Student Handbook

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ABOUT AAU

Allied’s History
Allied Business Schools, Inc. (Allied Schools) opened its doors nearly 20 years ago with a vision to provide students with a convenient, self-paced way to complete training for in-demand careers. Since 1992, Allied Schools’ certificate and diploma courses have enabled working professionals, stay-at-home parents, military service members, and disabled individuals to get the training and credentials they need for career advancement, professional development, or personal growth through the convenience and affordability of distance education.

From an initial concentration in real estate training, Allied Schools has expanded its educational products to include online business, health care, and a more extensive line of real estate licensing and certification courses. The online format enables students to complete their education at any time and from anywhere around the world.

Today, there are more than 250 faculty and staff in the entire Allied family with a shared goal of providing the highest level of support possible in every Allied program. This foundation of history and success in offering educational opportunity provides the gateway for Allied American University (AAU) to offer degree and certificate programs to meet a variety of academic needs.

Allied American University is dedicated to providing the type of education that students need to succeed in today’s competitive environment. The university, a division of Allied Business Schools, Inc., was accredited by the Accrediting Commission of the Distance Education and Training Council in June of 2008.

AAU offers Associate and Bachelor’s Degree programs in Business Administration, Computer Information Systems, Criminal Justice, and General Studies as well as Certification Programs in the fields of Business Administration, Computer Information Systems, Criminal Justice, and Healthcare. The university delivers student-centered academic programs in an online distance learning environment that allows students to pursue their degree from the comfort of their home, workplace, or wherever they choose to study.
National Accreditation

Allied American University is accredited by the Accrediting Commission of the Distance Education and Training Council (www.detc.org). The DETC is located at 1601 18th Street, NW, Washington, DC 20009-2529 and may be contacted by phone at (202) 234-5100 or fax at (202) 332-1386.

The Accrediting Commission of the Distance Education and Training Council is listed by the U.S. Department of Education as a nationally recognized accrediting agency and is a recognized member of the Council for Higher Education Accreditation.

Regional Accreditation

Allied American University has applied for Eligibility from the Senior College Commission of the Western Association of Schools and Colleges. WASC has reviewed the application and determined that Allied American University is eligible to proceed with an application for Candidacy for Accreditation. A determination of Eligibility is not a formal status with the Accrediting Commission nor does it ensure eventual accreditation; it is a preliminary finding that the institution is potentially accreditable and can proceed within four years of its Eligibility determination to be reviewed for Candidacy status with the Accrediting Commission. Questions about Eligibility may be directed to the institution or to WASC at www.wascsenior.org or at 510-748-9001.

California State Approval

Allied American University is approved to operate by the Bureau for Private Postsecondary Education (BPPE), institution no. 24255659.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by AAU may contact:

The Bureau for Private Postsecondary Education
2435 Capitol Oaks Drive
Suite 400
Sacramento, CA  95833
(916) 431-6959
(888) 370-7589
www.bppe.ca.gov
bppve@dca.ca.gov
President’s Message

On behalf of the faculty and staff of Allied American University, I would like to offer you a warm welcome to AAU. Your new future is now within reach as a result of the academic programs and professional training that is available to you through the convenience of online learning. There is no better time to pursue your educational goals; AAU is here to make them a reality.

AAU’s quality online learning opens the door to education and provides the framework for your career. You will be prepared for life after graduation. You will have a strong academic base, with valuable critical thinking, analysis and problem-solving skills – all of which are essential to any career. Your experience at AAU will provide growth, change, and opportunities.

Our student-centered programs put you at the forefront of your educational journey and enable you to progress at a pace that is conducive to learning the material effectively. Even though our courses are online, our students receive the personal attention they need to be successful. A qualified team of professionals accompanies you every step of the way and provides you with a helping hand. The faculty brings superior credentials and real-world knowledge in order to give you the best educational experience available today.

It is my honor to be part of the Allied American University team. It is AAU’s goal to educate tomorrow’s leaders in the fields of business, computer systems, renewable energy, criminal justice, and entrepreneurship.

Take the first step today and let Allied American University accompany you on your educational journey. We will set you on your career path and ensure that you reach your destination.

If you would like to contact me directly, please do so at president@allied.edu.

Sincerely,

[Signature]

President
Allied American University
Dear Student:

I would like to start off by welcoming you to our growing community here at Allied American University. This community is comprised of dedicated students, faculty, administrators, and staff, each of whom has an integral role in making AAU a premiere distance-based university.

AAU is committed to providing an educational experience that is academically challenging, yet sensitive to the unique situation of each of our students. We understand and appreciate that adult learners have lives outside of school. Therefore, we have designed a curriculum structure that caters to even the most demanding schedules. Whether a student is a member of our respected military, a supportive spouse, employed full-time, or stays home to raise a family, he or she will quickly find that the environment at AAU is friendly, accommodating, and conducive to learning.

The programs and individual courses we offer are practical and intended to be both enriching and to make students into more valuable members of the workforce. Along with our family values and work ethic, a university education should be one of the cornerstones of our lives. AAU will ensure that regardless of the situation you are in when you join us, you will leave with a sense of accomplishment and pride that will remain with you for the rest of your life. Whether you are interested in an Associate or Bachelors degree in Business Administration, Computer Information Systems, Criminal Justice, or General Studies, or one of our other offerings, you will find that our curriculum reflects the most updated and widely accepted industry practices.

Together, we can make your educational experience at AAU enjoyable and rewarding. If you have specific questions, please do not hesitate to contact me. I can be reached at provost@allied.edu.

Warm regards,

Alex Lazo, Ph.D.
Provost
Allied American University
Mission Statement

Allied American University is committed to providing online distance education degree programs for a diverse population of adult learners in a student-centered academic environment. The curriculum offered by AAU is continuously evaluated to ensure a practical nature and a focus on both established and emerging occupations. AAU’s strategic plan is to create a true academic culture by emphasizing faculty-driven educational programs that lead to the acquisition of knowledge and skills, measured by a formal institutional research process, which empowers students to achieve the outcomes of information literacy, career advancement, personal enrichment, leadership, and service to the community.

Vision and Institutional Objectives

AAU’s vision is to be a respected leader in providing quality, affordable instruction resulting from a system of clear communication of mission, goals, and objectives and to a continuous process of self-examination tied to data collection and analysis. In pursuing this vision, AAU strives to fulfill the following institutional objectives:

~ Offer a dynamic, interactive distance education environment which engages students in the learning process through a multi-media learning experience and through systematic contact with faculty and student support advisors
~ Develop competence in communication, critical thinking, collaboration, and information utilization together with an interest in lifelong learning to enhance opportunities for sustained success
~ Provide immediate and ongoing constructive feedback to promote student self-assessment and motivation
~ Provide clear learning outcomes, detailed instructions, and assessment for all courses to ensure course mastery and student success
~ Engage in a constant process of continuous improvement through course assessment and revision to promote student mastery of the course, provide the most recent updates of content and objectives, and to ensure relevance to regulatory requirements
~ Embrace and promote diversity in policies and practices to prepare students to live and work successfully in an increasingly diverse workplace and society
~ Broaden access to degree programs for underserved populations
~ Use technology to create effective modes and means of instruction that expand access to learning
~ Develop information literacy enabling students to identify topics appropriate to the requirements of research projects, apply appropriate research tools and research strategies, and make effective decisions on the scope of the information needed to meet project objectives.
Core Values

The core values are a set of principles that are aligned with the university’s mission and guide the practice and development of curriculum, faculty, students, and staff.

~ **Ethics** – Foster a learning environment that promotes responsible, principled behavior which respects the dignity of all members of the community. Students develop interests and acquire knowledge from multiple fields such as economics, the environment, and ethics as well as demonstrate knowledge and understanding of scientific, historical, and social phenomena.

~ **Integrity** – Conduct all activities in an ethical manner that is both open and collaborative. Commit to practices that are fair, honest, and objective in dealing with students, faculty members, staff, and stakeholders at all levels of the community. Students and faculty are expected to adhere to academic integrity, the highest ethical standards, and professional conduct in all processes and practices. AAU endeavors to systematically and effectively plan, oversee, evaluate, and improve its program objectives to ensure the academic quality and integrity of its academic programs and the semester credits and degrees awarded.

~ **Open Access** – Provide opportunities for lifelong educational options for all student populations, including non-traditional and underserved communities. Broaden access to degree programs for underserved populations through distance education technologies. AAU provides access to online library resources and services that assist students to meet the objectives of the degree program through Library and Information Resources Network (LIRN).

~ **Diversity** – Embrace and promote diversity in policies and practices to prepare students to live and work successfully in an increasingly diverse workplace and society.

~ **Student Service** – Strive to ensure that curriculum, delivery, and support services:
  - Respond to inquiries, requests, and concerns in an appropriate and timely manner
  - Monitor operations in a continuous process of self-assessment and invite external evaluations by public agencies
  - Remain accountable to students and to the public to fulfill the educational mission

~ **Quality** – Provide educational programs that lead to the acquisition of measurable knowledge and skills necessary to achieve information literacy, career advancement, personal enrichment, leadership, and service to the community. To ensure program quality, the university assesses practices, policies, and procedures on an ongoing basis to strengthen the overall effectiveness of curriculum, instructional delivery, and operations. AAU maintains a commitment to meet or exceed standards set forth by accrediting and regulatory bodies in all quality control aspects of educational activities, outcomes, and support services.

