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Message from the Provost

Dear Faculty,

We are so proud that you have chosen to share your knowledge and experience in your field with our students. Your passion for education shines through in everything you do, and our students can feel how much you care about them and their experience in your classes. You interact with our students more than anyone else here, and we appreciate how hard you work to motivate and inspire them every day.

Here at AAU, we take pride in a student-centered environment that is very important to us. We want every student to feel supported, encouraged, appreciated, and respected, and we are grateful to have found such a wonderful group of educators who help us accomplish these goals every day. Please feel free to contact me directly at chansen@allied.edu if you need anything at all.

Sincerely,

Chelsea Hansen, Ph.D.

Provost and Chief Academic Officer

Chelsea Hansen, Ph.D.

Chelsea Hansen serves as the Provost of Allied American University and oversees all areas of the university’s academic affairs department. She possesses a Master’s degree in psychology from Northcentral University and finished her PhD in psychology from Northcentral in June, 2015.

Chelsea served as Dean of General Studies here at AAU prior to her current position as Provost. She has also served as a Department Chair for Everglades University before joining the AAU family. Chelsea has taught undergraduate psychology courses since 2008, on ground and online for Midlands Technical College, Upper Iowa University, Indian River State College and Troy University.

Chelsea is currently conducting research on social comparison theory and has presented research at the Virginia Psychological Association. Her research interests are in social psychology, gratitude, gender studies, addiction, and domestic violence.

Chelsea is originally from Iowa and currently resides in Boca Raton, Florida with her husband and daughter.
History of Institution

Allied American University (AAU) is a division of Allied Business Schools, Inc. (Allied Schools), which is solely owned by the George E. Achenbach Irrevocable Trust. Allied Schools opened its doors in 1992 with a vision to provide students with a convenient, flexible way to complete training for in-demand careers.

AAU is dedicated to providing the type of education that students need to succeed in today’s competitive environment. Allied American University was accredited by the Distance Education Accrediting Commission in June of 2008. AAU received regional accreditation candidacy status in 2013 through the WASC Senior College and University Commission (WASCUC).

Accreditation and Approvals

National Accreditation

Allied American University is accredited by the Distance Education Accrediting Commission (www.deac.org). The DEAC (formerly 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 Distance Education Accrediting Commission 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 been recognized as a Candidate for Accreditation by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC), 985 Atlantic Avenue, #100, Alameda, CA 94501, 510-748-9001. This status is a preliminary affiliation with the Commission awarded for a maximum period of four years. Candidacy is an indication that the institution is progressing toward accreditation. Candidacy is not accreditation and does not ensure eventual accreditation.

California State License

Allied American University, which is a private institution, is licensed 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 the institution may be directed to The Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-081, website: www.bppe.ca.gov, telephone: (888) 370-7589, fax: (916) 263-1897.

Approved to Operate in the State of Indiana

This institution is authorized by The Indiana Board for Proprietary Education
101 W. Ohio St., Suite 670, Indianapolis, IN 46204-1984
University Governance

Trustees
George J. Achenbach
George E. Achenbach
Geraldine K. Achenbach
Karen Achenbach

AAU Governing Board Public Members
Robert Hunt, Ph.D. Candidate, Chair
Jacqueline Benjamin, MD
Daniel Lubin, Ph.D.
Cynthia K. Mathena, Ph.D.
Robert Reckinger
Sherry Shindler Price
Alicia Siegall, M.Ed.
Thomas F. Brady, Ph.D.

AAU Governing Board Institutional Members
George E. Achenbach, Chief Executive Officer of Allied Business Schools, Inc.
Beth Tripodi, President of Allied Business Schools, Inc.
Chelsea Hansen, Ph.D., Provost/Chief Academic Officer
Bruce Matlock, Esq.
Jim Rieger, WASC ALO/Recording Secretary

Faculty Senate
The AAU Faculty Senate is comprised of full-time and adjunct faculty members selected to advise the university on matters relating to curriculum, professional development, training, policies, procedures, and strategic and institutional planning.

AAU's faculty-driven culture utilizes the Faculty Senate in our shared governance model and allows for faculty participation in the overall academic plan of the university.

Each subcommittee of the Faculty Senate is responsible for providing recommendations to the Provost and the Governing Board to foster the development of AAU's academic community and interaction amongst faculty, students, and administration.

Faculty Senate Committees include:

- Curricular Affairs Committee
  - Assessment Sub-Committee
- Executive Committee
- Faculty Affairs Committee
- Graduation Committee
- Research, LIRN.IS, and Tech Committee
- Student Affairs Committee
Mission, Vision, Competencies, and Values

Mission Statement

Allied American University is committed to providing online distance education degree programs for a diverse, underserved 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 a commitment to community service.

Vision

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 learning outcomes, and to a continuous process of self-examination tied to data collection.

Statement on Diversity

Allied American University is committed to creating an inclusive environment that respects and values all members of the community including students, faculty, and staff. We esteem that which can be offered to our university life by those of all ages, genders, ethnic and cultural backgrounds, races, religious backgrounds, sexual orientation, military status, and socioeconomic class.

We stand firmly against any type of bigotry, verbal or written abuse, or harassment in any form or context. As a university and as part of the larger world community, we strive to foster an environment free of bias and prejudice where there is a free exchange of ideas with ample room for scholarly and personal growth for all.

Institutional Core Competencies (ICCS)

1. Written Communication
2. Oral Communication
3. Quantitative Reasoning
4. Critical Thinking
5. Information Literacy
6. Ethics and Diversity

Core Values

The core values are a set of principles that are aligned with Allied American 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. Broader 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 the 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, AAU 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 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** – Allied American 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 demonstrate proficiency in:

1. Written Communication
2. Oral Communication
3. Quantitative Reasoning
4. Critical Thinking
5. Information Literacy
6. Ethics and Diversity
University Calendar

Allied American University has monthly semester start dates. Each semester is comprised of two (2) consecutive eight-week sessions. Students may enroll in courses within a semester based on the start dates as well as associated session start dates. A student may not be registered in overlapping semesters.

<table>
<thead>
<tr>
<th>Semester Start Date</th>
<th>Session Start Date</th>
<th>Session End Date</th>
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<tr>
<td>October 5, 2015</td>
<td>October 5, 2015</td>
<td>November 29, 2015</td>
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<td>December 7, 2015</td>
<td>February 7, 2016</td>
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<td>November 2, 2015</td>
<td>November 2, 2015</td>
<td>January 3, 2016</td>
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<td>February 8, 2016</td>
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<td>March 7, 2016</td>
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<td>April 4, 2016</td>
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<td>March 7, 2016</td>
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<td>May 2, 2016</td>
<td>June 26, 2016</td>
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<td>April 4, 2016</td>
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<td>June 6, 2016</td>
<td>July 31, 2016</td>
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<tr>
<td>Semester Start Date</td>
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<td>May 2, 2016</td>
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<td>October 3, 2016</td>
<td>November 27, 2016</td>
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**University Holidays**

The AAU campus is closed on the holidays listed below. Students have access to their online courses seven (7) days a week, including holidays. Adjunct faculty will not be present on the following holidays.

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

General Statement

Allied American University expects faculty members to develop and foster an effective pedagogical relationship with their students and commit to creating and sustaining a culture of inquiry and evidence in all academic functions. Effective faculty members create an appropriate sense of responsibility, instill positive attitudes toward the university, and lead by example with the goal of providing students an educational experience fully aligned with learning outcomes.

Full-time Faculty

Under the leadership of the deans, AAU full-time faculty provides direction and oversight for our faculty. They are responsible for mentoring and training adjunct faculty and collaborating with other faculty members within a specific department. Full-time faculty participate in faculty meetings, faculty development and assessment activities, and curriculum development and revision activities.

Additionally, full-time faculty participate in university level accreditation activities, serve on various academic committees, and represent the institution to internal and external stakeholders.

Faculty Selection

AAU faculty members are carefully selected as exceptionally suited to the fulfillment of the university’s mission and goals. The majority of AAU’s faculty members exceed all requirements necessary to facilitate the degree programs offered by AAU.

Employment procedures originate from the provost. The faculty recruitment and selection process is designed in accordance with the standards set by the Commission on Institutions of Higher Education and appropriate accreditation agencies. All candidates are screened, interviewed, and selected by the dean, and a human resources representative, in consultation with other relevant administrators. The qualifications of all faculty candidates are measured by advanced degrees, relevant professional experience appropriate to the AAU curriculum, and faculty candidates’ experience with adult education and online teaching and learning. Acceptance of an employment agreement indicates the mutual willingness on the part of AAU and the faculty candidate to be bound by all the terms of the agreement. All formal employment contracts, faculty ranks, and compensation arrangements can only be approved by the president and chief executive officer and the provost.

Hiring and Employment Policies

AAU is committed to equal opportunity without regard to age, ancestry, color, creed, disability, ethnicity, gender, marital status, medical condition, national origin, race, religion, sexual orientation, or Vietnam-era veteran status in its educational programs, activities, or employment practices.

Non-Discrimination Policy

Allied American University does not discriminate on the basis of 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 compliance director/manager.

Benefits

Full-time faculty should consult the AAU Employee Handbook for a list of benefits.

General Employment Practices
Allied American University strictly follows the non-discrimination policy in such practices as:

- Compensation
- Benefits
- Layoffs
- Return from layoffs
- Social or recreational programs
- Tuition assistance
- Education
- University-sponsored training

**Faculty Employment Contract**

AAU adjunct faculty members are contracted to teach specific courses and to recommend updates or revisions to such courses. Allied American University recognizes that most adjunct faculty members have other professional titles, commitments, and responsibilities at various other institutions. A member of the AAU adjunct faculty may designate him or herself as such throughout the duration of the faculty member’s teaching contract with AAU.

The faculty member agrees to permit Allied American University to identify him or her as a member of the faculty team on the Allied American University website and/or other printed program communication tools, such as brochures, for the duration of the faculty agreement.

**Adjunct Faculty: Independent Contractor Status**

The Adjunct Faculty Agreement creates an independent contractor-employer relationship between the faculty member and Allied American University. Adjunct faculty members are not to be considered agents or employees of AAU for any purpose.

The Adjunct Faculty Agreement does not create an exclusive contract between the faculty and AAU. Allied American University does not agree to use adjunct faculty members exclusively. Adjunct faculty members may perform similar work for other individuals or companies as long as the work performed does not conflict with the specific work described in this Adjunct Faculty Agreement and does not create a conflict of interest.

