATION

The award winning
Accredited tuition-free
Alternative University
for continuing education



 Headquartered in
Philadelphia, PA

 Serving the **Americas,**
Africa, Asia and
the **Caribbean**

 **Dr. Owen Kanwen Johnson Tuazama - Founder**

 484-254-4159

 admin@tula.education

 **www.tula.digital**



Tuition-free doesn't mean you can't pay a small fee to contribute to cleaning and maintenance. A one-year education at TULA should cost \$7,500 — but through our tuition-free program, you pay no tuition.

SECTION 1B: OUR FOUNDER



Dr. Owen Kanwen Johnson Tuazama, DSL

Founder, TULA Digital and In-Person Education

TULA Digital Education was founded by Dr. Owen Kanwen Johnson Tuazama. Born in Liberia and raised in the United States, Dr. Tuazama built TULA on the conviction that quality education is a right rather than a privilege, and that no learner should be turned away for lack of money. Under his leadership TULA has grown into a tuition-free institution serving students across four continents, delivering instruction both online and in person at the Dr. Tuazama Cultural Center in Philadelphia.

Dr. Tuazama also serves as President of the Tuazama Universal Charitable Foundation (TUCAF), which houses Tuazama Hearts for Humanity, the Chief Tuazama Legacy Awards, the Dr. Tuazama Cultural Center for Community Empowerment, and Tuazama Tomorrow's Leaders (Junior TULA). He is the National President of the Coalition of Independent Immigrant Organizations.

Educate. Empower. Elevate.

SECTION 2: ABOUT TULA DIGITAL EDUCATION

2.1 Who We Are

TULA Digital Education is a nonprofit, tuition-free digital and in-person educational institution headquartered at 6422 Dickens Avenue, Philadelphia, Pennsylvania 19142. TULA delivers high-quality, world-class education, online and in person at the Dr. Tuazama Cultural Center, to learners from diverse backgrounds across four continents, operating under the umbrella of the Tuazama Universal Charitable Foundation (TUCAF). TULA is recognized by the Philadelphia City Council and aligned with United Nations Sustainable Development Goal 4: Quality Education for All.

2.2 Mission

To provide accessible, high-quality, tuition-free digital and in-person education that empowers individuals across the globe to become competent, ethical, and visionary leaders in their communities and professions.

2.3 Vision

To be the world's most transformative digital and in-person learning institution, recognized for academic excellence, global reach, and unwavering commitment to equity, service, and human dignity.

2.4 Core Values

#	CORE VALUE	WHAT IT MEANS AT TULA
1	Discipline	The foundation of all achievement — the daily commitment to show up, follow through, and uphold the highest standards even when it is difficult.
2	Excellence	The highest standards in every assignment, every session, and every interaction.
3	Community	Supportive, respectful, collaborative relationships that uplift every member of the TULA global family.
4	Growth	Continuous personal and professional development; learning as a lifelong journey.
5	Equity	Every person deserves access to quality education regardless of background, income, or geography.

#	CORE VALUE	WHAT IT MEANS AT TULA
6	Integrity	Transparency, honesty, and ethical accountability in all things at all times.
7	Innovation	Embracing technology and creative thinking to improve how we teach and learn.
8	Service	Giving back to our communities — locally and globally — through education, philanthropy, and leadership.
9	Global Citizenship	Awareness, respect, and shared responsibility across cultures, nations, and continents.

2.5 The TUCAF Family

- TULA Digital Education — tuition-free digital and in-person learning for adults and youth.
- Tuazama Hearts for Humanity — humanitarian outreach and community wellness.
- Chief Tuazama Legacy Awards (est. 2008 as the Eagle Awards) — annual recognition of community leaders.
- Dr. Tuazama Cultural Center for Community Empowerment — our physical campus and community space at 6422 Dickens Avenue.
- Tuazama Tomorrow's Leaders (Junior TULA) — youth mentorship, summer camp, and after-school education.

SECTION 3: ADMISSIONS & ENROLLMENT

3.1 Who May Apply

TULA is open to all individuals 18 years of age and older who are committed to academic growth, professional development, and community service. We welcome applicants of every background, nationality, and educational history. Applicants under 18 are directed to Junior TULA (see the Junior TULA handbook).