~ **Effective Written and Oral Communication** – Strive to develop effective oral and written communication student skills that lead to the clear expression of ideas, feelings, and information. Develop competence in communication, critical thinking, collaboration, and information utilization together with an interest in lifelong learning to enhance opportunities for sustained success.
Critical Thinking – Enable students to develop a disciplined process of conceptualizing, analyzing, and applying information to use in their daily lives. Critical thinking students reflect broad analytical habits of thought, with a particular emphasis on critical thinking. Graduates should have an awareness of both the power and limitations of knowledge, an appreciation for the necessity of a historical grounding in all areas of inquiry, and the acquisition of those skills to identify, evaluate, and use evidence judiciously to fashion well-reasoned and persuasive arguments.

Respect for the Value of Learning – The University values intellectual curiosity, along with academic excellence, in the lives of its students. It is AAU’s belief that these values will enable students to achieve greater personal and professional growth that will benefit them at home, on the job, and in their communities.

Therefore, as a result of their studies in the general education curriculum, graduates should:

- Be able to reason critically about the various ethical dimensions of society.
- Value service to their local community and to broader causes at the national and international level.
- Value and demonstrate compassion, justice and mutual respect for all individuals regardless of their physical differences or differences in viewpoints.
- Assume positions of leadership and high responsibility in all phases of society.

Instructional Model

Allied American University’s goal is to provide a high-quality educational experience to both students and faculty through online learning using innovative technologies and teaching techniques.

The instructional model is a traditional cohort, modified open-enrollment, conforming to the following profile:

- A traditional cohort consists of one or more students.
- Bi-weekly enrollment, beginning on Monday for 24 starts per year. There are two intercessions during the academic year.
- Each enrollment has a fixed start date and end date.
- Courses consist of eight modules. Each module is typically one week. There are eight weeks in which students are required to submit discussion board posts, module assignments, and the final exam.
- The final course grade is submitted within three (3) days of the scheduled end date of the course.
- Allied American University does not offer or accept experiential credit.
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AAU Programs

AAU offers Associate and Bachelor’s Degree programs in Business Administration, Computer Information Systems, Criminal Justice, and General Studies as well as Certification Programs in Business Administration, Computer Information Systems, Criminal Justice, and Healthcare. The university delivers student-centered academic programs in an online distance-learning environment that allows students to pursue their degree from the comfort of their home, workplace, or wherever they choose to study.

Certificate Programs

Certificate programs allow students to focus on a particular topic of interest through a multi-course program of study. AAU offers three types of certificate programs: introduction, general, and advanced. Each is designed to be self-contained and to have the appropriate course pre-requisites.

For a full list of the 27 certificate programs offered at AAU, please refer to the university catalog.

Degree Programs

Allied American University offers eight degree programs:

~ Associate & Bachelor of Science in Business Administration
~ Associate & Bachelor of Science in Computer Information Systems
~ Associate & Bachelor of Science in Criminal Justice
~ Associate & Bachelor of Arts in General Studies

All first-time AAU students are required to enroll in and complete the Allied Online Orientation course.

University Enrollment Calendar

Allied American University has monthly semester start dates. Each semester is comprised of two concurrent eight-week sessions. Students may enroll in courses within a semester based on the start dates identified in the catalog as well as associated session start dates. A student may not be registered in overlapping semesters.

Federal Student Aid Academic Calendar

The academic year is defined as 32 weeks of instructional time. The academic semester is defined as 16 weeks of instructional time. Courses are 8 weeks long, and students are allowed to take 2 courses concurrently, for a total of 4 in one semester. All 4 courses, however, must fit within the 16-week semester. All courses taken must fit within the start and end dates of the academic semester specific to each student. Please refer to the catalog for the 2012 and 2013 Federal Student Aid Calendar.
University Holidays

The AAU campus is closed on the holidays listed below. Students have access to their online courses seven days a week including holidays.

- New Year’s Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Hours of Operation
7:00AM to 5:00PM (Pacific Standard Time) Monday through Friday

E-mail Directory

~ Technical Issues: [http://allied.edu/support.asp](http://allied.edu/support.asp)

~ Advising:
  - Program Success Advocates: [http://allied.edu/support.asp](http://allied.edu/support.asp)
  - Student Services: [http://allied.edu/support.asp](http://allied.edu/support.asp)

~ Training and Set-Up:
  - Academic Affairs, Jeremy Rebis, Manager at jrebis@allied.edu

~ Policy Issues:
  - Academic Affairs, Dr. Alex Lazo, Provost at provost@allied.edu

~ Faculty Issues:
  - Academic Affairs, Dr. Alex Lazo, Provost at provost@allied.edu

~ Registration:
  - Registrar’s Office, C. J. Bishop at cbishop@allied.edu
ADMISSIONS AND REGISTRATION

Application and Enrollment Policy

Allied American University’s admissions policy is oriented to adult learners, including military members, who typically have previously completed undergraduate level courses, military training, or earned credit by examination.

Prospective students are required to complete and submit an online application for admission. Students will be charged a $35 application fee during registration. Applications fees for military students, their dependents, and veterans will be waived. In the application, students will submit their current contact information, previous education, employment information, declare a program, and answer survey questions.

Students will receive a letter from admissions if their application has been approved. If an application is deferred, the student will be asked to respond to specific questions so that the Application Review Committee can try and determine if the student can be successful in an online school environment. The Application Review Committee will make a final decision to approve or deny an application based on the students response to the question(s). The student’s responses will be documented in his or her student record.

To be admitted to the university, a student must submit evidence of a high school diploma, GED® certificate or an international equivalent. In lieu of submitting proof of high school graduation, a student may submit official transcripts from an accredited college or university showing a minimum of 12 credits that transfer and apply to the program being pursued at AAU. The 12 college level semester credits must have been completed with a “C” for each course at an accredited postsecondary institution.

High School Diploma Validation

The Department of Education requires that AAU have procedures in place to evaluate high school completion if AAU or Secretary has reason to believe the high school diploma was not obtained from a valid entity that provides a secondary school education. A diploma mill is not a valid entity.

The Higher Education Opportunity Act defines a diploma mill as follows:

Diploma Mill - The term “diploma mill' means an entity that-- (A)(i) offers, for a fee, degrees, diplomas, or certificates, that may be used to represent to the general public that the individual possessing such a degree, diploma, or certificate has completed a program of postsecondary education or training; and (ii) requires such individual to complete little or no education or coursework to obtain such degree, diploma, or certificate; and (B) lacks accreditation by an accrediting agency or association that is recognized as an accrediting agency or association of institutions of higher education (as such term is defined in section 102) by-(i) the Secretary pursuant to subpart 2 of part H of title IV; or (ii) a Federal agency, State government, or other organization or association that recognizes accrediting agencies or associations.
Student Handbook

The admissions department maintains a list of known diploma mills and routinely updates it. Any applicant who uses a degree, diploma, or certificate from a listed diploma mill as a basis for admission into AAU is referred to the admissions review committee (ARC). The ARC consists of the Dean of Education, University President, Director of Admissions and Director of Operations. The ARC will determine whether the applicant will be admitted into AAU. The determination will be made in part by reviewing transcripts, credentials (if any), and any additional education the applicant has completed. The ARC’s decision is final and not subject to appeal. Source: CFR §668.16(p).

Non-degree seeking students looking to fulfill licensing requirements must submit evidence of their state-issued license (which must be in good standing with the regulatory agency in the issuing state) in lieu of a high school diploma.

Students have the option to submit an Attestation Form while obtaining their high school completion documentation in order to register for courses. Students who submit the Attestation Form are required to submit their high school completion documentation within 16 weeks of admission to the university. Students who do not provide the proper documentation during that timeframe will be withdrawn from the university and no documentation will be released. Students utilizing Title IV funds are not able to utilize the Attestation Form.

Please refer to the catalog for a list of documents which AAU will accept as proof of high school graduation.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

International Students

Students who are not citizens or permanent residents of the United States are considered for admission to Allied American University on the basis of academic preparation and personal qualifications. Refer to the catalog for information on how to apply and required documentation.

Please note:

~ AAU does not offer English language services, including instruction.
~ All instruction at AAU is conducted in English.
~ AAU does not provide visa services, does not vouch for student status, or assist with any associated charges

Allied American University does not have a responsibility to find or assist a student in finding housing, since our programs are non-residential.
Non-Degree Seeking Students

Allied American University welcomes individuals who are not seeking a degree from the University but wish to continue their education for college credit. Non-degree seeking students are individuals who may be taking coursework for personal enrichment, job enhancement, or certification. Non-degree seeking students may either enroll in individual courses or enroll into a certificate program.

Non-degree seeking students must formally apply and are subject to all policies and procedures that apply to undergraduate students, as outlined in this catalog. These students must show proof of a high school diploma or equivalent. Transcripts (prior college and/or military training) are not required to enroll as a non-degree seeking student. There are no additional fees, and tuition is the same regardless of the student status.