The contractor-employer relationship created by the Adjunct Faculty Agreement also means that AAU assumes no responsibility for any taxes that an adjunct faculty member is required to pay. Adjunct faculty members are solely responsible for the payment of all their taxes. The Adjunct Faculty Agreement does not allow employment of other individuals to perform any activities, under the agreement, that would breach students’ right to confidentiality, give unauthorized access to AAU’s documents, content, online platform, and other tangible and intellectual property of AAU.

**Faculty Course Assignment**

Faculty general course assignment is determined through the Faculty Course Justification Form (Appendix) and AAU’s course approval process. The actual faculty teaching assignment and schedule depend on current AAU programs and student enrollment trends and needs. Each AAU adjunct faculty member submits the course justification file. In the file, the faculty member identifies the AAU courses or course groups that he or she is interested in teaching and for which the faculty can provide specific evidence of their qualifications. These qualifications include academic preparation, professional experience, prior teaching experience, professional certification, development, and continued education. Each faculty file is reviewed by the provost and by the dean, who determine whether the course justification evidence meets or exceeds AAU’s faculty qualification standards for any specific program and/or subject area. The faculty, then, are provided with the final list of courses or course groups for which they are approved. At any time, faculty members can submit a request for additional courses or course groups by filling out the Course Justification Form and by providing additional evidence of their qualifications.

**Teaching Load**

Based on AAU’s open and continuous enrollment structure, a faculty member’s teaching load may fluctuate depending on the trends in AAU enrollment and in demand for any specific programs and courses. The AAU faculty
teaching load typically consists of a number of AAU students assigned to an individual faculty member. Each of the students assigned to the faculty member may be enrolled in any of the courses that the faculty member is approved to teach. The students assigned to the faculty member may have different scheduled course start and course end dates, which depend on the week in which the student enrolled.

The faculty member’s availability to teach continuously with AAU throughout the duration of the Adjunct Faculty Agreement (typically 12 months) is an important consideration for the university. AAU faculty members are required to notify their deans/department chair as soon as possible of any hiatus from teaching at AAU during the 12-month contract with AAU. An adjunct faculty member may not plan a hiatus during the time periods for which they have already been assigned students or when they are currently teaching. The faculty members are typically given a one-week notice prior to any specific teaching assignment(s). It is important for a faculty member to notify AAU of any anticipated interruption in his or her schedule of availability before he or she receives such course assignment notification.

Compensation

There are two (2) ways to compute compensation, either as full compensation or as partial compensation. Faculty member compensation is computed on a per student basis, as specified in the individual Adjunct Faculty Agreement. Each student factored into this agreement must complete the entire course and have all course grades, including the final grade, posted in the student’s grade book in order for the adjunct faculty member to receive full student-rate compensation. The student’s final course grade does not factor into whether or not the faculty member receives full compensation. In cases of students’ non-participation or early withdrawal from a course, the total amount of faculty student-rate compensation is calculated based on the number of modules (weeks) completed by students and graded by the faculty member. A module is considered complete when a student posts a discussion board post for that week and submits at least one (1) learning assessment (i.e., check your understanding, homework, and/or progress test), and the instructor has graded all submissions.

Three-step Payment Structure

The adjunct faculty compensation calculation process adheres to the following three-step earning accrual structure:

1. The first one-third of the total faculty student-rate compensation is earned when the student completes the first module (week) of the course.
2. The second third of the total faculty student-rate compensation is earned when the student completes five (5) modules (weeks) of the course.
3. The remainder of the faculty student-rate compensation is earned when the student completes the entire course and the final grade is posted in the student’s grade book.

If a student withdraws from a course during the second or third accrual period, the faculty member’s earning is prorated to include the last completed module in the accrual period from which the student withdraws.

In the case of an “In Progress” (IP), the faculty member’s compensation is calculated in the same way as in the case of a student’s withdrawal. When the student completes the remaining course assignments within a required period after the course end date and the assignment grades and the final course grade are posted in the student’s grade book by the faculty member, the faculty member receives the remainder of the compensation balance for the student. Unless there are exceptional circumstances, it is the responsibility of the faculty member originally assigned to the student to see the student through the process of completing the course assignments to fulfill the requirements for turning the In Progress into a regular course grade.

The checks for the total accrued amount of compensation are issued monthly. Since faculty members will have students at various points in the accrual process, all periods will be tracked on a monthly basis for issued checks.

Research, Curriculum Development, and Professional Development

Special funds may be set aside and administered by the provost and/or the dean to support faculty research or professional development activities. All activities must be approved by AAU. All faculty members are encouraged to present, publish, and perform scholarly research within their area of expertise. AAU is not identified as a research institution; however, we do support and promote faculty research and scholarly activities. The Faculty Senate Research committee focuses on the support and development of processes to submit scholarly research for approval
Termination

Allied American University and adjunct faculty members may cancel the Adjunct Faculty Agreement with 30-days written notice. When the agreement is terminated prior to its typical 12-month term and before the faculty member completes his or her teaching assignment, the faculty member’s compensation will be calculated based on the prorated 3-step accrual payment structure discussed in the faculty compensation section of this faculty handbook.

Non-Completion of Teaching Assignment

If, for any reason, a faculty member is unable to teach a course already in progress, he or she must notify the appropriate administrator (his or her dean) as soon as possible to allow AAU time to find a replacement. In such special circumstances and with proper notification, the faculty member will be compensated based on the prorated 3-step payment structure for the work already completed (refer to faculty compensation section).

Abandonment

In a situation in which a faculty member, without any notification to the appropriate administrator, does not initiate any teaching activities for four (4) days or longer for the newly assigned course or if, without any notification, the faculty member ceases all teaching activities for four (4) days or longer for the assigned course(s) already in progress, the faculty member’s teaching course assignment may be terminated without any compensation for the same course(s). In addition, the Adjunct Faculty Agreement may be terminated immediately and without a 30-day notice.

Faculty Grievance Policy

A grievance is defined as a charge that a faculty member (“Grievant”) has been adversely affected in a direct, personal, and material way by a decision or action of another individual. Such a dispute may involve a faculty colleague, an administrator, staff member, or student (“Respondent”).

Disputes are best resolved amicably and informally through effective communication within and between all parties involved, and it is expected that any grievant shall have attempted to resolve any dispute with another individual with the assistance of the dean or provost before invoking the grievance process set forth in this policy. Only those disputes that have not been deemed resolved in the eyes of both parties through good faith effort may be submitted to the human resources manager according to the policy and process described herein.

All oral and/or written materials prepared for the grievance, and all statements and communications made as part of the processes described herein, are confidential. All involved parties and participants are obligated to hold all matters related to a mediation or grievance in confidence to the extent permitted by law. Failure to comply may result in disciplinary action.

A grievant initiates the required grievance process by submitting a grievance in writing to the human resources manager. The grievance must be filed within sixty (60) calendar days after the grievant knew or should have known of the events giving rise to the grievance. This needs to be substantiated as part of the grievance. Where a pattern or practice is claimed to be illegal or unfair, the grievance must be filed within sixty (60) calendar days after the grievant knew or should have known of events constituting such a pattern or practice. In the formal written grievance, the grievant must provide (a) the basis for the grievance; (b) the grievant’s standing to assert the grievance, i.e., how the grievant has been directly and adversely affected; (c) all steps that have already been taken to resolve the grievance; (d) the respondent’s involvement or decision; and (e) the grievant’s desired remedy or outcome. Issues not raised in the written grievance shall not be considered.

Upon receipt, the human resources manager shall review the grievance to determine (a) if the grievant has satisfied all requirements for a grievance, (b) whether the grievant has made a good faith effort to resolve the matter, (c) whether there is an actual case or controversy currently presented, and (d) whether the grievance is specific enough and has sufficient grounds upon which to proceed. Grievances considered not appropriate shall not be considered. At the conclusion of the grievance process, which shall not exceed thirty (30) calendar days in length, the human resources manager shall submit a formal written report to the grievant and his/her supervisor (if applicable). This
report should include a description of the investigation, a summary of the findings, and any recommendations and the basis for those recommendations.

The grievant and/or respondent have the right to appeal the final decision following a completed grievance proceeding. The appeal must be in writing and include specific details beyond the initial grievance. The appeal must be delivered to the human resources manager within ten (10) days after issuance of the final decision. The human resources manager will then reconsider the grievance on the basis of the information contained within the appeal.
AAU is strongly committed to faculty training and development. AAU’s effort in designing a comprehensive faculty training and development curriculum and process is ongoing.

AAU Academic Affairs Professional Development Request Process

1. Request for professional development originates (from faculty or dean) and request must be made two (2) months prior to the event:
2. Request would include:
   a. Rationale
      i. Relevancy to field
      ii. Relevancy to AAU and impact on the following:
         1. Curricular/subject matter
         2. Students/retention
         3. Other
   b. Benefit to AAU
      i. Attendee will debrief appropriate AAU team
      ii. Event brief is posted to the appropriate academic AAU webpage
      iii. Faculty receives recognition for AAU if presenting/publishing
   c. Cost (indicate all that are applicable)
      i. Event cost
      ii. Airfare
      iii. Hotel
      iv. Meals
      v. Transportation
3. Dean reviews request and approves/denies; if approved,
4. Dean forwards to provost; if approved,
5. Provost forwards to CEO; if approved,
6. CEO forwards to Budget Committee for approval, if approved,
7. Budget Committee approves/denies
8. Provost communicates Budget Committee decision to dean
9. Dean communicates decision to faculty
10. If travel approved, dean works with AAU travel department to finalize arrangements
11. Event occurs and attendee debriefs to appropriate AAU team
12. Event brief is posted to the appropriate academic webpage
13. Event is posted to the AAU instructor professional development website

Faculty Tutorials

AAU has designed and developed several online tutorials that are available to AAU faculty members at any time within the Faculty Resource Center (FRC) link:

- iBoard Tutorial – Student
  - Demonstrates iBoard functionality from the student view
- iBoard Tutorial - Faculty
  - Demonstrates iBoard functionality from the faculty view
- Accepting Course Contracts
- Adjust Value and Reset
- Posting Discussion Board Topics
- LIRN Tutorial - Online Library demonstrates functionality and resources available to faculty members and students through the online Library consortium
- Grading Assignments
- Creating Announcements
- Updating Your Profile
- OBR Outcomes Based Rubrics
- Final Exam Issues
New Faculty Orientation

It is mandatory for all AAU faculty candidates to participate in the ORI 200: Allied Online Orientation for Faculty course prior to receiving any teaching assignments. This course presents an overview of theoretical principles of Online Teaching and Learning (OTL), adult education, and AAU’s philosophy, structure, history, and policies. The course is also a practicum that allows new AAU faculty members to experience the AAU online educational environment and structure as well as to practice specific activities that AAU faculty members are expected to perform.