3.2 How to Apply

- 1. Complete the TULA Application for Admission (online at www.tula.digital/Apply or the paper form) and submit it with copies of your highest credential (diploma, transcript, or degree).
- 2. Complete an admissions interview. Interview slots are available between 8:00 a.m. and 3:00 p.m. EST. The interview explores your goals, values, character, and leadership potential.
- 3. Receive your placement decision and orientation details by email.
- 4. Attend New Student Orientation and begin the three-week Observatory Period.

3.3 The Observatory Period

All new students begin with a structured three-week Observatory Period designed to acclimate you to TULA's learning community, digital tools, academic expectations, and fellow students. Following Week III, the admissions team reviews all submitted documentation and places each student into an academic level based on verified credentials. Login credentials, student ID numbers, and portal access are issued during Week IV orientation.

3.4 Tuition, Registration & Uniform

TULA Digital Education is 100% TUITION-FREE. There are no tuition charges of any kind. A one-time registration fee and the cost of the TULA uniform are the only required payments.

ITEM	UNITED STATES & PUERTO RICO	OVERSEAS STUDENTS
Tuition	Free	Free
Registration Fee (one-time)	\$30	\$10
TULA Uniform	\$50	\$12

ITEM	UNITED STATES & PUERTO RICO	OVERSEAS STUDENTS
Campus Cleaning & Maintenance (monthly)	\$10	Under \$1 equivalent, paid to your regional ambassador (in-person learners only)
Graduation Fee (one-time, at completion)	\$100	\$25

Registration and uniform fees are payable on admission. The graduation fee is payable only when you complete your program and covers the ceremony, regalia handling, and your credential. Students are also responsible for their own device, internet connectivity, and any optional printed materials.

CAMPUS CLEANING & MAINTENANCE

Students in the United States and Puerto Rico pay \$10 per month toward campus cleaning and maintenance. This covers tissue, water, and the cleaning of the building. Overseas students who learn in person pay the equivalent of less than \$1 per month to their regional ambassador for the same purpose. Students who study exclusively online from overseas are not charged this fee.

A one-year education at TULA should cost \$7,500. Through our tuition-free program you pay no tuition — only these modest fees, which keep our doors open and our building clean.

3.5 Referrals

Students who know individuals interested in joining are encouraged to refer them. Referral recognition is available for students who bring in new enrolled members. Contact the Admissions Office for details.

SECTION 4: ACADEMIC STRUCTURE

4.1 Modes of Learning

MODE	DESCRIPTION
In-Person	Classroom instruction at the Dr. Tuazama Cultural Center, 6422 Dickens Avenue, Philadelphia.
Synchronous	Live instruction through interactive digital platforms via phone, tablet, or computer. Students must remain stationary at a single location with reliable internet.
Hybrid	A combination of in-person and live synchronous digital learning.
Self-Paced	Independent, asynchronous study within defined term parameters (available for select levels and courses).

4.2 Class Schedule

Live Saturday classes are held at two start times so that students in every region can attend at a reasonable local hour. All times are Eastern Time (EST/EDT).

STUDENT LOCATION	SATURDAY CLASS START	NOTES
United States & Puerto Rico	11:00 AM EST	Students join the late morning session.
Overseas (all other countries)	9:00 AM EST	Chosen so the session falls in the afternoon or evening in most overseas regions.

Eastern Time shifts twice a year for daylight saving; students abroad should confirm their local class time each term (for example, search "convert 9 a.m. EST to Monrovia time"). This schedule reflects our commitment to working adults, parents, and caregivers across time zones.

4.3 Academic Levels

LEVEL	ENTRY REQUIREMENT	PROGRAMS AVAILABLE
300	High school diploma	1-Year General Diploma; Advanced Diploma
400	Associate degree or additional diplomas since high school	1-Year Specialization; 2.5-Year Bachelor's Equivalent

LEVEL	ENTRY REQUIREMENT	PROGRAMS AVAILABLE
500	Bachelor's degree	14-Month MBA Credential Program
700	Bachelor's degree + 5–10 years professional experience	14-Month Executive MBA (E-MBA)

All credits earned at TULA are transferable to our partner institution, Ebed Melech University (EMU), Florida, providing a pathway toward Bachelor's, Master's, and Doctoral degrees.