AAU encourages non-degree seeking students to apply their earned credit toward a degree. A non-degree seeking student who later decides to pursue a degree plan will be required to supply transcripts for prior college and military training credit. An AAU representative will assist students desiring to make this change.

Program Entrance Exams

Certain programs may require students to complete an entrance exam prior to enrollment. Admissions representatives are responsible for placing students into the appropriate entrance exam during the admissions process. Any student who does not pass a program required entrance exam will not be allowed to enroll in that particular program.

Students who wish to declare a major of Computer Information Systems will be required to take and successfully pass the CIS Entrance Exam. The exam consists of two sections. Section 1 covers general computer terminology, and Section 2 assesses a student's readiness and aptitude to enter the CIS degree program. Each exam section consists of 20 questions, for a total of 40 questions in the exam. To pass the exam, a student would need to correctly answer at least 12 questions (60%) in each section and correctly answer at least 28 questions (70%) overall. Should a student not pass the exam, he or she has the option of submitting a written appeal to the Dean of Computer Information Systems, indicating why an exception should be made. Any decision by the dean is final.

AAU Orientation

Students wishing to enroll into AAU programs are required to successfully complete the AAU new student orientation. The orientation course is offered at no cost to the student and is a non-semester credit course. Students are required to successfully complete the orientation course prior to the start of their first semester. The purpose of this course is to expose students to AAU’s policies, prepare them for what they will experience during their semester, and to help students learn how to navigate and find information through our iBoard learning platform.
In order for a student to schedule the new student orientation, they must have an approved admissions application on file. Admissions representatives are responsible for scheduling students into orientation prior to the start of the students first semester. Students who complete all admissions requirements and successfully complete orientation will be granted acceptance into the university.

Any student who does not successfully complete orientation will have to defer their start date and will not be admitted into the university. These students must go through the admissions department to schedule another orientation course. Any student who does not successfully complete the orientation course after two attempts will not be admitted into the university.

**Readmitted Students**
A student who wishes to return to AAU and has left under the following circumstances will be required to re-apply for admission. Please refer to the catalog for requirements for readmission.

**Course Changes**
Students may add or drop courses during the add/drop period, which takes place during the first week of each semester for courses associated with that semester. Courses dropped during the add/drop period will not appear on the student’s academic transcript. To add or drop a course(s), students must submit an Course Add Drop Withdrawal form to their program success advocate for processing. A Course Add Drop Withdrawal form must be submitted by 5 p.m. (Pacific Standard Time) on Thursday of the add/drop period for the add or drop request to be considered. All required documentation to be eligible for an add/drop must accompany the Course Add Drop Withdrawal form to be considered.

To officially withdraw from a course(s) without withdrawing from the program a student must formally submit a completed Course Add Drop Withdrawal form to their program success advocate. Students are eligible for a course withdrawal between the second and sixth week of session one of a semester and the first and sixth week of session two of a semester. A student is eligible to drop a course only during the first week of the semester.

If the Course Add Drop Withdrawal form is utilized, the date the form is received by the Registrar’s Office will determine if the request is processed as an add, drop or withdrawal. Please see the Course Add Drop Withdrawal form for further details.

**Course Cancellation**
Students who do not participate within the first 7 days of a registered course will be cancelled from their course.
**Tuition Schedule**

**Semester Credit Hour as of January 3, 2012**

### MILITARY TUITION RATE

<table>
<thead>
<tr>
<th>Undergraduate Degree Level</th>
<th>1 Semester Credit</th>
<th>3 Semester Credits</th>
<th>15 Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate’s Degree</td>
<td>$250</td>
<td>$750</td>
<td>$3,750</td>
</tr>
<tr>
<td>Bachelor’s Degree</td>
<td>$250</td>
<td>$750</td>
<td>$3,750</td>
</tr>
</tbody>
</table>

Refer to the catalog for fee schedule and payment plans for Military, Military Dependants, and Veterans. Please note that tuition and fees are subject to change at the discretion of AAU.

### NON-MILITARY TUITION RATE

<table>
<thead>
<tr>
<th>Undergraduate Degree Level</th>
<th>1 Semester Credit</th>
<th>3 Semester Credits</th>
<th>15 Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate’s Degree</td>
<td>$280</td>
<td>$840</td>
<td>$4,200</td>
</tr>
<tr>
<td>Bachelor’s Degree</td>
<td>$280</td>
<td>$840</td>
<td>$4,200</td>
</tr>
</tbody>
</table>

Tuition is the total student cost for all course instruction and student support. The tuition for AAU courses and degree programs is computed based on semester credit. A standard course consists of three semester credits.

### STUDENT AFFAIRS

The Student Affairs department is responsible for providing personalized, proactive, and responsive service to enhance student engagement within the AAU distance learning environment. The various sections of the department, including the registrar, credit evaluation, program success advocates, and student service representatives form the nucleus of the student support teams.

### Registrar

The Office of the Registrar serves as the institutional administrator for academic information and records that support faculty, staff, and students. Services provided by the registrar include:

- Management of student academic records
- Determination of transferability of courses
- Degree plan services
- Course registration and enrollment verification
- Providing official and unofficial transcripts
- Assessment and conferral of degrees
- Consulting on academic policies and procedures
- Informing students, faculty members, and staff of their rights and responsibilities for their educational records, access, and privacy
Program Success Advocates (PSAs)

Each student is assigned to one program success advocate (PSA) who is the personal point of contact for support and service issues. The PSA stays in touch with the student from the date of enrollment through graduation. The importance of the PSA’s efforts toward student retention is second only to the influence of the course instructor and the quality of the course materials.

Through e-mail and phone calls, the program success advocate is always there to provide support in areas that include:

~ Monitoring attendance and motivating the student to stay on track to complete on time
~ Answering procedural questions such as grading and scheduling
~ Coordinating proctored exams
~ Assisting students in selecting their next courses and the processing of enrollment for the next term
~ Processing graduation requirements and introduce students to alumni services

VA Notification

For Veteran students, the VA Regional Processing Office will be notified under certain circumstances, which include any of the instances listed below. Veteran students are advised to contact the Muskogee, OK Regional Processing Office to determine if any veteran benefits are affected.

~ Initial enrollment
~ Additional enrollment
~ Dropped course
~ Course or program withdrawal (including course grade of “FW” – Failure to Withdrawal)
~ Unsatisfactory Academic Progress
~ Failure to meet VA standards that exceed the Universities Unsatisfactory Academic Progress policy
~ Starting courses late and ending courses early

It is the veteran’s responsibility to notify the VA when DoD Federal Tuition Assistance is being used as it is not always permitted. It is also the student’s responsibility to notify the university’s certifying official of any changes to his or her benefit entitlement, including remaining entitlement, percentage of entitlement, or benefit election. Failure to properly notify the university’s certifying official can result in certification discrepancies and VA overpayments.

Any issues with students not receiving VA payments or discrepancy in VA payment amounts are to be resolved with the VA directly. The university does not process when payments are sent out or the amount of payment issued.
AAU Career Assistance Program

The Allied American University (AAU) Career Center is the gateway to students’ career planning process. The AAU Career Center’s goal is to help students understand where they are in the career development process so that students can be assisted with the most beneficial services and resources. The main function of the AAU Career Center is to assist students into employment! Please consult the catalog for a full list of services provided by the Career Center.

COURSE HELP

Assignment Policy

Each course module is covered for one (1) week (Monday to Sunday) during the span of the course. It is highly recommended that students complete all assignments within the duration of the module in which they are assigned. Instructors will respond and grade each assignment within three business days. Discussion board assignments are graded three business days after the close of the week. If alternate arrangements are needed, the student must contact the instructor ahead of time.

Exam Policy

Final exams are either non-proctored or proctored. The student will have two (2) hours to complete the on-line final exam. It is HIGHLY RECOMMENDED that students come prepared to take the exam and that they have allotted enough time to complete the exam without interruptions. Students will not be allowed to pause the exam and complete it later.

Proctored exams are required for selected AAU courses to ensure a student’s mastery of a course’s learning objectives and to ensure academic honesty. As a general policy, required courses and core program courses are given priority when selecting which courses have a proctored exam. A course’s syllabus will clearly state if the course includes a proctored final exam, and a student’s program success advocates will notify students when a course has a proctored final exam. Refer to the catalog for further details on proctored exams.

Faculty and Instruction

Interaction with the course instructor is the front-line of academic support to students to help them master the course content. AAU employs a traditional course structure of multiple students (maximum ten) per faculty member. However, each student receives personalized attention that is tailored to his or her individual needs and preferences.

The main academic goals are that the student master the course learning objectives and complete all work within the course timeframe. The instructor’s main responsibility is to work closely with the student to ensure the student’s learning success. Faculty members are responsible for initiating contact with students through e-mail at the start of the semester and for monitoring student interaction throughout the course by e-mail, assignment submission, discussion boards, student-centered assignment feedback and through a messaging system.
Continuous improvement and institutional effectiveness are essential to student satisfaction and academic progress. As such, outreach efforts to foster student interaction for learning purposes are continually evaluated by AAU faculty members and staff. Evaluation includes student and faculty surveys and the monitoring of student engagement with AAU student activities outside of coursework.