ORI 200 is a course that consists of three (3) online modules and takes approximately 3-4 hours to complete. AAU faculty candidates will have up to two (2) weeks to complete the course.

New Faculty Mentorship Program

The AAU New Faculty Mentorship Program is designed to facilitate AAU new faculty members’ acclimation to the AAU teaching model, technology, structure, and overall culture.

The New Faculty Mentorship Program is designed as both a structured process that extends a new faculty member’s training and as an informal social and professional support system that allows a new faculty member to experience the full sense of his or her belonging with the new institution.

New Faculty Mentorship Program Stages

Stage 1: During the faculty candidate orientation course, an AAU-designated mentor works closely with the new faculty member to assist him or her with any challenges or obstacles he or she may encounter while familiarizing themselves with AAU’s teaching environment. During Stage 1 of the New Faculty Mentorship Program, the mentor is given access to the new faculty member’s iBoard course. Without directly interacting with the new faculty member’s learning experience, the mentor observes, monitors, and evaluates the new faculty member’s performance. The mentor and new faculty member may discuss the mentor’s observations and evaluations.

Stage 2: More informal, as needed but frequent contact between the faculty and the dean or designee continues for at least the first six (6) months on an as-needed basis. During Stage 2 of the New Faculty Mentorship Program, the dean does not perform new faculty member course observations on a routine basis. However, the dean will continue to have access to all of the new faculty member’s iBoard courses and will be available to perform course observations at the faculty member’s request.

A level of commitment and any necessary performance improvements achieved and demonstrated by the new faculty member during Stages 1 and 2 of the mentorship program provide significant consideration for the faculty member during his or her six-month performance review.

Faculty Evaluation

The AAU faculty evaluation process is designed with the following primary purposes and objectives:

- Ongoing improvement of AAU faculty member performance
- Recognition and acknowledgement of exceptional performance
- Gap analysis for AAU faculty member selection, training, and development processes
- Personnel decisions

Faculty evaluation is conducted in both formal and informal ways and incorporates a variety of methods for data collection, evaluation, and assessment. This includes formal end-of-course student evaluations of the faculty, the faculty reflective self-assessment, the mentor’s evaluation, and AAU-generated reports that capture specific data on such aspects of faculty performance as response time, grade submission timeline, quality of faculty-student contact, and so forth.

Formal Faculty Evaluation periods are:

- Faculty evaluation occurs bi-annually
• First-year performance review—new faculty
• Annual performance review—faculty with renewed contracts
Faculty Responsibilities and Expectations

The work to be performed by adjunct faculty includes all services generally performed in adjunct faculty members’ usual line of business, including, but not limited to:

- Teach and facilitate online courses according to the AAU policies, objectives, content, and format
- Faculty are responsible for initiating contact with students through email at the start of the semester and monitoring student interaction throughout the course by email, assignment submission and grading, discussion boards, student-centered assignment feedback, and through a messaging system
- Provide regular and timely feedback to students and respond to students’ questions
- Respond to students’ inquiries within 24 business hours
- Timely grading of student assignments on a weekly basis
- Ensure that student outcomes are appropriately marked within courses
- Communication with students and appropriate departments on student course progress and participation
- Faculty are responsible for contacting any students who have not participated in their course for five (5) contiguous days
- Faculty are responsible for reviewing student’s grades at the midpoint of the term and for developing a Student Learning Contract for students who fall below a certain threshold
- Partner with Program Success Advocates (PSAs) to develop student centered solutions for success
- Participate in course/program evaluation, course improvement, and development
- Participate in AAU activities, functions, and meetings as required

General Expectations of Faculty Conduct

Each faculty member will conduct himself or herself in a manner that projects professionalism and ethical behavior. Faculty members must:

- Treat as confidential information student academic records, beliefs, and personal information
- Provide competent instruction and advisement
- Encourage free and open expression, inquiry, and discussion by students
- Provide fair evaluation of students’ academic performance
- Use the iBoard messaging system for student communication and AAU Help ticket process for requesting help

Prior to Teaching a Course

- Successfully complete the AAU New Faculty Orientation course
- Provide AAU with a digital photo and a brief biography. The three-part bio should cover your professional and academic experience, summary of accomplishments, and your educational credentials.
- Arrange for your accredited academic institutions to mail official transcript(s) to AAU
- Review your teaching plan with your mentor, including:
  - Your knowledge of the core curriculum, grading protocols, assignments, schedules, projects, and exams
  - Your instructional objectives
  - Your enrichment tools and content, including special reading assignments, discussion topics, web links, etc.
- Any proposed course revisions or updates to the AAU established curriculum

Teaching a Course

- Send a welcome message to all new students beginning on Mondays. The message is to be sent before noon. Welcome students to the course, introduce yourself, and review your expectations for them, including treatment of plagiarism according to the AAU policies.
- Notify Program Success Advocates of any non-participating students, incompletes, or student withdrawals immediately in the first week.
• Closely monitor course participants, particularly within the first two (2) weeks of instruction, to assure participation of all registered students.
• Report missing students to a Program Success Advocate by the end of the first week of the course.
• Maintain regular communication with students through the iBoard messaging system. Follow up with non-participating students in a timely manner to maximize their chance of completing the course.
• Respond to student email, phone calls, questions, and issues within 24 hours.
• Stimulate reflection and debate by developing and posting discussion questions per module in the discussion board. Provide appropriate feedback to students’ responses.
• Utilize the Mid Point Grade Report—distributed during Week 4 of the course—to send the Friendly Reminder email to your students to support persistence.
• Post final grades in iBoard by Wednesday following the end of the course.
• Submit scores within three (3) business days of the end of the module week and provide appropriate feedback within that time. There are two (2) types of feedback to provide students.
  o One: A feedback textbox should include overall comments and support (see resource links in iBoard for feedback templates).
  o Two: Student work can be downloaded and tracked changes or embedded comments can be included. This document can be uploaded for student review.

Concluding a Course
• Remind students to complete the end of course survey evaluation.
• Review all students’ scores/grades for accuracy. Submit the final grade for the course within three (3) days after course completion or after all assignments are completed.
• Send a closing farewell message to the students.
• If needed, notify AAUHelp@Allied.edu to provide feedback and recommendations for course/curriculum improvement and development.
• Utilize the Course Correction Form as necessary (located in the FRC) and copy your dean or department chair.
• Complete the Faculty End of Course Survey (FEOCS) distributed by the Director of Assessment

Faculty Participation
Faculty participation and feedback are essential to the continued improvement of Allied American University. AAU faculty members are expected to contribute to the improvement of the university’s academic and support services and to AAU curriculum improvement and development through faculty evaluations of AAU courses and services, course quality control, and participation in academic governance.

Faculty Evaluation of Curriculum and Services
Faculty feedback is essential to the continued improvement of the AAU course offerings. Each faculty member is expected to provide such feedback on an on-going basis. Faculty members may also be invited to participate in the various committee events and workshops.

Participation in Academic Governance
Faculty members are encouraged to make recommendations through the formal venue of the Faculty Senate and to their dean/department chair regarding academic policy, curriculum, and all other relevant issues. Faculty members are also encouraged to participate in periodic online faculty meetings and other relevant meetings, such as those with members of an accrediting body.

Conflict of Interest
Although it is expected that most Allied adjunct faculty members hold industry employment and/or teaching assignments outside of Allied American University, it is essential that a faculty member inform Allied American University of any prospective professional, business, academic, or research activities that may potentially create a conflict of interest with AAU and be in violation of AAU’s confidentiality and/or intellectual property clauses as stated
in this faculty handbook. Once again, it is important that this notice be given to AAU prior to participation in such activities, projects, or employment.
Confidentiality Agreement

Confidentiality of Allied American University Information

During the term of each Adjunct Faculty Agreement and for a period of three (3) years thereafter, faculty members shall not disclose, make commercial or other use of, give or sell to any person, firm, or corporation any information received directly or indirectly from Allied American University and its corporate parents, subsidiaries, or other affiliates, or acquired or developed in the course of faculty member’s duties as an Allied American University faculty member without first obtaining the prior written consent in each instance from Allied American University. This includes but is not limited to transcripts of course proceedings, related writings, notes, records, course materials, and any improvements thereto, reports, and any trademarks, trademark applications, patents, copyrights, and all similar or related information (whether patentable or not) unless:

1. Required to do so pursuant to law (in which case faculty member shall notify Allied American University of the requirement in advance of disclosure so that Allied American University has the opportunity to seek a protective order)
2. It was rightfully in the possession of faculty member from a source other than Allied American University prior to the time of disclosure to faculty member
3. It was in the public domain prior to the time of disclosure to faculty member or after the time of such disclosure by any means other than an unauthorized act or omission
4. It was independently developed by faculty member prior to the time of its disclosure by Allied American University

Confidentiality of Student Data

Faculty members are subject to the U.S. Government’s Family Educational Rights and Privacy Act (FERPA), which is commonly known as the “Buckley Amendment.” Faculty members must agree to comply with all obligations under the Buckley Amendment and to indemnify Allied American University for any loss, claim, or cost, including reasonable attorneys’ fees, incurred as a result of any violation by faculty member of this section.

In some courses, students may share ideas and issues relating to their employers with the intention of improving their skills and abilities. Faculty members must agree to maintain in confidence all information acquired about students and their employing companies in the process of threaded discussions, electronic messages, and submission of deliverables. Such information may be used by faculty members only with the expressed permission of the student and his or her employing company.
Intellectual Property

Work Made for Hire
Faculty members must agree that all work performed by faculty members for Allied American University and all work products resulting from that work (collectively, the “Work”) constitutes a “work made for hire” within the meaning of the United States Copyright Act of 1976 (the “Copyright Act”), and that therefore the Work and all rights encompassed within the Work (including but not limited to copyright rights) shall be the sole and exclusive property of Allied American University. If for any reason any part of the Work would not be considered a work made for hire under applicable law, the faculty member hereby sells, assigns, and transfers to Allied American University its entire right, title, and interest in and to the copyright in the Work and any registrations and copyright applications relating thereto and any renewals and extensions thereof, and in and to all rights corresponding to the foregoing throughout the world.