4.4 Program Areas

PROGRAM AREA	SPECIALIZATIONS INCLUDE
Leadership	Executive, Organizational, and General Leadership
Management	Project, Health, Supply Chain, and Strategic Management; Human Resource Management
Business	Business Administration, Business Intelligence, Digital Marketing, Data Analytics
Technology	IT Fundamentals, Digital Innovation, Cybersecurity, Computer Science, Augmented Reality
Artificial Intelligence	AI Essentials, Advanced AI Essentials Credential, Generative and Discriminative AI, Machine Learning
Data Science	Data literacy, analytics, and data management specializations
Community Health	Medical Technology, Health Administration, Community Wellness
Communication	Public Speaking, Grammar, English as a Second Language (ESL)
Education	Teacher's Education, Classroom Management

4.5 The Six Mandatory Foundational Courses

Regardless of specialization, every TULA student completes six foundational courses: (1) Leadership Foundation, (2) General Management Foundation, (3) Communication, (4) Data Science Foundation, (5) Digital Innovation, AI & IT Foundation, and (6) Computer Science Foundations.

4.6 Semesters, Exams & Projects

Semester Length	8 weeks per module semester; 16 weeks per full credential
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	semester (e.g., Advanced AI Essentials: 80 hours over 16 weeks)
Class Duration	60–90 minutes per session
Mid-Term Exams	Week 8
Final Exams & Final Projects	Week 16 (or the close of each 8-week module, as announced by your instructor)
Course Materials	TULA-produced course books and password-protected digital textbooks are provided at no cost through the Student Portal
Independent Study	From month six, Levels 300–700 take most classes independently with instructor check-ins

SECTION 5: GRADING & ACADEMIC POLICIES

5.1 Grading Scale

GRADE	PERCENTAGE	PERFORMANCE LEVEL
A	90–100%	Outstanding
B	80–89%	Proficient
C	70–79%	Satisfactory
D	60–69%	Needs Improvement
F	Below 60%	Failing — course must be repeated

5.2 Grade Reporting

Grades are posted through the Student Portal as the semester progresses so that you always know your standing. Questions about grades must be directed to your instructor — not to administration. Do not email the admin office about grades.

5.3 Homework & Assignments

Incomplete or missing homework receives a grade of zero. There are no alternative arrangements unless an extension has been granted by the instructor in writing before the deadline.

5.4 Academic Integrity

Academic integrity is non-negotiable. Plagiarism, cheating, fabrication, uncredited use of AI-generated work where prohibited, or any form of academic dishonesty is a direct violation of our core value of Discipline. Violations may result in probation, suspension, or permanent dismissal. Where AI tools are permitted in coursework, use must be disclosed as directed by the instructor.

5.5 Academic Support

- Free tutoring — peer and instructor-led.
- Study groups organized by level and program.
- One-on-one academic counseling.
- Student Portal — course materials, assignments, and grades, available 24/7.
- Digital Library — e-books, journals, and research resources.
- Study Lounge and Student Forum — online spaces for collaboration.

5.6 Graduation Requirements

- ✓ Pass all required coursework, including the six foundational courses.
- ✓ Maintain at least 80% attendance across the program.
- ✓ Complete all capstone projects, final assessments, or presentations.
- ✓ Maintain conduct consistent with the Code of Conduct.
- ✓ Submit any documentation requested by the academic office.
- ✓ Pay the one-time graduation fee (\$100 U.S. & Puerto Rico; \$25 overseas).

Graduates receive a TULA credential verifiable through the Certificate Verification page at www.tula.digital.

SECTION 6: ATTENDANCE, DRESS CODE & CONDUCT

6.1 Attendance Policy

Minimum Required	80% attendance for course completion
90–100%	Full good standing; eligible for honors and certifications
80–89%	Meets minimum; encouraged to improve
Below 80%	Attendance notice issued; advisory status; risk of course failure
Lateness	Arriving 6 or more minutes late to a live class is recorded as an absence by the attendance system. No exceptions.
Unexcused Absences	Repeated unexcused absences may lead to probation or enrollment termination

6.2 Dress Code & Uniform

TULA maintains a professional standard as an expression of discipline and institutional identity. It applies to in-person and hybrid sessions and to all live video sessions. The official TULA uniform is issued on payment of the uniform fee (\$50 U.S. & Puerto Rico; \$12 overseas).

MEN

- White collared shirt (mandatory)
- Black necktie (in-person)
- Trousers in black, dark blue, grey, or khaki

WOMEN

- White collared shirt or blouse, or white dress (white top mandatory)
- Skirt or trousers in black, dark blue, grey, or khaki

Whatever else you wear, wear a white shirt. Synchronous learners are expected to present professionally on camera.