**Grading Policy**

Grading is an academic, not administrative, function. As such, grades are determined by the course instructor. Grades are a measure of student achievement of course learning objectives. Grades may be determined on the basis of percentage of correct answers on an objective exam, or on the basis of the instructor’s evaluation of student performance on course work, assignments, and practical demonstrations of skills. The instructor shall base evaluations on the student’s attainment of defined course competencies. Such evaluations shall be fairly and consistently applied to all students in a course.

Students are expected to maintain at least minimum grade point averages (GPA). To remain in Good Academic Standing, students need to maintain the minimum semester GPA as outlined in the Satisfactory Academic Progress section. To earn a degree, a student must earn an institutional GPA of 2.00 or better.

Faculty members are responsible for grading all students assigned to them. Faculty members will be able to view all of their currently enrolled students’ grade reports through iBoard. Each member of the faculty is required to submit grades for each student within three business days of assignment submission and submit a final grade within three days of the course completion date. Grade reports will be made available to students through iBoard on a continual basis throughout the term.

Through iBoard, students can submit their work, take exams, and view their course information (grades, program information, and scheduled courses). Grade reports indicate the date of assignment submission, date of exam completion, date of assignment feedback and feedback comments, courses taken, semester credits received, and the grades assigned. A student who has failed to make payment for tuition or who retains any other indebtedness to the university will not receive the grade until payment is made.

If a student is in progress of a course, the faculty member is responsible for working with the student until the course has been completed. High quality faculty-student interaction and high quality student centered teaching promote course completion in a timely manner.
Grading Scale and Equivalents

AAU has established the following grading scale. All faculty members are required to comply with this scale and its equivalents. Plus or minus grades indicate a high or low end grade that has been assigned. These grades may be assigned on individual assignments within a course or as the final course grade.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points/Grading Percent</th>
<th>General Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00 / 94-100</td>
<td>Excellent</td>
</tr>
<tr>
<td>A-</td>
<td>3.67 / 90-93</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.33 / 87-89</td>
<td>Good</td>
</tr>
<tr>
<td>B</td>
<td>3.00 / 84-86</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>2.67 / 80-83</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.33 / 77-79</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>C</td>
<td>2.00 / 74-76</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td>1.67 / 70-73</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>1.33 / 67-69</td>
<td>Poor</td>
</tr>
<tr>
<td>D</td>
<td>1.00 / 60-66</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0.00 / Below 60</td>
<td>Failure</td>
</tr>
<tr>
<td>W</td>
<td>.00</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>WF</td>
<td>.00</td>
<td>Failure to Withdrawal – Non-Participation</td>
</tr>
<tr>
<td>AC</td>
<td>.00</td>
<td>Administrative Cancellation</td>
</tr>
<tr>
<td>AW</td>
<td>.00</td>
<td>Administrative Withdrawal</td>
</tr>
<tr>
<td>IP</td>
<td>.00</td>
<td>In Progress</td>
</tr>
</tbody>
</table>

Grading Criteria

A = Excellent
The student has demonstrated a thorough understanding of the content and skills presented in the course, consistently initiates thoughtful questions, and can see many sides of an issue. The student writes logically and clearly. He or she also integrates ideas throughout the course and, as appropriate, from previously completed courses in a program.

B = Good to very good
The B student is an excellent writer and maintains consistent performance and understanding of course content that goes beyond the minimum requirements.
Student Handbook

C = Satisfactory
The C student demonstrates a minimal comprehension of the skills and subject matter included in the course and accomplishes only the minimum requirements, while displaying little or no initiative.

D = Below average
The student’s performance is barely acceptable. Assignments are late or missing, and there is not even a minimal understanding or mastery of course content skills.

F = Failing
Quality and quantity of work is unacceptable.

W = Withdrawal

Grades at AAU are expressed in letter format. The distinct use of “W” grades is as follows:
- “W” = Withdrawal from the course
- “WM” = Withdrawal for active Military duty
- “WF” = Failed to Withdraw

The grade of “W” is a negative outcome for purposes of measuring satisfactory academic progress. The course is recorded as having been attempted for the purposes of calculating the rate of progress toward completion and maximum time frame. Distinguishing among the various potential reasons for a withdrawal is not necessary, except in the case where a student withdraws for military service and is not to be penalized, or where a student does not continue participating during the semester, does not “earn” a final grade, and does not provide official notification of withdrawal.

Official Withdrawal
Students can officially withdraw from a course starting with the second and up through the sixth week of an academic session. In this case, they would receive a “W” on their transcripts, indicating an official withdrawal. Students cannot withdraw after the start of the seventh week of the session. It is a student’s responsibility to officially withdraw from a course or all courses. Failure to attend a course does not automatically trigger a standard withdrawal.

Unofficial Withdrawal
Students who stop attending courses without officially withdrawing will receive a grade of “WF,” which is calculated as attempted but not completed. At the end of the fourth week of a course, instructors are required to evaluate each student’s level of participation in the course. Those students who do not participate and have not completed required academic related events (see course syllabus) will be considered as not actively participating, given a grade of “WF,” and not allowed to continue in the course.
AC = Administrative Cancellation
Administrative cancellation refers to a student course cancellation which is initiated by the institution. Administrative cancellations commonly apply to coursework that has not begun. AAU may deem that students be cancelled from their course for reasons which include, but are not limited to:

- Not satisfying a course prerequisite
- Outstanding tuition
- “Dropping out” in the middle of a term
- Plagiarism
- Computer tampering

Students who are administratively cancelled from the identified course(s) will receive the grade of AC on their academic record. The AC grade has no effect on the student’s academic GPA. The student will be notified of the Administrative Course Cancellation to their primary email from the Office of the Registrar.

AW = Administrative Withdrawal
Administrative withdrawal refers to a student course withdrawal which is initiated by the institution. Administrative Withdrawals commonly apply to coursework that has already begun. AAU may deem that students be withdrawn from their course for reasons which include, but are not limited to:

- Failing to participate in classes
- Not satisfying a course prerequisite
- “Dropping out” in the middle of a term
- Plagiarism
- Computer tampering

Students who are administratively withdrawn from the identified course(s) will receive the grade of AW on their academic record. The AW grade has no effect on the student’s academic GPA. The student will be notified of the Administrative Course Withdrawal to their primary email from the Office of the Registrar.

Grades of Incomplete
The awarding of an Incomplete (“I”) grade is at the discretion of the instructor and shall be awarded for exceptional circumstances only. A student’s coursework at the time an Incomplete is granted must be of passing quality. Incompletes will not be granted to students for the purpose of resubmitting previous work or for submitting work that was not part of the original scope of the course (i.e., “extra credit”). The student must make a formal request to his or her instructor for the Incomplete. The student must also submit a plan to the instructor for satisfying the remaining requirements of the course. The maximum length of the Incomplete timeframe is 14 days from the last date of the course session. If the student does not fully execute the plan (either that which is proposed by the student or revised by the instructor), he/she may be given a failing grade (“F”) at the sole discretion of the instructor. An Incomplete (“I”) grade shall not be given for students who have withdrawn for an administrative leave of absence.
Assignment of Grades
The determination of a student’s grade is the responsibility of the instructor assigned to teach the course. Even though the instructor may use support staff for the grading of tests or other assignments, the instructor is ultimately responsible for the grade assigned. The instructor shall assign grades using the grading scale delineated in the school catalog and apply the grading policy and criteria as described in the course syllabus.

All graded coursework and assignments shall be returned to students for review at the earliest possible opportunity, generally within 3 days from the last day of the course. The instructor shall inform students in all courses that questions or concerns related to the grade on any assignment shall be brought to the instructor’s attention for clarification. The instructor shall verify the accuracy of the calculation of any grade whenever a student challenges that calculation. Grades deemed incorrect by the instructor shall be corrected as soon as possible and, when possible, prior to the submission of final grades for the course. The correction shall be documented in the original graded document. When an instructor approves a change to a final grade that has already been submitted to the registrar and entered into the official student records system, the grade change shall be documented on a signed official Grade Change Request Form, which shall be placed in the student’s academic file.

Grade changes to course work and assignments may be made only by the course instructor and are final with no right to appeal the instructor’s decision. Only final grades given upon completion of a course may be appealed. In the case that an instructor is unavailable for any reason, the dean of the program of which the course is part, may, at his or her discretion, assign the final grade.

The final grade for a course shall be submitted to the Registrar as soon as possible following the final course session and no later than three days after the last course session or administration of the final exam. An appeal of a final grade must be initiated within 14 days of the issuance of final grades for the session in which the grade was given.

No grade shall be awarded for any course that a student has not attended. All letter grades, including “F” (Failure), “W,” “WF,” “WM” (Withdrawal), and “I” (Incomplete), indicate that a student has attended and that a charge has been assessed for the course. If a student never attends a course, the course should be deleted from the student’s schedule and no grade shall be recorded.

Grade Changes
Any changes to final grades following the instructor’s submittal of the grade shall be documented in writing and stored in the institutional files according to the procedure below.

A student who requests a change to a final grade shall first contact the instructor. In cases where the instructor is no longer affiliated with the AAU, or otherwise unavailable, a student may submit the appeal directly to the Appeals Committee (see Student Academic Appeals Policy).
If upon consideration of the request, the instructor determines that the student’s grade was incorrectly calculated or incorrectly entered into AAU’s student administrative system, the instructor shall submit a signed Grade Change Request Form to the registrar. The registrar shall enter the grade change into the school’s student administrative system and verify that the grade change was entered correctly. The registrar shall sign the Grade Change Request Form and retain a copy in the student’s academic and institutional files.