Intellectual Property and Ownership
The development of courses, course materials, exams, and related materials are considered part of the service obligation to AAU as stipulated in the Faculty Agreement. All courses, course materials, exams, and intellectual property materials related to credit courses developed by faculty members for AAU courses or programs are the legal property of AAU. All AAU course improvement materials, documents, files, and similar products developed and/or used by the AAU faculty member are also the legal property of AAU. All rights to such property revert in total to AAU. All courses and materials must be consistent with the prevailing AAU instructional and curriculum development models when any deviation from prevailing model has prior approval by the AAU President and CEO.
# APPENDIX: COURSE JUSTIFICATION FORM

## COURSE JUSTIFICATION FORM

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
<th>Column 4</th>
<th>Column 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courses or Course Group</td>
<td>Academic Preparation</td>
<td>Professional Training</td>
<td>Professional Experience</td>
<td>Teaching Experience</td>
</tr>
<tr>
<td>From AAU list of courses, enter an individual course number and title or list all courses under a course group for which you can provide one set of justification credentials. If the same credentials can justify more than one course, list them as a course group.</td>
<td>Number/title of courses; number of credits from your academic transcripts (Graduate and Undergraduate) that are relevant to the Courses/Course Group</td>
<td>Professional certification, Professional Development, and Continuing Education</td>
<td>Cumulative description of duties (or descriptive position titles); number of years</td>
<td>List the name of schools and titles of courses you have taught</td>
</tr>
</tbody>
</table>

### EXAMPLE (individual course):

**BUS 334: Internet Marketing**

- Univ. of Laguna Hills: MBA MKT 502—Marketing Research; 3 credits
- MKT 504—Internet Marketing; 3 credits
- MGT 602—Integrated Technologies 3 credits

**ABC extension program:**

- Internet Marketing Certificate

**Dir. of Marketing:**

- Internet Marketing Manager (15 years)

**XYZ Univ.:**

- Marketing Communication; Principles of Marketing; Marketing and Advertising
Additional Information

Certificate Programs

Allied American University certificates are offered through the degree programs as noted. Introduction type includes courses from 100 and 200 level with all prerequisites included. General type includes courses from 100, 200, 300, 400 level with course prerequisites included.

Allied Health

- Introduction - Medical Administrative Assistant*
- Introduction - Medical Billing*
- Introduction - Medical Coding
- Introduction - Pharmacy Technician

* Specific technology requirement: For the HIM 208: Electronic Health Information Management course, minimum system requirements are: IBM Compatible Computer with Microsoft Visual C++ 2005 Service Pack 1 Redistributable Package MFC Security Update or Microsoft Visual C++ 2008 SP1 Redistributable Package (x86), 500MHz processor or higher, 256MB of RAM, 2GB+ available hard drive space for data storage, CD-ROM or DVD Drive, and 1024 X 768 or higher resolution monitor. For HIT 235: Medical Office Technology, minimum system requirements are: IBM Compatible Computer with Pentium III, 500 MHz or higher processor, 500MB available hard disk space, 256 MB Ram, 256 Color display, Windows XP Professional Service Pack 3 or higher 32-bit, Windows Vista Business Service Pack 1 or higher 32-bit, CD-ROM or DVD Drive, and 1024 X 768 or higher resolution monitor.

Degree Programs

- Associate of Applied Science in Medical Office Management
- Associate & Bachelor of Science Degree in Business Administration
- Associate & Bachelor of Science Degree in Criminal Justice
- Associate & Bachelor of Arts Degree in General Studies

AAU 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, monthly semester starts, conforming to the following profile:

- A traditional cohort consists of one (1) or more students.
- Each enrollment has a fixed start date and end date.
- Courses consist of eight (8) modules. Each module consists of one (1) week. There are eight (8) 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.

Academic Sessions

Each session is comprised of eight (8) one-week modules.

Academic Semester

Allied American University semesters are 16-weeks in length.

Course Load

Students are permitted to enroll in up to six (6) semester credits (two [2] courses) concurrently at Allied American University. Enrollment in nine (9) (three [3] courses) or more semester credits concurrently at Allied American University
University requires approval based on successful completion of prior coursework taken at Allied American University or elsewhere. Faculty are assigned their student load by the dean or department chair and faculty student ratios are 10:1 to provide a learning experience that is conducive to peer-to-peer and peer-to-faculty learning.

**iBoard**

AAU utilizes a proprietary Learning Management System (LMS) iBoard. This content delivery platform was developed in the most current programming language available and provides all users with a dynamic, easy-to-use interface. iBoard is also used as a developmental tool for AAU instructional designers. The Information Technology (IT) department manages and maintains the servers in which iBoard resides. iBoard works in conjunction with other AAU student management applications, such as student records, enrollments, progress tracking, transcriptions, and other associated functions. iBoard training is part of the orientation process for every new student or faculty member.

**Course Material**

AAU uses standardized course material and structure. All online content for AAU courses is developed and standardized by AAU’s faculty who work with the Instructional Design Department (IDD) to launch the course into our LMS. All faculty members are required to follow the standard AAU course syllabus, content, and structure for the courses they teach. An opportunity for regular faculty feedback on course structure, content, and functionality is provided to all faculty members through AAU’s Faculty End of Course Survey (FEOCS). This feedback plays an important role in AAU’s goal for continuous quality control and improvement. Outside of iBoard course content, regular textbooks and other course materials are used in AAU courses. All faculty members will be provided with copies of all materials prior to teaching a course.

**Library Services**

AAU provides access to online library resources and services through the Library and Information Resources Network (LIRN). The LIRN consortium allows access to online databases that include information related to AAU’s course offerings. Subjects include business, criminal justice, health management, information technology, arts, history, and the humanities, among others. The databases include a variety of sources including academic journals, magazines, newspapers, books, and multimedia. The LIRN search engine allows students and faculty to search all Library and Information Resources Network products.

All AAU faculty members are provided with an access code granting unlimited access to LIRN for the duration of their faculty-teaching contract with AAU.

**Facilities, Equipment, and Materials that will be used for Instruction**

AAU is a 100% online institution. All course work will be performed from the student’s location of choice. Below is a description of the equipment and technology requirements for a student to successfully complete their courses:

Students are expected to have access to the technology requirements as AAU is not obligated to supply the needed technologies including software and hardware.

**Note:** Listed below are the general technology requirements, unless otherwise specified. It is the responsibility of the student to ensure that the program requirements are referenced to ensure that the student has the necessary technology requirements prior to beginning the program/course.

Please see the special technology requirements in the AAU Catalog for the following program requirements: Medical Administrative Assisting Certificate, Medical Billing Certificate, and Medical Office Management Degree.

**Hardware Requirements:**

Student must have a PC or Mac-based computer to participate in the course.

**Minimum system requirements are:**

- 1GHz+ processor
- 256MB of RAM
• 5GB+ available hard drive space for data storage, sound card
• 1024 x 768 graphics with 16-bit color
• Windows or Mac compatible laser or inkjet printer
• 10/100 Network Card and/or Modem required for online course correspondence

**Browser support:**

• PC: Internet Explorer 10.0 or higher, Mozilla Firefox 34.0.5 or higher, Google Chrome 39.0.2171.95
• Mac: Safari 7.0 or higher, Mozilla Firefox 34.0.5 or higher

**Software Requirements:**

• Access to an office program is required. Access to Microsoft Office Software is [highly recommended](#) for use with the iBoard Learning Platform.
• If access to Microsoft Office Software is not available, download Open Office Software from [http://www.openoffice.org](http://www.openoffice.org)

Materials required for the courses include the equipment described above in addition to course-specific textbooks as listed at [http://www.allied.edu/academics/book-list/](http://www.allied.edu/academics/book-list/) or each course’s syllabus.
Student Services and Student Interaction

AAU is committed to providing the highest level of service through our student learning resources to enhance student engagement within the AAU distance-learning environment.

Program Success Advocates

Each student is assigned to a Program Success Advocate (PSA) who is the student’s 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.

The Program Success Advocates monitor attendance and motivate the students to stay on track to complete their courses on time, answer procedural questions regarding topics such as grading and scheduling, coordinate proctored exams, process administrative paperwork and provide consistent encouragement.

In addition, regular interaction takes place between students, faculty, and Program Success Advocates (PSAs). When appropriate, PSAs may either work directly with faculty or deans/department chair to provide support for students or remediate minor issues.

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, maintaining a student ration of 10 students per faculty member. Each student receives personalized attention that is tailored to individual needs and preferences.

The main academic goal is that our students demonstrate mastery of the course learning objectives and complete all work within the course timeframe. The instructor’s responsibility is to work closely with the students to ensure their learning success. Faculty are responsible for initiating contact with students through email at the start of the semester and monitoring student interaction throughout the course by email, assignment submission and grading, discussion boards, and student-centered assignment feedback 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 monitoring student engagement with AAU student activities outside of coursework.

Evaluation of faculty by students is conducted as part of the "How Would You Grade Us," student end-of-course evaluation survey. There are items that pertain directly to the evaluation of faculty. As with all items in this survey, student responses are reviewed regularly, and feedback is shared with faculty on a weekly basis. Any needed action is taken, up to and including termination of faculty contract.

Virtual Tutoring/WebEx Sessions for Students

AAU’s full-time faculty are available to support our students by providing virtual tutoring and live and recorded WebEx sessions. Please refer to the Academic Resource Center (ARC) under Departmental Seminars for links to additional information. Full time faculty will partner with faculty to support our students’ success.

Disability Policy

Allied American University is committed to providing opportunities for higher education to students with disabilities and to making the online programs, activities, and facilities at the university fully accessible to students with disabilities. All accommodations for students with disabilities are handled by the Compliance Department. The manager of the compliance department shall be the designated Americans with Disabilities (ADA) compliance officer.

Allied American University makes every effort to provide reasonable accommodations to students presenting a documented disability. In compliance with Section 504 of the Rehabilitation Act of 1973 and the implementing regulations 34 CFR part 104 (barring discrimination on the basis of disability), and the Americans With Disabilities Act
(ADA) of 1990 and the implementing regulations in 29 CFR part 1630 (1992), Allied American University has established specific guidelines for students who are enrolled in our online programs and are seeking accommodations.