6.3 Online Learning Expectations

- ✓ Be fully present and engaged — camera on when required by the instructor.
- ✓ Use a quiet, distraction-free environment and remain stationary during class.
- ✓ Maintain reliable internet; you are responsible for your own connectivity.
- ✓ Use professional language in all chats, emails, and forums; respond to institutional communications within 48 hours.
- ✓ Protect the confidentiality of fellow students and institutional information.

6.4 Code of Conduct

Every student is expected to treat all students, faculty, and staff with respect and dignity; maintain academic integrity; follow safety and technology guidelines; and represent TULA with honor.

PROHIBITED BEHAVIORS

- Harassment, bullying, or intimidation of any kind.
- Discrimination based on race, ethnicity, gender, religion, national origin, age, disability, or any protected characteristic.
- Disruption of sessions or institutional operations.
- Misuse of institutional technology, platforms, or communication channels.
- Academic fraud, misrepresentation, or dishonesty.

6.5 Disciplinary Process

5. Informal counseling and verbal warning.
6. Formal written notice documented in the student record.
7. Academic probation with defined conditions for reinstatement.
8. Suspension or enrollment termination with written notification.

All disciplinary decisions may be appealed through the grievance process in Section 8.

SECTION 7: STUDENT LIFE, TECHNOLOGY & SERVICES

7.1 Technology Requirements

- A computer, laptop, or tablet with internet access (a phone is acceptable but not ideal).
- A reliable connection capable of live video.
- Webcam and microphone.
- A valid email address and access to Google Workspace (Gmail, Drive, Meet) — free.
- Access to the TULA Student Portal at www.tula.digital (Dashboard, Assignments, Course Registration, Degree Audit, Student Progress).

7.2 Student Support Services

Academic Counseling	Course selection, academic planning, level progression
Career Services	Resume review, interview preparation, networking, job placement support
Alumni Mentorship	Pairing with TULA alumni for guidance and professional development
IT Support	Help with portal access, platform tools, and device troubleshooting
Tutoring Center	Free peer and instructor-led support
Wellness	Referral to counseling and wellness resources

7.3 Clubs & Activities

Academic clubs (Debate, Data Science, Technology & Innovation, Language Clubs), sports and fitness (soccer, yoga, general fitness), arts and culture (drama, music, visual arts, cultural celebrations), and community service aligned with TUCAF's mission, including the Chief Tuazama Legacy Awards.

7.4 Communication Channels

- Academic questions → your instructor or assigned advisor.
- Technical issues → IT support during office hours.
- General inquiries → admin@tula.education or the Student Portal.
- Office hours: Monday & Wednesday 10:00 AM – 2:00 PM; Tuesday & Thursday 10:00 AM – 8:00 PM; Friday 10:00 AM – 2:00 PM; Saturday 12:00 PM – 5:00 PM; Sunday closed.

SECTION 8: STUDENT RIGHTS, GRIEVANCES & RECORDS

8.1 Student Rights

- Access tuition-free education without discrimination.
- Be treated with dignity, respect, and equity.
- Receive timely, constructive academic feedback.
- File a grievance and receive a fair and impartial hearing.
- Access academic records, transcripts, and credentials upon fulfillment of requirements.

8.2 Grievance Process

9. Informal resolution with the faculty or staff member concerned.
10. Formal written grievance to the academic office within 30 days of the incident.
11. Written response from the academic office within 15 business days.
12. Final appeal to the Founder's Office.

8.3 Transcripts & Records

Transcript and enrollment-verification requests must be submitted in writing to admin@tula.education and are processed within ten (10) business days. Student ID cards are issued after Week IV orientation.

8.4 Privacy

TULA protects student records and shares them only with the student, authorized staff, partner institutions at the student's request (e.g., EMU credit transfer), or as required by law.

SECTION 9: ACKNOWLEDGMENT

I have received and read the TULA Digital Education Student Handbook. I understand that being tuition-free does not exempt me from any policy, that discipline is TULA's first core value, and that my continued enrollment depends on my adherence to the standards described in this handbook.

Student Name (print)

Student Signature

Date

"Education is not a privilege — it is a right. And we are here to make sure you claim it."

— Dr. Owen Kanwen Johnson Tuazama, DSL

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Semper Mane Disciplinatus

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