Grade Appeals
If the instructor does not approve the grade change, the instructor shall inform the student. If the change was requested to a final grade, the instructor shall further inform the student of the student’s right to appeal. The instructor shall document in writing the decision to deny the request for a grade change (see bottom portion of the Grade Change Request Form) and submit an informational copy of this documentation to the dean.

If the student wishes to appeal the denial, the student shall fill out a Grade Appeal Form and follow the procedure set forth in the Student Academic Appeals Policy. Appeals of a final grade shall be heard by a committee composed of the dean, registrar, and an instructor other than the course instructor from which the grade was given. A notice of appeal hearing shall be sent to the student and course instructor, who will be required to attend.

Decisions of the Academic Appeal Committee shall be communicated through a copy of the Grade Appeal Form to the student and the instructor who assigned the grade.

Academic Sessions
Courses are offered in eight-week sessions.

Academic Semester
Allied American University semesters are 16-weeks in length.

Course Load
Students are permitted to enroll in up to six semester credits (two courses) concurrently at Allied American University. Enrollment in nine (three courses) or more semester credits concurrently at Allied American University requires approval based on successful completion of prior coursework taken at Allied American University or elsewhere.

Outcomes Assessment
In order to ensure academic excellence, AAU is committed to establishing a culture of assessment that encourages voluntary self inquiry, promotes innovation and experimentation in assessment methods and supports efforts to become more reflective and responsive. Assessment provides the data to affirm what the university does well and to promote continuous improvement in all other areas.

The standard for assessment focuses on enhancing student learning and providing the appropriate levels of educational and administrative support to fulfill the university’s mission.
Instructor Feedback

AAU instructors are required to respond to students’ questions and other needs by email or telephone within 24 hours. Instructors support students with opportunities to maximize their online learning experience. Students are highly encouraged to contact their instructors for help with their courses, particularly when the students have questions regarding assignments, exams and grading issues. Participation in the discussion board also provides students with more direct interaction with their instructors.

Learning Management System

AAU students access their courses through the iBoard Learning Management System. This course delivery platform is designed with an easy-to-use student interface. iBoard is used by students and faculty for all course work, attendance, and grading. Supported by the course instructor and the accompanying textbook, iBoard is the students’ online classroom.

Every student is required to enroll in the Allied Online Orientation course, which is not counted for credit and is included at no additional cost to the student. The purpose of the orientation course is to teach the student to navigate through the iBoard, to understand the process for successfully completing a course, and to show the student how to utilize all helpful students’ resources.

Students who encounter any problems sending assignments to iBoard or other technical issues should contact the student affairs staff for assistance. The technical support staff is available at http://allied.edu/support.asp. All requests for technical support are responded to within 24 hours, the equivalent of one business day.

Library Services

AAU provides access to and regularly evaluates online library resources and services that help students meet the objectives of the degree program through the Library and Information Resources Network (LIRN). The LIRN consortium allows students access to online databases that include information related to AAU’s course offerings. The LIRN search engine allows students to search all Library and Information Resources Network products. Students can access these library resources by using their AAU LIRN password at http://www.lirn.net. LIRN passwords are given to new students along with their iBoard username and password. Refer to the AAU catalog for a list of databases which are accessible.

Materials

Courses may have no textbook, electronic textbooks, or traditional hard cover textbooks. Instructors will suggest or recommend additional readings or resources as necessary.
Technical Support

For technical help with uploading assignments, please refer to the instructions in the iBoard manual. If a student encounters technical problems when attempting to send assignments to iBoard, he or she should contact student affairs for assistance. The technical support staff is available through email at AAUHelp@allied.edu or by submitting a request for support to http://allied.edu/support.asp. An AAU Support Form will document the request for assistance to ensure prompt response.

Tips for Student Success

A collection of helpful tips, advice and guides are available for students to make online learning at AAU a rewarding and positive experience. These are all found in the Academic Resource Center (ARC) within the iBoard Learning Management System and include the following sections: Study Skills, Assessment Help, Skills Lab, Tutorials, and Administrative Resources.

Under the Academic Resource Center tab in the iBoard Learning Management System there are a number of academic resources that include study skill guides, assessment help, skills lab, and tutorials.

STUDENT RIGHTS

Academic Freedom

Allied American University adheres to the following principles of academic freedom. As a higher education institution, AAU holds the pursuit of education in highest regard and strives to provide an environment that promotes the pursuit of truth and mutual respect to support the generation of new knowledge and reasoned argument based on scholarly justification. Students and faculty are expected to adhere to academic integrity, the highest ethical standards, and professional conduct in all processes and practices. It is reasonable that the teaching and learning environments will be open to diverse opinions and voices and that the same course content can be presented in multiple ways in order to achieve the same outcome goals. Teaching and learning styles may differ, and it is not unexpected that differences in styles, opinions, and approaches may lead to conflict or grievances.

Toward these ends and in respect for diversity, the following guidelines should be followed:

1. Allied American University recognizes that each faculty member will express his or her opinions and philosophies freely without censorship. Concurrently, it is important that faculty members realize their responsibility to this university to make their students understand that their expression does not represent the opinions of Allied American University.

2. The thorough discussion of topics from diverse perspectives within the faculty members’ subject is encouraged. Controversial subject matter outside of each faculty member’s area of expertise is strongly discouraged within taught courses.

3. Faculty members are encouraged to research and publish such research in addition to the fulfillment of their normal academic duties. However, no research may be conducted using AAU students, about AAU students, or on or about the AAU teaching and learning model without formal approval from Allied American University.
Administrative Leave Policy

Allied American University encourages students to maintain continuous enrollment from admission through completion of their program requirements. When circumstances arise that result in a student needing a break in his or her enrollment, it is recommended that the student utilizes an Administrative Leave. A student who finds it necessary to take an Administrative Leave due to mitigating circumstances and who plans on returning to AAU, may request an Administrative Leave by submitting the Request for Administrative Leave form. The request must be in writing and accompanied by documentation of the reason for mitigating circumstances, if appropriate. It is recommended that the student discuss the process with his or her program success advocate. The request for Administrative Leave will be reviewed by the Office of the Registrar. **Administrative Leaves are approved on a case-by-case basis.**

To request an Administrative Leave, a Request for Administrative Leave form must be signed, dated, and submitted on or before the last date of class attendance. The student must provide rationale as to why the leave is being requested. The student must indicate on the form if the leave is a short term leave of one semester or an administrative leave of longer than one semester (16 weeks).

For circumstances which justify an Administrative Leave (up to 180 days) refer to the Administrative Leave Policy in the catalog.

Americans with Disabilities Act

AAU complies with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and state and local requirements regarding students with disabilities. AAU grants reasonable accommodations to qualified students with disabilities. Reasonable accommodations are granted if the request:

∼ Is based on documented individual needs;
∼ Does not compromise essential requirements of a course or program and/or
∼ Does not impose a financial or administrative burden on AAU beyond that which is deemed reasonable and customary.

The essential requirements of an academic course or program need not be modified to accommodate an individual with a disability.

Students whose accommodation requests are denied will not be discriminated or retaliated against if they appeal the decision.

It is the student’s responsibility to notify the university as having a disability and submit any required documentation, prior to engaging in any activity for which accommodation is being requested. For example, a request to retake a test or course due to a disability will not be considered for a test or course that a student has already taken. Since the documentation and review process may take some time, currently diagnosed students should submit any requests for a disability accommodation as soon as they are admitted to a program and prior to registering for courses.
No accommodations may be made prior to the notification of disability and the submission of documentation.

Students must identify themselves to their program success advocate (PSA) and provide the required documentation as outlined in the documentation requirements below at least 30 days in advance of the start of the accommodation being requested.

It is the student’s responsibility to ensure that documentation meeting the published requirements is submitted 30 days prior to the start of accommodations.

Students must submit a written statement to their PSA outlining their disability. Documentation to request accommodations based on a disability must be provided by the student and at the student’s sole expense. Students must also submit documentation on the disability with an accommodation request that meets guidelines listed below:

- The PSA will submit the documentation with the dean.
- The dean will review the documentation with the university president.
- The dean will notify the student of the decision within 15 days of receipt of the documentation. This notification will be in writing and sent to the student’s email address on record. If further information is required, the dean will request it directly from the student.
- The dean will notify the faculty member if they are required to make an accommodation. The faculty member will only be advised that he or she must make an accommodation; no medical information will be released to the faculty member.

Acceptable documentation requirements:

- For learning disability accommodations:
  - Documentation should be no older than three years if student is under 21 years of age. Older documentation may be considered for students who are over 21 as long as the clinical testing was completed since the student reached the age of 18.

- For mental disability accommodations:
  - Documentation should be clinical in nature and should be dated within the last six months.

- For physical disability accommodations:
  - If the physical disability is a permanent condition, documentation of any age may be considered. Any physical disability that is based on a temporary condition, such as weakness caused by chemotherapy or other short-term treatments, clinical documentation should be less than one year old.