**The Americans with Disabilities Act (ADA)**

The Americans with Disabilities Act (ADA) is a federal law, passed in 1990, designed to protect the rights of individuals with disabilities from discrimination based on their disability.

**Section 504 of the Rehabilitation Act**

Section 504 of the Rehabilitation Act is a federal law, passed in 1973, designed to protect the rights of individuals with disabilities in programs and activities that receive federal financial assistance from the U.S. Department of Education.

Confidentiality

Allied American University is obliged to maintain confidentiality regarding a student's disability. All information collected is strictly utilized for the benefit of the student. Disability-related information is collected and maintained separately from the student's university record and access is limited to staff members of the Compliance Department. Student files within the Compliance Department are maintained for a period of five (5) years after a student's last date of attendance. After five (5) years of nonattendance, a student's disability records will be destroyed in a confidential manner.

If a student has requested and is approved to receive reasonable accommodations, the student will be informed as to what information is being provided to the faculty or staff regarding the request.

Except where permitted by applicable law, disability information will not be shared with non-Allied American University employees without the student's express written permission.

**Student Responsibility**

To benefit from the protection of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, it is the student's responsibility to self-disclose a disability to the Compliance Department and request an accommodation. Allied American University requires the student to provide supporting documentation, which must verify the existence of the disability and the subsequent need for an accommodation.

**University Responsibility**

Allied American University may not discriminate against an individual on the basis of his or her disability. Allied American University will provide reasonable required accommodations to a student with a documented disability, in order to afford the student an equal opportunity to participate within its online programs, activities, and facilities.

**Eligibility**

Many students who may have required accommodations at fixed-facility schools find that Allied American University's flexible format and online curriculum allow them to study without special arrangements. However, if a student determines the need for an accommodation, the student must submit an Accommodation Request Form and supporting documentation to Allied American University's Compliance Division.

**To be eligible for an accommodation, the student must have:**

1. A disability, as defined by the ADA, that substantially limits a major life activity and subsequently necessitates a reasonable accommodation,
2. Documentation on file with Allied American University that supports the need for the requested accommodation, and
3. Medical documentation to substantiate the disability and how the accommodation will assist the student.

**Examples of Disability**
The ADA defines a person with a disability as a person who has a physical or mental impairment that substantially limits one (1) or more major life activity.

Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. A major life activity also includes the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

**What Does Not Constitute a Disability**

The ADA explicitly excludes certain conditions from being disabilities: homosexuality, bisexuality, transvestism, transsexualism, pedophilia, exhibitionism, voyeurism, gender identity disorders not resulting from physical impairments, other sexual behavior disorders, compulsive gambling, kleptomania, pyromania, and psychoactive substance use disorders resulting from current illegal use of drugs.

Furthermore, "[t]emporary, non-chronic impairments that do not last for a long time and that have little or no long-term impact usually are not disabilities." Broken limbs, sprained joints, concussions, appendicitis, influenza, common colds, spasms and "except in rare and unusual circumstances," obesity, are generally not considered disabilities.

Simple physical characteristics such as eye color and hair color are not impairments. Moreover, personality traits, "such as poor judgment, quick temper, or irresponsible behavior" are not impairments. "Environmental, cultural, or economic disadvantages, such as lack of education or a prison record also are not impairments."

Courts have found the following not to be disabilities: pregnancy; chemical hypersensitivity syndrome; average height or strength that renders a person incapable of performing particular jobs; very muscular physique which prevents an individual from complying with employer's valid weight requirement; illiteracy; violent temper; or smoking.

**Verification of Disability**

Allied American University cannot provide an accommodation until the student's disability has been verified by a qualified medical professional or other appropriate health care professional.

A student with a learning disability must submit recent comprehensive evaluation results including cognitive and achievement test scores.

The Compliance Department will be responsible for notifying the student's instructors of the specific accommodation approved by the University.

**How to Request an Accommodation**

The Compliance Department at Allied American University is the primary office responsible for the coordination of services for students with disabilities.

Students with disabilities are responsible for requesting an accommodation. Pursuant to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, Allied American University will provide reasonable accommodations for students who have met the eligibility and verification requirements of the Compliance Department.

**If you are a student with a disability seeking an accommodation, you may submit a request in one (1) of two (2) ways:**

1. **Contact your Program Success Advocate or Student Affairs** who will, in turn, request that the Compliance Department contact you directly via email.
2. **Contact the Compliance Department** by telephone or email.
   Brandi Dougherty
   Compliance Director
   Allied American University
   22952 Alcalde Drive
   Laguna Hills, CA 92653
Requests for an accommodation will be reviewed on an individual, case-by-case basis.

Examples of reasonable accommodation include (but are not limited to):

- Providing tutoring sessions (not to include private tutors)
- Providing additional time to complete assignments
- Providing an extended period to complete a course (outside of the ordinary Incomplete Process)
- Referring the student to services to help them read materials on the computer, such as screen readers, for example those found at: [http://www.freedomscientific.com/Products/Blindness/JAWS](http://www.freedomscientific.com/Products/Blindness/JAWS); or large print keyboards (however, AAU is not responsible for providing these items to students)
- Extending the time of examinations
- Providing alternative assignments such as prescribed readings instead of using videos to complete specified homework or assignments

**Family Educational Rights and Privacy Act (FERPA)**

AAU’s policy regarding confidentiality complies with the Family Educational Rights and Privacy Act (FERPA), which affords students certain rights with respect to their education records, a summary of which follows. FERPA rights begin upon the student’s enrollment, which occurs when the student has been admitted to the university and attends any portion of a course. These rights are:

1. The right to inspect and review the student's education records within 45 days of the date AAU receives a request for access.

   All requests to release, inspect, or review education records or to petition to amend education records should be made in writing to:

   Office of the Registrar
   Allied American University
   22952 Alcalde Drive
   Laguna Hills, CA 92653

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or in violation of the student's privacy rights under FERPA.

   This request must be made in writing to the registrar and must clearly identify the part of the record to be changed as well as specify why it should be changed.

   If the university decides not to amend the record as requested by the student, the university registrar will notify the student in writing of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

   If, as a result of the hearing, AAU decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the student will be afforded the opportunity to place in the education record a statement commenting on the contested information in the record and/or a statement setting forth any reason for disagreeing with the decision of the hearing. The statement placed in the education record by the student will be maintained with the contested part of the record for as long as the record is maintained. When the related record is disclosed to an authorized party, the record will include the statement filed by the student.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

As allowed within FERPA guidelines, AAU may disclose education records without consent to officials of another school, upon request, in which a student seeks, intends to enroll, or is already enrolled so long as the disclosure is for purposes related to the student’s enrollment or transfer. School officials include:

- A person employed by the university in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff);
- A person or company with whom the university has contracted (e.g., an attorney, auditor, or collection agent);
- A person or organization acting as an official agent of the institution and performing a business function or service on behalf of the institution;
- A person serving on the Board of Trustees; or
- A student serving on an official committee, such as a disciplinary committee, or assisting another school official in performing his or her professional responsibilities.

The university may disclose education records without consent in connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions for the aid.

The university may disclose education records without consent to parents in the following circumstances:

- When the student is a dependent student as defined in Section 152 of the Internal Revenue Code of 1986;
- When the student has violated any federal, state, or local law(s), or any rule or policy of AAU, governing the use or possession of alcohol or a controlled substance.

The disclosure is in connection with a health or safety emergency.

The university may disclose education records without consent when the information is deemed necessary to protect the health or safety of the student or other individuals in an emergency.

The university may disclose education records without consent to comply with a judicial order or lawfully issued subpoena.

The university may disclose education records without consent to authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local educational authorities, such as a state postsecondary authority that is responsible for supervising the university’s state-supported education programs.

Disclosures under this provision may be made in connection with an audit or evaluation of federal- or state-supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs. These entities may make further disclosures to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.

The university may disclose education records without consent to accrediting organizations to carry out their accrediting functions.

The university may disclose education records without consent to organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
At its discretion, AAU may provide directory information in accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA). Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Students may withhold directory information by notifying the Registrar in writing or completing the Non-Disclosure form; please note that such withholding requests are binding for all information to all parties other than for those exceptions allowed under the Act. Students may access their rights to the maintenance and confidentiality of their student records as outlined under FERPA within the Student Handbook available through their iBoard account. Allied American University defines “directory information” as:

- Full name of student
- Enrollment status (i.e., full- or part-time, undergraduate, graduate)
- Address and telephone number
- Home address and telephone number
- E-mail address
- Name of institution last attended
- Major field of study
- Photographs (for University use only)
- Degrees and awards received
- State of residence
- Dates of birth
- Grade level
- Marital status

4. The right to file a complaint with the U.S. Department of Education concerning alleged failure by Allied American University to comply with the requirements of FERPA.

Family Educational Rights and Privacy Act (FERPA) complaints may be addressed to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5920

Personally Identifiable Information:

The U.S. Department of Education’s Family Educational Rights and Privacy Act (FERPA) regulations expanded the circumstances under which a student’s education records and personally identifiable information contained in such records (including Social Security Number, grades, or other private information) may be accessed without prior consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities (federal and state authorities) may allow access to student records and personally identifiable information without prior consent to any third party designated by a federal or state authority to evaluate a federal- or state-supported education program. The evaluation may relate to any education program, which is defined as any program “that is principally engaged in the provision of education,” such as early childhood education, elementary and secondary education, postsecondary education, special education, career and technical education, adult education, and job training, as well as any program that is administered by an education agency or institution. Second, federal and state authorities may allow access to a student’s education records and personally identifiable information without prior consent to any third party designated by a federal or state authority to evaluate a federal- or state-supported education program. The evaluation may relate to any education program, which is defined as any program “that is principally engaged in the provision of education,” such as early childhood education, elementary and secondary education, postsecondary education, special education, career and technical education, adult education, and job training, as well as any program that is administered by an education agency or institution. Second, federal and state authorities may allow access to a student’s education records and personally identifiable information without prior consent to researchers performing certain types of studies, even when the University objects to or does not request such research. Federal and state authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive any personally identifiable information, but the authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, state authorities may collect, compile, permanently retain, and share without prior consent personally identifiable information from a student’s education records, and they may track a student’s participation in education and other programs by linking such personally identifiable information to other personal information about a student that they obtain from other federal or state data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems. The university maintains student records in compliance with FERPA and California state regulations. Students who would like more information on these policies may contact the Registrar’s Office.
The California Administrative Code Section 18804(a) requires colleges and universities to maintain student records for a period of five (5) years after final enrollment, with exception of the student's permanent record.