Documentation should include a specific medical diagnosis of the student’s disability and should include the names of diagnostic tests used, evaluation dates, test scores, and interpretation of those test results. The documentation should describe how the student is limited in functionality; specify specific accommodation recommendations that are related to the medical diagnosis, and justify how the accommodations will impact the specific functional limitations of the student. Documentation should always include the professional credentials of the evaluator, including what training and experience the evaluator has with the diagnosis and treatment of adults.
The evaluator should be a licensed professional in the appropriate field and qualified to diagnose adults.

Students whose disability accommodation requests are denied or adjusted may submit an appeal in writing to the university president. The appeal must be within 15 days of the accommodation being denied and should be emailed to president@allied.edu. Additional documentation regarding the student’s disability may be required during the appeal process.

Cancellation, Withdrawal, and Refund Policy

STUDENTS RIGHT TO CANCEL

A student may cancel an enrollment or withdraw from the university by following the procedures outlined below. Any money due the student will be refunded within 30 days.

Any course that has not reached the start of the second week can be cancelled. If the course(s) duration has already reached the second week, a withdrawal must occur.

Any enrollment that is cancelled by the seventh (7th) day from the day on which the enrollment agreement is signed will receive a full refund less STRF Fee within 30 days of cancellation. Requests to cancel can be made in any manner, and the cancellation date is the date that the request is received by the university.

If the enrollment is cancelled at this point, AAU requests that any and all course shipments be refused and/or returned to:

Allied American University
Attn: Returns Department
22952 Alcalde Dr., Laguna Hills, CA. 92653

The request to cancel can be made in any manner; however, in order to ensure the most prompt processing, we ask that cancellation requests be made via email to the following address: registrar@allied.edu.

CANCELLATION AND REFUND FOR MILITARY STUDENT

A military student who cancels or withdraws from an enrollment later than the seventh (7) day after the enrollment agreement is signed or through attendance of the first class session, whichever is later will be subject to a one-time non-refundable 20% portion of the total tuition of the current Certificate/Degree Plan up to a maximum of $200.

CANCELLATION AND REFUND FOR PRIVATE PAY STUDENT

A private pay student who cancels or withdraws from an enrollment later than seven (7) days after the enrollment agreement is signed or through attendance of the first class session, whichever is later, will be subject to a one-time non-refundable registration fee. The non refundable registration fee is 20% of the total tuition of the current Certificate/Degree Plan up to a maximum of $200.
WITHDRAWAL AND REFUND
If you find it necessary for any reason to withdraw from your course or from the university completely, you should inform Student Affairs of your intentions and must complete a formal Withdrawal Request Form. The withdrawal date will be the date the form is received by Student Affairs. It is to your advantage to follow the formal withdrawal procedures in a timely manner.

The refund for a course that is withdrawn from will be calculated using the time table below:

<table>
<thead>
<tr>
<th>Week</th>
<th>Refund Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add/Drop</td>
<td>100% of tuition</td>
</tr>
<tr>
<td>Week 2</td>
<td>80% of tuition</td>
</tr>
<tr>
<td>Week 3</td>
<td>60% of tuition</td>
</tr>
<tr>
<td>Week 4</td>
<td>40% of tuition</td>
</tr>
<tr>
<td>Week 5</td>
<td>20% of tuition</td>
</tr>
<tr>
<td>After Week 5</td>
<td>0% of tuition</td>
</tr>
</tbody>
</table>

It is your responsibility to contact Student Affairs to determine what effect that any change in course load will have on your financial assistance obligations. For veteran students the VA Office will be notified. Veteran students should contact their VA Office in the event VA benefits may be affected.

AAU’s Financial Aid Office is notified by the Office of the Registrar of the student’s withdrawal. Based on this notification, the student’s file is pulled, the withdrawal information is reviewed, and a return of Title IV funds (R2T4) calculation is performed, if appropriate. Upon the Financial Aid Office initiating any return or refunds, the borrower will be notified in writing.

If a student owes any money to AAU resulting from the return of federal funds, the student will receive a bill from the Business Office. For further details, please refer to your Financial Aid Handbook.

Complaint Procedure
Anyone who experiences harassment on the basis of sex, race, color, religion, national origin, age, disability, or sexual orientation should immediately seek assistance from the university Compliance Office. Anyone who experiences a dissatisfactory interaction with AAU personnel or AAU faculty members may file a complaint through the online complaint system or contact the appropriate administrator by phone or e-mail to lodge a complaint.

Credit Transfer Policy
AAU will assess the following categories of credit toward program completion:
- Transfer credit satisfies AAU standards of educational quality
- Credit by Examination, from standardized examinations to include:
  - Chauncey Group International—DSST Program (Formerly known as DANTES Subject Standardized Tests)
  - College Board Advanced Placement (AP) Program
  - College-Level Examination Program (CLEP)
  - Excelsior College Exam (formerly Act PEP)
- American Council of Education (ACE) evaluated coursework
The university will accept up to 75% of an undergraduate program to be earned through any form of recognized credit toward a degree, as detailed above. A maximum of 30 of these semester credits may be awarded from standardized examinations.

Refer to the university catalog for further details on the Credit Transfer Policy.

**Exit Survey and Financial Aid Counseling**

AAU graduates and students who have withdrawn from the university for any reason are required to complete the AAU Exit Survey & Financial Aid Counseling document, which will be provided to them. The purpose of this document is to update student information and provide students with the ability to share their experiences at AAU with the university administration. This document must be completed and submitted to AAU prior to the release of any student records (e.g., transcript, diploma).

**Harassment Policy**

Allied American University’s policy is that the educational environment should be free of all forms of improper or unlawful harassment including sexual harassment or sexually offensive conduct. Conduct on the part of a faculty member, staff member or students, which would violate this policy includes, but are not limited to:

- Unwelcome or unwanted sexual advances
- Requests for sexual favors
- Any suggestion, whether overt or subtle, that a grade or other academic achievement is dependent upon the granting of sexual favors or submission to sexual requests
- Offensive conduct, verbal or written, including sexually explicit jokes, comments, innuendo or other tasteless actions that would offend a reasonably sensitive person
- The display of sexually offensive pictures, posters, illustrations, or objects
- Slurs, jokes, or ridicule based on race, ethnic or national origin, religion, gender, or disability

Conduct deemed to be in violation of this policy is prohibited and will not be tolerated by Allied American University. Retaliation, in any form, against the person raising such a concern will also not be tolerated. Any student or applicant who has a question or concern regarding compliance with this policy may direct the question or concern to the director of personnel and development.

**Maintenance and Confidentiality of Student Records**

The California Administrative Code Section 18804(a) requires colleges and universities to maintain student records for a period of five years after final enrollment, with exception of the student's permanent record.

AAU’s policy regarding confidentiality is in keeping with the Family Educational Rights and Privacy Act (FERPA), which affords students certain rights with respect to their education records. For detailed information about these rights, please refer to the university catalog.
Non-Discrimination Policy

Allied American University does not discriminate based on race, color, national origin, sex, disability, or Vietnam–era veteran status in its educational programs, activities, or employment practices. The university complies with Title IX of the Education Amendments of 1972, Titles VI and VII of the Civil Rights Act of 1964 and regulations, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

If any student or applicant has a question or concern regarding compliance with this policy, that student or applicant may direct the question or concern to the director of personnel and development.

Student’s Bill of Rights

∼ You have the right to receive regular and organized instruction and guidance that is consistent with the objectives of the course and program in which you are enrolled.
∼ You have the right to have your course grade determined only by academic achievement that is consistent with the objectives of the course.
∼ You have the right to have assignments graded and returned within a reasonable amount of time (see “Grading Policy”.
∼ You have the right to discuss and receive clarification on course content from your instructor, either during posted office hours or during a scheduled appointment.
∼ You have the right to use all AAU educational resources in accordance with the rules concerning their use.
∼ You have the right to freedom of expression, including the right to dissent, protest and/or take reasoned exception to the information and views offered in any course.
∼ You have the right to fair and reasonable treatment by all members of the AAU community.
∼ You have the right to the opportunity to participate in and receive the benefits of programs offered at AAU. No one may be excluded on the basis of disability, race, ethnicity, national origin, creed, gender, age, sexual orientation, or economic status.
∼ You have the right to inspect and review your own educational records and to request the amendment of these records if you feel they are inaccurate or misleading.
∼ If you feel that your rights have been violated, you have the right to bring a grievance before the AAU administration (see "Grievance Policy").

Student Grievances

AAU has a responsibility to protect the rights of students and ensure compliance with its nondiscrimination policy by providing a process for those who desire to file a grievance against the university, including any claim of discrimination.

Students who allege discrimination, harassment, or a violation of an AAU policy must present their grievance in writing to the dean within three (3) weeks of the incident. The university’s academic review committee will hear such grievances. A campus decision based upon the committee’s recommendation may be appealed to the provost within ten (10) days of the date the student receives the decision from the committee.
Other grievances or requests for policy exceptions must be submitted in writing to the dean who will determine the appropriate course of action or render a decision. AAU management, before being submitted to the provost, must review grievances relating to financial aid, account balances or collections. When the dean receives such a grievance, it will generally be forwarded to the university president for a final decision if it cannot be resolved informally.

**Student Tuition Recovery Fund Disclosures**

A qualifying institution shall include the following statement on both its enrollment agreement and its current schedule of student charges:

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program, or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident.
2. Your total charges are paid by a third-party, such as an employer, government program, or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary Education. You may be eligible for STRF if you are a California resident, have prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. The school’s breach or anticipatory breach of the agreement for the closure of instruction.
5. There was a decline in the quality of the course of instruction within 30 days before the school closed, or if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
6. The school committed fraud during the recruitment or enrollment or program participation of the student.
STUDENT ROLES

While AAU is here to provide all students an opportunity to learn in an online environment that is functional and easy to use, students also hold a responsibility to AAU and their studies. All students are expected to:

~ Respect their peers and instructors.
~ Maintain good academic standing while at AAU.
~ Follow all deadlines to ensure successful completion of courses.
~ Complete all assignments and assessments.
~ Grow academically and intellectually.

Academic Honesty

Academic honesty is essential at Allied American University. Students must always submit work that represents their original words or ideas. The student must make clear the extent to which such sources were used. Words or ideas that require citation include, but are not limited to, all hard copy or electronic publications, whether copyrighted or not, and all verbal or visual communication when the content of such communication clearly originates from an identifiable source.

There is a growing concern among academics about violations of academic honesty, particularly among those who facilitate distance education. It is essential that all students produce and submit work that is their own original thoughts and work when completing coursework at Allied American University. This policy on academic honesty is an attempt to discourage students from obtaining or attempting to obtain semester credit for work through the use of any dishonest, deceptive, fraudulent, or unauthorized means. Academic honesty includes, but is not limited to cheating on writing assignments and quizzes, plagiarism, and any act that gives an unfair academic advantage to a student.

Plagiarism occurs when words and ideas are submitted in assignments that have already been published by others or that have been produced by someone other than the student. AAU joins other academic institutions in their concern over this common problem and has formulated a policy that reflects the high value placed on academic honesty.

Refer to the university catalog for further details on academic honesty.

APA Guidelines on Best Practices

AAU expectations are that students follow APA format and style in all their assessment writing and strive to adopt these practices for discussion boards as well. Students learning to write academically need to properly cite their sources of information. If a student does not cite properly, then this can be construed as plagiarism. Plagiarism is a serious charge of academic dishonesty.

An important aspect to student work is the role that APA format and style will play in their academic growth. The AAU policy on APA format and style follows a progressive learning approach.
Please see outlines below:

~ **100 level courses:** Students are encouraged to learn about and use the APA format and style. The writing tips and resources are found in the system menu links in the upper right hand corner of the iBoard system. Points are not deducted if students do not use APA at this level.

~ **200 level courses:** Students are encouraged to learn about and use the APA format and style. Expectations at this level are that by the end of the course students are expected to use APA appropriately. Points will be deducted in later modules if the APA is not used properly.

~ **300/400 level courses:** Students are expected to know APA format and style and use this in their work appropriately. Points will be deducted if the APA is not used.

**Assessments Submission Protocol**

In order to ensure that all assessments and projects uploaded for submission are properly identified for tracking and grading, every student must follow conventions for identifying all submitted work. All submissions need to include a title or cover page and use a specific file naming convention.

*The title or cover page includes this information:*

~ Module assessment number and title (Homework Assignment 2)
~ Course Prefix and title (CRJ120)
~ Your name
~ Your instructor’s name
~ Date of submission

The title page format is to be used for all assessments. The cover page format is for all research papers and other projects.

**Attendance Policy**

AAU requires that students communicate with their instructors through iBoard’s message center, the AAU faculty email system, or by telephone should there be any impact on module or course completion.

A student is expected to be in attendance each week throughout the duration of his or her course. Attendance is defined as the completion of at least one academic event per module. An “academic event” is defined as a graded item with an associated score that is a component of the overall course grade. Examples include a written assignment, discussion board, and quiz. If a student does not complete an academic event during the first week of a course, he or she may be automatically cancelled from that course. Please note that attendance is an administrative function and, thus, not at the discretion of the instructor.

Should extenuating circumstances impact a student's ability to meet the attendance requirement for a course, the student must communicate with his or her program success advocate by email or telephone in order to avoid being cancelled.
All assignments should be posted to iBoard within **24 hours of the last day of each** scheduled week or module. The module schedule is based on a week that runs from Monday through Sunday. Module assignments must be posted by the end of the day on Monday for the prior module ending on Sunday.

Instructors will grade within three business days after students post their assignments. All students are expected to complete the course within the eight week time-frame specified by the university.

Under extenuating circumstances, the student must contact the instructor to make alternate arrangements for assignment submission. This agreement must support the student’s ability to master the learning objectives and to complete all work within the session’s timeframe.

**Copyright Infringement Policy**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under Section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

**Copyright Infringement Deterrent Plan**

Allied American University responds promptly to notices or letters of illegal copyright infringement based on the requirements of the Digital Millennium Copyright Act. Both our Information Technology and Compliance departments will investigate and respond to any notice.

If you believe that any material on any of AAU’s websites infringes upon any copyright which you own or control, you or your designee may send a notification of such claimed infringement to our Designated Agent as set forth below:

**Alex Lazo, Academic Dean**  
22952 Alcalde Drive, Laguna Hills CA 92653  
Telephone: 888-384-0849 ~ email: Alazo@allied.edu

Upon receipt of a valid notification, the University will remove or disable access to such material and give notice of a claim of copyright infringement to the user or subscriber who authored the claimed infringing content by means of any one or more of the following methods at the University’s sole option: a general notice on AAU’s website, electronic mail to the content provider’s email address in our records, or by written communication sent by first-class mail to such user’s postal address in our records.
Summary of Penalties
Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorney fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

The university may terminate or limit access to users who are deemed to be in violation of copyright laws. In addition, students who are found to have participated in the unauthorized distribution of copyrighted material or other forms of copyright infringement will be subject to the consequences in accordance with the Student Code of Conduct found in the university catalog.

Annual Disclosure and Education
Consistent with our mission statement, combating illegal sharing of copyrighted material is an integral part of creating a true academic culture. We strive to empower students by informing them and our community about the law and our internal response to copyright infringement claims:

All students are notified annually and have access to the student handbook which contains our Copyright Infringement Policy.

Students are encouraged to submit DMCA notices to our Designated Agent specified herein.

Alternatives to Illegal File Sharing
The Higher Education Opportunity Act requires all colleges and universities to offer legal alternatives to unauthorized downloading. Although we cannot maintain an up-to-date list of alternatives we direct students to the Educause list which offers legal sources of online content. Students will find a list that includes legitimate online services; however, AAU does not endorse or evaluate these external sites.

To access legal sources of online content visit: http://www.educause.edu/Resources/Browse/LegalDownloading/33381.

Periodic Effectiveness Assessment
Allied American University will review this plan each year to insure it is current and maintains the appropriate and necessary information to effectively combat illegal file sharing, in addition to updating the methods employed as new technological deterrents become available. Part of the review will include the assessment of the number of legitimate infringement notices received.
Course Repeat Policy
A "course repeat" refers to a course in which a student has enrolled more than once as a result of the student having earned a punitive grade of C- or lower (including grades of "FW"). This is distinct from a scenario in which a student has enrolled in a course more than once as a result of the student having earned a non-punitive grade, or a punitive grade of “C” or higher, but wishes to attempt to earn a higher grade for the course.

Students who earn a punitive grade of C- or lower (including grades of “FW”) may enroll again in their course by paying a course repeat fee of $75, plus any needed material. This $75 fee is non-refundable. Students who have failed a course may enroll again in the course up to two times using FSA funds. The maximum number of repeats allowed per course is three, for a total of four attempts (including the initial attempt). If additional attempts at the course (beyond the four attempts) are required or desired, they must be requested in writing to the dean. If the request is approved, the student must pay the full cost of the course.

Students who wish to enroll again in a course are strongly encouraged to do so as soon as possible because course versions change frequently. Students should note that if a new version is in effect at the time the student wishes to enroll in the course again, new course materials would need to be obtained at the student’s expense.

Students who earn a non-punitive grade or a punitive grade of C or higher may elect to enroll again in a course in an attempt to earn a higher grade. In this case, the student must pay the full cost of the course.

When a student elects to repeat or enroll again in a course, the lower grade will remain on the student’s record, with a notation that the course is being repeated or having enrolled in the same course for an additional time. Only the higher grade and semester credit are calculated into the cumulative grade point average. Semester credit is only given once for a course, except in circumstances where noted in the course description.

Grades earned at Allied American University remain in the student’s grade point average if the coursework is enrolled again at another institution.

Evaluation
Upon completing a course, students have the opportunity to evaluate AAU, the faculty, and the appropriate course through the end of course student survey. Students are encouraged to use the end of a course student survey to evaluate many aspects of the university and course. Through such a survey, AAU can continue to maintain its courses properly and offer the best services possible to its students.
Graduation Requirements

To receive an Associate Degree or Bachelor’s Degree a student must satisfy requirements related to credits, grade point average, program of study, and courses. It is the student’s responsibility to ensure all requirements for graduation have been met and completed in a timely manner. To assist students in this process, AAU provides student services through program success advocates and through the Department of Academic Affairs.