**Proctored Examination Policy**

Proctored exams are required for selected AAU courses to ensure a student’s mastery of a course’s learning objectives and to ensure academic integrity. 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 Program Success Advocates will notify students when a course has a proctored final exam.

Proctored exams are used to assess whether students have mastered the subject matter. The proctored exams are usually two (2) hours unless otherwise noted. Proctored exams are to be scheduled within one (1) week after coursework has been completed. The student must have a passing grade on submitted coursework before taking a proctored exam.

Students are responsible for scheduling the proctored exams with an approved proctor prior to taking the required exam. Students download the Proctor Form through the learning management system, iBoard. It is recommended that students turn in the completed Proctor Form at least two weeks prior to their exam.

Once selected, the proctor must certify that he or she is not related to or is not a close friend of this student and that there is no relationship between the proctor and the student that will prevent the examination from being properly administered. Additionally, the proctor must certify that he or she will check a photo I.D. to confirm the identity of the student taking the final examination and declare under penalty of perjury that the information is true and correct.

Once the proctor has been approved by AAU, the examination code is forwarded to the proctor. The proctor then gives this code to the student once the identity of the student has been verified. Failure to follow the instructions can result in the invalidation of the exam and possible failure of the course.
University Policies

Academic Freedom

Allied American University adheres to the following principles of academic freedom. As an institution of higher education, 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.

Academic Integrity

Academic integrity 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.

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 integrity.

There is a growing concern among academics about violations of academic integrity, 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 integrity 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 integrity 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.

AAU prohibits students from sharing their iBoard username and password combination for the purpose of, or which leads to, academic dishonesty.

AAU’s Academic Integrity Policy can be violated in the following ways (including but not limited to):

- Using words or ideas that do not represent the student’s original work in assignments
- Failing to cite all relevant sources used as reference material
- Submitting another person’s entire work or work that was produced through collaboration with another student as one’s own
- Submitting work done in one course to satisfy the requirements of another course, unless both instructors agree beforehand to accept such work
Forging or altering documents; these include transcripts, drop forms, or any academic form that has been falsified or on which a professor's signature, or anyone else's signature, has been forged or altered.

Cheating on a final exam including using answers from another student, finding resources on the internet and using them for the exam (other than open book tests), or using publisher materials.

A history of academic dishonesty from minor infractions.

The first instance of plagiarism will result in the option to resubmit the assignment with a grade reduction. The second instance of plagiarism will result in a zero on the assignment. If the student plagiarizes a third time, he or she will be expelled from the program without the opportunity to return.

**Preventing Plagiarism**

AAU trains faculty members to take steps to prevent instances of plagiarism in their classes.

Some suggested steps include the following:

- Set clear expectations for assignments, including format and citation requirements.
- Design assignments to fulfill specific objectives which might include personal applications, work experiences, or specialized knowledge that only the student might possess.
- Use a plagiarism checker.
- Take immediate action when plagiarism is suspected.
- Use clear language in the course syllabus that might communicate the definition and consequences of plagiarism and the importance of academic honesty.

**Copyright Infringement Policy**

Copyright infringement is the act of exercising, without permission or legal authority, one (1) 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:

**Brandi Dougherty, Compliance Director**
22952 Alcalde Drive, Laguna Hills CA 92653
Telephone: (888) 384-0849
Email: bdougherty@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 (5) years and fines of up to $250,000 per offense.
For more information, please see the website of the U.S. Copyright Office at www.copyright.gov, especially their FAQs 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 AAU’s conduct policy.

### 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 catalog which contains our Copyright Infringement Policy.
- Students are encouraged to submit DMCA (Digital Millennium Copyright Act) 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/focus-areas-and-initiatives/policy-and-security/educause-policy/issues-and-positions/intellectual-property/legal-sources-only

### Periodic Effectiveness Assessment

Allied American University will review this plan each year to ensure 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.

### Administrative Withdrawal

Administrative withdrawal refers to a student withdrawal which is initiated by the institution. AAU may deem that a student be withdrawn from the institution for reasons which include, but are not limited to:

- Failing to complete the registration process
- Failing to participate in classes
- “Dropping out” in the middle of a term
- Failure to meet financial obligations

If the student faces Administrative Withdrawal, then notification will be made by phone or email through Academic Affairs. A student who disputes this action should contact his or her Program Success Advocate or registration representative and prepare a written response to the notification.

### Official Course Withdrawal

Students must contact their Program Success Advocate if they wish to withdraw from an in-progress course. Additionally, students should consult with representatives from the Business Office and/or Financial Aid Office to discuss any financial responsibilities the student may have upon withdrawing from a course. Once the decision to
withdraw from the course has been made, the Official Withdrawal Form should be returned to the student’s Program Success Advocate. The course withdrawal date is the date the student provides official notification to the university of his or her intent to withdraw. The student must submit the necessary Official Withdrawal Form to officially withdraw. Once a student has completed and submitted the necessary paperwork, the Registrar’s office will process the student’s request to withdraw.

Students should be aware that withdrawing from in-progress coursework may result in a grade of “W” being assigned for that course. In addition, once this form has been submitted, a student may not be reinstated into the semester or courses from which they are requesting to be withdrawn. Students who have withdrawn must wait for the next available semester that does not overlap with the current semester in order to return. Students may not withdraw from a course past the end of Week 5.

**Official Institutional Withdrawal**

Students must contact their Program Success Advocate if they wish to completely withdraw from Allied American University. Additionally, students should consult with representatives from the Business Office and/or Financial Aid Office to discuss any financial responsibilities the student may have upon withdrawing from the university. Once the decision to withdraw from AAU has been made, the Official Withdrawal Form should be returned to the student’s Program Success Advocate. The student must submit the Official Withdrawal Form in order to be withdrawn from the university. Once a student has submitted the necessary paperwork, the registrar's office will process the student’s request to withdraw. The institutional withdrawal date is the date the student provides official notification (i.e., the Official Withdrawal Form) to the university of the intent to withdraw. A student’s institutional withdrawal date must align with the end date of his or her final semester.

**Late Withdrawal Policy**

A student who finds it necessary for any reason to withdraw from a course due to mitigating circumstances once the week 5 withdrawal deadline has passed must complete the **Appeal for Late Withdrawal** form.

Withdrawals requested after week 5 will only be granted when there are documented mitigating circumstances that prevented the student from requesting the withdrawal prior to the deadline AND where the same circumstances would have prevented the student from completing the course successfully within the standard timeframe of the course or with the aid of an incomplete grade.

A student must be shown to have been regularly participating in each week of the course up to the time at which the mitigating circumstances occurred. Course participation in iBoard and the documentation the student provides must corroborate the request.

Samples of acceptable mitigating circumstances and documentation are provided below:

<table>
<thead>
<tr>
<th>Circumstance</th>
<th>Supporting Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Mental or physical illness, injury, or disability</td>
<td>• Doctor’s note which verifies the student was under care</td>
</tr>
<tr>
<td></td>
<td>• Hospital admittance documentation or billing statement</td>
</tr>
<tr>
<td>• Death of a family member or significant person</td>
<td>• Obituary</td>
</tr>
<tr>
<td>in the student’s life</td>
<td>• Death certificate</td>
</tr>
<tr>
<td>• Illness, accident, or injury of a significant person</td>
<td>• Doctor’s note; police report</td>
</tr>
<tr>
<td>in the student’s life</td>
<td>• Hospital billing statement related to the person for whom the student provided care or support</td>
</tr>
<tr>
<td></td>
<td>• A signed personal letter/statement from the individual</td>
</tr>
<tr>
<td>• Divorce or separation</td>
<td>• Letter from attorney on law firm letterhead</td>
</tr>
<tr>
<td></td>
<td>• Petition for dissolution of marriage</td>
</tr>
<tr>
<td></td>
<td>• Copy of divorce decree</td>
</tr>
</tbody>
</table>
In extreme circumstances, a “W” grade may be requested up to 6 months after the end date of the course if the mitigating circumstances prevented the student from requesting the withdrawal during the course session and if the student can show that he or she has been prevented from requesting that withdrawal since that time. The documentation the student provides must corroborate this request.

Students should be aware that, if approved, a retroactive grade change to a “W” may affect tuition discount eligibility for future course retakes.

**Course Add/Drop Policy**

**Course Adds**

Students may add or swap courses for a semester or session during the add period, which takes place during the first Monday – Thursday of each session for courses associated with that session. To add courses, students must submit a Course Add form and pay any associated fees. The Course Add form must be submitted no later than 5:00 p.m. PST on the first Thursday of the session for the add request to be considered. The Course Add form may not be used for second session reinstatements (See Semester Reinstatement policy).

To be eligible, the student must have met all prerequisites for any added courses as well as have all required documentation submitted for the term. Courses added to the student's schedule (if the request is approved) will have an original start date that corresponds with the start of the session for which the course was added.

**Course Drop and Refund**

Students may drop courses for a semester or session during the drop period, which takes place during the first Monday – Sunday of each session for courses associated with that session. To drop courses, students must submit a Course Drop form and pay any associated fees. The Course Drop Form must be submitted no later than 11:59 p.m. PST on the first Sunday of the session for the drop request to be considered.

If a course is dropped and replaced with another course based on the above standards, a student’s original tuition paid will apply towards the student’s adjusted tuition payment. The student is responsible for all tuition as it applies to the new schedule.

The drop date of any indicated courses will be entered as the date on which the completed form was received by AAU for processing (if the request is approved).

Dropped courses will remain on the student's record, but will not have a letter grade associated with that course. Dropped courses do not count as an attempted course for Satisfactory Academic Progress calculation.

**Military Deployment Provisions**

Students and spouses of students who serve within the United States armed forces or are enlisted as active duty, National Guard, or reservist, who are ordered to state or federal service or duty, are entitled to the following provisions for each course the student is attending:

- Students may withdraw from any current course(s) and receive a tuition credit to be applied in the amount of tuition accrued in the current course(s). Students will be assigned a withdrawal grade of "Military Withdrawal" (WM) that does not count negatively against satisfactory academic progress.
Students may make arrangements with instructors for course grades to request a grade of Incomplete ("I") by submitting any of the subsequent request forms. If such arrangements are made, tuition shall be assessed for the course(s) in full.