For an Associate Degree, a student must:
~ Earn a minimum of 60 credit hours of which 15 credits hours must be earned through AAU required courses.
~ Maintain a cumulative GPA of 2.0 (on a 4.0 system) overall in a declared major.
~ Fulfill the general education requirements as directed by the degree program.

For a Bachelor’s Degree, a student must:
~ Earn a minimum of 120 credit hours, at least 30 credits of which must be earned through AAU required courses.
~ Maintain a cumulative GPA of 2.0 (on a 4.0 system) overall in the student’s declared major.
~ Fulfill the general education requirements as directed by the degree program.

Graduation with honors can be awarded to students who maintain a GPA of 3.5 and who complete a minimum of 15 semester credits for an Associate Degree or 30 credits for a Bachelor’s Degree through AAU.

Degrees with Allied American University are conferred on a monthly basis. The conferral date is defined as the date on which a student’s degree is officially awarded. After completing all courses and submitting a completed graduation application, graduating students must resolve any outstanding financial obligations. After all academic and administrative requirements have been met, students will receive two official transcripts and their diploma.

Participation Policy

In order to earn full points for the discussion board, the student must make at least three substantive posts in the discussion board for each week. One of the posts must be the student’s main response to the discussion topic posted by the instructor as well as two additional posts to fellow students or the instructor.

Discussion boards will close at the end of each week. After 11:59 p.m. on Sunday evenings, the discussion board closes. Students will be able to view all posts after that time, but will not have the ability to make additional posts. Failure to participate in the discussion board will impact the grade for the course. If outstanding circumstances prevent a student from participating, the student should discuss these factors with the course instructor prior to the end of the week in question.
Student Handbook

Instructors assess the quality of the students’ contributions during the course by grading each assignment. Assignments include: Check Your Understanding, homework, progress tests, discussion board, and final exams. Each student is required to submit all assignments, to take part in answering discussion board questions posted by the instructor and contribute to the interactive discussions. Failure to complete assignments and maintain a passing course grade of 2.00 or (“C”) grade or better will contribute to unsatisfactory academic progress that carries various consequences.

If a student falls out of good standing, there are three types of academic status: warning, probation and dismissal. Refer to the university catalog for a list of criteria student assignments should encompass should they fall out of good standing.

Non-participation is characterized by lack of assignment submission and inadequate contribution in threaded discussions. Non-participation will be monitored by both program success advocates and the instructor.

Program success advocates and instructors will send warning e-mails to students who fail to submit assignments or participate. The warning e-mail will indicate that the students’ assignment grades and final course grade may fail to meet the minimum academic standard.

Satisfactory Academic Progress (SAP) Policy

Students must maintain Satisfactory Academic Progress (SAP) to receive Federal Student Aid. According to Federal Regulations, students who fail to make satisfactory progress towards their degree or certificate will lose their ability to receive Federal Student Aid. This regulation applies to all AAU students, including those who have not previously received financial aid. Students who lose their aid may appeal the loss provided there are mitigating circumstances that inhibited their academic progress. If mitigating circumstances do not exist, students may take classes at their own expense to demonstrate improvement for a future appeal. To otherwise restore eligibility, students must achieve the grade point average (GPA) and completion rate as defined in the policy.

There are three criteria used to measure Satisfactory Academic Progress:
  ~ Cumulative grade point average (qualitative)
  ~ Credit hour completion (quantitative)
  ~ Maximum Timeframe

AAU evaluates SAP at the end of each semester and at the beginning of the first semester. A semester is defined as a 16-week period of academic study. The requirements of each criterion must be met and are discussed in detail below. The university provides written notification, within prescribed time periods, to notify a student who is failing to achieve SAP standards.

Cumulative Grade Point Average (CGPA): CGPA is the qualitative measure of SAP, meaning that it measures the quality of the grades that each student earns in their courses. Evaluation occurs at the end of each semester as demonstrated in the sample segments listed in the Satisfactory Academic Progress Progression Table in the catalog. Only credits completed at AAU with a final grade of A through F are included in the CGPA calculation.
To meet SAP requirements students must maintain a CGPA that meets or exceeds the minimum requirements as shown in the **Satisfactory Academic Progress Progression Table** in the catalog. Students who fail to meet CGPA requirements also fail to meet SAP requirements and will be put on an Academic Probation and Financial Aid Warning. (See FA Warning and Probations section.)

**Credit Hour Completion:** Credit hour completion is the quantitative measure of SAP, meaning that you must complete a certain percentage of your courses to meet minimum SAP standards and maintain eligibility for Federal Student Aid. Each academic program within our university system has a defined number of credit hours required for completion. To maintain SAP, students must achieve a minimum percentage of credits earned versus credits attempted. Refer to the university catalog for further details.

**Maximum Timeframe**
All students who receive Federal Financial Aid under Title IV of the Higher Education Act are required to complete their program of study within 150% of the published length of the program.

Please refer to the university catalog for the entire SAP Policy.

**Reestablishing Satisfactory Academic Progress**
In circumstances where a student does not meet Satisfactory Academic Progress it will be expected for the student to consult with their program success advocate for guidance and assistance regarding methods of improving their academic status. It is recommended that a student make contact with their program success advocate as soon as possible to determine an appropriate action. Such methods of reestablishing Satisfactory Academic Progress include but are not limited to: repeating course(s) that are below a 2.00, adjusting a course load, and discussing resources available in the Academic Resource and Study Skills Center within iBoard. If mitigating circumstances resulted in an unsatisfactory academic performance, it is recommended that a student contact their program success advocate to discuss the possibility of submitting a Request for Late Withdrawal Form.

**Substance Abuse Policy**
Allied Business Schools (Allied Business Schools refers to ABS, AAU and ANHS) is firmly committed to providing a safe, healthy working environment for all employees, students and faculty. Consistent with this commitment, Allied Business Schools has strengthened its stand against drug and alcohol use. In compliance with section 120(a) through (d) of The Higher Education Act of 1965, as amended, including the Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226), the Allied Business Schools Drug and Alcohol Prevention Policy is provided to all employees and students annually.

Employee involvement with illegal drugs, controlled substances, or alcohol can negatively impact the workplace and the employee's ability to perform his job duties. It also adversely affects the company’s reputation, integrity and quality of products and services. Consequently, all employees, regardless of position, are covered by the terms of this policy. Applicants for employment are included in this policy as expressly stated.
Requirements/Prohibition
Students, faculty, and staff must comply with federal, state, and local laws concerning alcohol and illegal drug usage, whether on the company’s property or otherwise. Allied Business Schools’ employees must report for work and remain in a condition to perform their duties free from the effect of any drug or alcohol. Employees shall not be under the influence of any illegal drug while performing any company related activity.

All employees must report for work and remain in a condition to perform their duties free from the effect of any drug or alcohol. Employees shall not be under the influence of any drug, legal or illegal, during working time, while on company premises or business or while operating company vehicles or equipment. The use, sale, possession, manufacture or purchase of illegal drugs, controlled substances or alcohol while on company premises or while on company business is prohibited. Employees who violate this policy are subject to disciplinary action, up to and including termination. Such violations include, but are not limited to, the commission of any act prohibited under this policy and the failure to cooperate with or follow any of its requirements.

Use of Legal Drugs
Studies show that long term heavy drinking and drug use can lead to damage of the liver, nervous system, heart and brain. It may also lead to high blood pressure, stomach problems, medicine interactions, sexual problems, osteoporosis, and cancer.

Because of the well known consequences of drug and alcohol abuse, the company is firmly committed to providing a safe and healthy environment for all students and employees. Consistent with this commitment, the company has a zero tolerance policy against drug and alcohol abuse.

It is the responsibility of the employee who is taking legal drugs to assure that such medication will not interfere with the employee's safe and efficient performance of his job. Upon receiving a prescription, the employee must ask the physician whether the use of a prescribed drug will interfere with his or her safe and efficient performance. If so, the employee must inform the supervisor of this fact and cooperate fully with management in an evaluation of the appropriate action. If management concludes that the drug will or may adversely affect the employee's job performance, management will determine whether assignment of alternative job duties, a leave of absence and/or other job related action is required. The employee may also be required to obtain a physician's release before being allowed to return to regular job duties.

Investigation
The use, sale, possession, manufacture, or purchase of illegal drugs, controlled substances, or alcohol while on the premises or while performing company related activities is strictly prohibited. Those who violate this policy are subject to disciplinary action, up to and including expulsion, termination of employment and referral for prosecution. Local, state and federal sanctions for unlawful activity relating to drug and alcohol abuse may result in fines and/or incarceration.
Student Handbook

Employees reasonably suspected of possession, use, manufacture, sale, purchase or of being under the influence of illegal drugs or alcohol on company premises or during working time may be suspended without pay pending an investigation of the circumstances. The company will try to complete its investigation within a 72-hour period.

To ensure that drugs, alcohol and/or other illegal activity do not enter or affect the workplace, the company may take any or all of the following steps in accordance with applicable state law while employees are on company premises or performing company business during working time.

- observe actions of employees
- counsel employees
- search any Company property, including desks, file cabinets and lockers

All searches under this policy will occur with the appropriate discretion and consideration for the employee(s) involved.