Students who withdraw from the institution due to military service are allotted a one-year grace period for collection of any institutional balances owed. This grace period does not apply to repayment of federal student loans which are subject to Title IV repayment regulations.

Students who request a break in attendance may do so by submitting an Administrative Leave Request. This request form also facilitates withdrawal from any current course(s), if necessary.

**Attendance Policy**

A student is expected to be in attendance each week throughout the duration of his or her course. Attendance is defined as the submission of at least one (1) 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, a discussion board posting, or a quiz.

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.

**Non-Attendance**

As per AAU’s Attendance Policy, all students are required to participate in at least one (1) weekly scheduled academic event every seven (7) days. Students who fail to meet sufficient attendance and stop attending all in-progress courses for 14 consecutive days will be administratively withdrawn from the institution. This policy is applied at the semester level. A student who does not meet the attendance requirements and is withdrawn will receive a grade of “WF” in each course that was dropped.

If circumstances arise that will prevent a student from attending, the student must make arrangements with his or her instructor and/or Program Success Advocate prior to being withdrawn. A student may not be absent for more than 21 consecutive days.

**Semester Reinstatement**

Students who are withdrawn from first session courses during a semester due to non-attendance may reinstate their semester by requesting to be re-registered for the second session of the semester. Students must request to be reinstated prior to the start of the second session and may only be re-enrolled in their previously scheduled courses for that session. Students who have been removed from their semester for not meeting census or due to a student-requested drop or withdrawal may not be reinstated in their semester.

Student’s requesting second session reinstatements may not use the Add/Drop period to reinstate courses. The reinstatement must be requested via email prior to the course start.

Students who were withdrawn for non-attendance from their second session courses may not be reinstated.

Students who are withdrawn and do not request reinstatement for the second session of the semester may only register for courses the next available, non-overlapping semester.

**Assignment Submission Policy**

Unless otherwise specified, all graded items should be posted or uploaded to iBoard by 11:59 PM Pacific Standard Time on Sunday of the week in which they were assigned. The module schedule is based on a week that runs from Monday through Sunday. Students are encouraged to post assignments prior to Sunday to ensure participation in the full course discussion.

Instructors will submit scores within three (3) business days of the end of the module week, and within three (3) business days after the due date of an assignment. A student is expected to complete his or her course, including the final exam, within its eight (8) week time frame.
Should extenuating circumstances impact module or course completion, a student must communicate with his or her instructor through iBoard’s Message Center, email, or telephone in order to make alternate arrangements for assignment submission.

**Assignment Extension**

Many courses contain a time release mechanism, which means that students will have limited access to module assignments to prevent students from working too far ahead or falling too far behind. In courses that utilize the time release methodology, each assignment will be available for a period of two (2) weeks prior to the module week and two (2) weeks after the module week, not to exceed the course start and end dates. For example, students will have access to the Module 4 assignments beginning in Week 2 and will have as late as Week 6 to complete the assignments in Module 4. After the period has ended, the assignments will be closed, and students will be unable to submit any work.

Important Note: Discussion Boards are exempt from the time release modality as they are pertinent to the weekly topic and are only available for the week in which they are assigned.

If the student contacts his or her instructor to reasonably request additional access, it is under the instructor’s purview to decide whether other portions of the module should be extended, such as the CYU or DB. [NOTE: This policy is separate from the Incomplete policy.] Some examples follow (possible extenuating circumstances are not limited to these examples alone as all extenuating circumstances cannot be contemplated in a short list):

- Death of a family member (includes death of a spouse’s family member)
- Illness or severe illness of family member
- Vehicle accident
- Divorce
- Homelessness
- Short-lived technical problems (Note: If a student's technical issues will not be resolved within a week or two at most, the student must contact his or her academic adviser. Lengthy extensions may not be granted if the student does not have internet access or computer accessibility.)
- Future/past deployment
- Weekend military reserve duty or other duties as part of being military reserve (national disasters, etc.)
- Weather related emergencies that cut off power or internet

Should an instructor choose to extend a student’s access, the instructor must note it in the student record in the CV Note tab. Failure to follow the outlined procedure is considered a violation of academic integrity and may result in academic discipline.

**Instructor Accepting Student Work Outside of LMS Policy and Procedure**

AAU prefers that assignments be submitted through iBoard (the LMS). Occasionally, a student may submit work through alternative channels (e.g., email) for various reasons, such as technical issues or convenience.

An instructor may accept and assess these assignments as long as the following process is followed:

1. Make a note in the student record using the CV Notes Tab in faculty.iboard.edu. Include relevant details, such as course, assignment, means of submission, reason for not being able to use iBoard, etc.
2. Use the Take a Quiz button in the student grade book to upload/post the student’s assignment on his or her behalf.
3. Grade assignment accordingly.

Failure to follow the outlined procedure is considered a violation of academic integrity and may result in academic discipline.

**Note:** Program Success Advocates (PSAs) cannot reset or extend accessing time on assignments. If you have trouble sending or uploading assignments, please contact your dean.
Late Assignment Policy

Courses are eight (8) weeks in length, with each week containing one (1) module. The learning week starts on Monday and ends on the following Sunday. During each module, students will be assigned various graded activities to assess their learning during that week. All graded activities (homework assignments, discussion boards, quizzes, etc.) are due by the end of the learning week (Sunday at 11:59 PM Pacific Standard Time).

Any graded activity submitted beyond the end of a learning week, yet still within the eight-week duration of the course, may be subject to a late penalty of 5% per day that will be deducted from the total earned points for a given assignment. Assignments submitted over seven (7) days late will not be accepted for credit. Any assignment submitted after the end of a course will not be accepted for credit unless the student has been approved for an Incomplete. See Incomplete Grade Policy.

Cancellation, Withdrawal, and Refund Policy

A student may cancel his or her course(s) by following the procedures outlined below. Any money due to the student will be refunded within 30 days.

Notices of cancellation will be accepted in any manner; however, it is more efficient to submit all notices of cancellation through e-mail to your Program Success Advocate (PSA).

The cancellation date is the date that the request is received by the university.

The student has the right to cancel his/her courses and receive a full refund, less any non-refundable fees as listed on the Enrollment Agreement, credit evaluation fees, and/or application fees, prior to the scheduled session start date as well as within the first seven (7) days of the session.

Any course that has not reached the start of the second week of the session can be cancelled. If the course duration has already reached the second week of the session, a withdrawal must occur. Refunds for withdrawals are discussed under “Withdrawal and Refund” below.

If the course(s) is (are) cancelled, AAU requests that any and all course materials be refused and/or returned to:

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

All time references refer to Pacific Standard Time.

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.

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 an unsatisfactory interaction with AAU personnel or AAU faculty may file a complaint through the appropriate administrator by phone or email.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll free (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau’s website, http://www.bppe.ca.gov.

A student or any member of the public may file a complaint about this institution with the Distance Education Accrediting Commission by calling (202) 234-5100 or by completing a complaint form, which can be obtained on the DEAC’s (formerly DETC) website: http://www.deac.org/.
A student or any member of the public may file a complaint about this institution with the Western Senior College and University Commission by calling (510) 748-9001 or by completing a complaint form, which can be obtained on theWSCUC website: http://www.wascsenior.org/contact.

A student or any member of the public may file a complaint about this institution with their specific state agency. A comprehensive list of state contact information can be found at: http://www.allied.edu/docs/PDF/AAU_Complaint_Procedure.pdf

**Student Code of Conduct**

AAU students must be respectful when communicating with AAU staff, faculty, contractors, and fellow students. Written or oral comments of an ethnic, religious, racial, or sexual nature on discussion boards, emails, and third party social media websites, such as Facebook, Twitter, LinkedIn, and others similar forums, are not appropriate and are cause for expulsion. Use of profanity, obscenities, or threats in this setting is also prohibited.

AAU students must agree to abide by the following code of conduct during the time of your enrollment. Not abiding by one (1) or more of the items below may be grounds for reprimand or even expulsion. AAU may use its own discretion in determining whether a violation of the policy has occurred:

1. **You agree that you will do your own work.**
   While it is acceptable to study with another student, all coursework must reflect your own effort and understanding. In addition, you are not to provide responses to other Allied students in a manner that would cause them to be in violation of the Academic Integrity Policy.

2. **You agree that you will safeguard your personal information.**
   You will not knowingly reveal your username and password to anyone other than a member of AAU’s Student Services department. In addition, you will take care in ensuring that your username and password are not readily accessible to anyone else.

3. **You accept responsibility for your actions and your education.**
   You must be respectful when communicating with AAU staff, faculty, contractors, and fellow students as you would in a traditional classroom setting. Written or oral comments of an ethnic, religious, racial, or sexual nature on discussion boards and other course postings are not appropriate. Use of profanity, obscenities, or threats is cause for expulsion.

4. **You agree that you will not knowingly distribute computer viruses of any kind.**
   You will not utilize malware to inflict harm and loss to Allied or to other students. You will not attempt to hack into any Allied systems or those of other students at any time. In addition, you must take care in ensuring that your computer has the latest version of virus protection installed.

5. **You will attend to all of your scholastic responsibilities with a positive attitude.**
   You are enrolled at AAU to learn and to improve your life. To achieve your goals, it is necessary to maintain a positive and optimistic attitude throughout your enrollment.

Students will receive written notice if Allied American University feels that the student’s conduct warrants disciplinary action and/or expulsion. Students may challenge the university’s findings and conclusion by submitting a written explanation directed to the provost. The provost will review all documentation within ten days of receipt. Students will be advised at that time regarding the provost’s decision.

Within 15 days of receiving the provost’s decision, students have the right to appeal the decision directly to the AAU president. Decisions rendered by the president are final.

**Course Numbering System**

100–299: Lower–division courses of freshman and sophomore level; freshman level 100–199 and sophomore level 200–299.

300–499: Upper–division courses of junior and senior level; junior level 300–399 and senior level 400–499.
Degree seeking students must have completed a minimum of 60 semester credits and have satisfied prerequisite requirements to enroll in upper-division coursework.

Non degree seeking students who wish to enroll in 300–499 level coursework but who have not successfully completed 60 semester credits may have their request reviewed by the dean to enroll in upper-division coursework.

**Course Repeat Policy**

The $200 repeat fee has been discontinued effective for all courses starting on or after March 7, 2016. All courses being repeated after this effective date are subject to full price tuition rates.

**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 (3) business days of the end of the module week and submit a final grade within three (3) 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 promotes course completion in a timely manner.

- Each AAU’s academic week or module runs from Monday through Sunday. Instructors have up to the next Wednesday (three [3] business days after Sunday) to submit scores.
- This applies to “Homework Assignments” and does not apply to “Discussion Board.”
- If an assignment is submitted for a previous week/module, the score will still be submitted by instructors within three (3) business days of the assignment submission.
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>IP</td>
<td>.00</td>
<td>In Progress</td>
</tr>
</tbody>
</table>

Grading Criteria

A = Excellent
The A 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.

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
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.

**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" 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 a student be withdrawn from his or her 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 his or her primary email from the Office of the Registrar.

**Incomplete Grade Policy**
Students may request a grade of Incomplete ("I") under exceptional circumstances. Incomplete grades will not be granted to students for the purpose of resubmitting the previous work or for submitting work that was not part of the original scope of the course (i.e., “extra credit”). In order to request an incomplete grade, the student must submit an Incomplete Grade Request form to the Registrar’s Office, in which the student includes a plan for satisfying the remaining requirements of the course. In order to qualify for an incomplete grade, students must meet the following criteria:

- The student must have submitted at least 60% of all required coursework as well as have earned a minimum of a 30% Weighted Score/Total Points Possible for the course that he or she is requesting an incomplete grade. For example, for a course that contains 25 total assignments, the requestor must have a minimum of 15 assignments complete and earned a cumulative score of 30% prior to requesting an Incomplete.
- The student must be within the 8th week of their course at time of request.
- The student must complete a separate request in full for each course in which he or she is requesting an Incomplete.
• The student must provide a comprehensive plan that specifies how he or she will complete the course within the additional two-week time frame.

This form will become available in the student’s iBoard course once the qualifying criteria have been met. Once this form is submitted, it will be reviewed by the instructor of the course AND the Registrar’s Office. **The incomplete period for a course runs no more than 14 calendar days from the end date of the regular course session regardless of the date the incomplete receives approval from the Registrar’s Office.** In cases where additional course requirements have not been completed within this timeframe, the “I” grade shall revert to the previously calculated grade for the course. **Any participation during the incomplete period within a course that has received an incomplete grade will not be factored into the attendance requirements for the subsequent session.** Students are required to continue working within any other course(s) that may have started to meet the attendance requirements and avoid being withdrawn. For this reason, it is very important for students to consider the time commitment of working on an incomplete as well as their next session courses before deciding to request an incomplete. There will be no late penalties for work submitted during approved incomplete periods. Students may not access discussion boards during incomplete periods and will receive no credit for participation during the incomplete.

**Late Appeal for an Incomplete Grade**

Requests for an incomplete grade will not be reviewed after the end of Week 8 of the course except under very limited mitigating circumstances, which prevented the student from completing coursework within the regular timeframe of the course and from requesting the incomplete during the incomplete period of the course. Examples of these types of circumstances are listed below and must be corroborated with documentation:

- Attending the funeral of an immediate family member (i.e., spouse, child, parent, grandparent, or sibling)
- Jury duty
- Required military duty, except when adequate notice has been provided to plan for the absence
- Illness documented by a licensed healthcare provider with orders not to work and a return date
- Other extenuating circumstances of the same nature as those listed above; that is, documented circumstances in which absence is sudden, involuntary, and unavoidable

In order to request an Incomplete after Week 8 of the course, a student must submit the **Late Appeal for Incomplete Grade form**, as well as documentation of mitigating circumstances such as those listed above for consideration by the Registrar’s Office. These documents should be submitted as attachments to the **Late Appeal for Incomplete Grade form** and separate submissions will not be accepted. The form is located in the Student Resources section in iBoard.

**Note:** The incomplete period for a course runs no more than 14 calendar days from the end date of the regular course session regardless of the date the incomplete is approved by the Registrar’s Office.

**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 three (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 (3) 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 Appeals

A student who requests a change to a grade will first contact the instructor. In cases where the instructor is no longer
affiliated with AAU, or otherwise unavailable, a student may submit the appeal directly to the provost.

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, and the student will be notified of the change of grade.

If the instructor does not approve the grade change, the instructor shall inform the student. If the student wishes to
appeal the denial, the student will complete a Grade Appeal Form that will be reviewed by the dean and the provost.
Decisions of the grade appeal will be communicated through a copy of the Grade Appeal Form to the student and
the instructor who assigned the grade.

Grade Change Procedure

Instructor Role and Responsibilities

1. Review grades as soon as graded assignments or tests are returned to the student.
2. Bring forth, in a timely manner but in no case later than 21 days following the receipt of the final course
grade, any question about assigned grades for coursework or the final grade or a grade appeal.
3. Ensure students understand their right to discuss any grading issues with the dean.
4. Ensure students understand their right to appeal a final course grade within the parameters of the Student
   Academic Appeals Policy.
5. If request is for a change to an interim or final grade, promptly review the student request.
6. If request is not approved, notify the student and document it in writing to the dean.
7. If change to a recorded grade is approved, notify the student and fill out the Grade Change Request form
   with documentation to support grade change (this includes any make up work or retests), sign, and submit it
to the registrar.
8. If change to a recorded grade is not approved, notify student of his or her right to appeal.
9. When an instructor is no longer affiliated with AAU, or otherwise unavailable, a student will submit grade
   questions and/or grade appeals, as well as any justification, to the dean who will conduct the review in
   compliance with procedures outlined in this policy.

Dean Role and Responsibilities

1. Review all grade change requests approved by instructor.
2. If approved, sign and date the form and submit it to registrar for entry.

Registrar Role and Responsibilities

1. Make grade change corrections to the AAU’s student information system only upon receipt of an official
   Grade Change Request form signed by the course instructor or Appeals Committee.
2. Verify grade change has been correctly entered.
3. Sign and date Grade Change Request form.
4. File grade change form and documentation in the student’s academic file.
5. Send copy of completed grade change form to both the student and the faculty member who assigned the
   original grade.
7. Manage the incomplete process

**Grade Challenges**

Allied American University faculty members are experts within their fields of study and have the final authority for assigning grades with the exception to grades that are found to be a result of arbitrary or capricious grading.

If a student believes and is able to support with clear and credible evidence that capricious or unprofessional grading has taken place, a grade dispute may be made on a final course grade basis. Individual course assessment grades are to be handled between student and faculty while a course is in session. The grade challenge policy governs course final grades.

The following policies and procedures apply to all grade challenges:

1. If a student believes he or she received a final course grade based on capricious or unprofessional grading, the student must discuss the dispute with the faculty member who issued the grade within seven (7) days of the final grade being posted. The correspondence should be tracked through the iBoard messaging center.
2. If a satisfactory solution cannot be found, the student may request a Grade Challenge form from the Program Success Advocate to be submitted for review.
3. A Grade Challenge form must be initiated within 21 days of the final grade posting date.
4. After reviewing the Grade Challenge form and supporting documentation for completeness, the form will be forwarded to the dean.
5. The dean will review the documentation to determine if the request warrants a review or not. If so, the dean may consult with the faculty member in an attempt to resolve the dispute. In most cases, the faculty member's decision is final unless the dean determines extenuating circumstances warrant review.
6. Grade disputes may not be appealed beyond the dean. All documents submitted for grade challenge are entered in the permanent record of student and faculty.

It is the student's responsibility to provide the necessary information to support the challenge.

The student's Grade Challenge form must include all required information within the form and clearly written justification for the grade challenge to be considered.

The burden of proof rests with the student to provide any additional supporting documentation. Examples of necessary information include medical verification if exception is due to illness or copies of any documentation to substantiate the request being made, e.g., message center posts. If any type of documentation or recommendation is missing, the form will be returned to the student for completion.

*Please Note:* Upon submission of a Grade Challenge Form and any supporting documents, faculty may be notified of the challenge and be asked for a response.

**Graduation Policy**

To receive an associate or bachelor’s degree from Allied American University, a student must satisfy all the requirements of his or her stated program. It is the student’s responsibility to ensure that all requirements for graduation have been met and are completed in a timely manner. To assist students towards this goal, AAU provides support through the Registration Representatives.

**To be eligible for an associate’s degree, a student must complete the following:**

- Earn a minimum of 60 semester credits of which at least 15 semester credits must be earned through AAU required courses
- Maintain an institutional GPA of 2.00 (on a 4.00 system) overall
- Fulfill the academic requirements as directed by the degree program

**To be eligible for a bachelor’s degree, a student must complete the following:**
• Earn a minimum of 120 semester credits, of which at least 30 semester credits must be earned through AAU required courses
• Note: 30 semester credits must be upper division coursework, with 15 of those credits completed in residency at AAU.
• Maintain a cumulative GPA of 2.00 (on a 4.00 system) overall
• Fulfill the academic requirements as directed by the degree program

Graduation with honors will be awarded to students who maintain a GPA of 3.5 or above. University honors are determined as follows:

<table>
<thead>
<tr>
<th>Honors Categories</th>
<th>GPA Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summa Cum Laude</td>
<td>3.90 to 4.00</td>
</tr>
<tr>
<td>Magna Cum Laude</td>
<td>3.70 to 3.89</td>
</tr>
<tr>
<td>Cum Laude</td>
<td>3.50 to 3.69</td>
</tr>
</tbody>
</table>

Once AAU has determined that the student has entered his or her final semester, the Registrar’s Office will send the student the AAU Application for Program Conferral Form. This form should be returned before the end of the student’s final semester. Graduating students must also submit any remaining required documents and resolve any outstanding financial obligations before submitting the completed AAU Application for Program Conferral Form.

After all academic and administrative requirements have been met, students will receive two (2) official transcripts and their diploma. Degrees with Allied American University are conferred on a monthly basis. The conferral date will fall on the last day of the month in which the student met all requirements for conferral (this includes any final coursework, outstanding documentation, and the conferral form and fee). The conferral date is considered the date on which a student’s degree is officially awarded.

**Grievance Procedure**

A discrimination grievance is any complaint regarding discrimination on the basis of age, race, color, national origin, sex, including sexual harassment, or disability by Allied American University or any Allied American University employee, student, or other third party. A complainant may present a grievance through the discrimination grievance procedures listed below. Allied American University will investigate all complaints or grievances fully and promptly.

The grievance must be in writing and contain the following information:

• Name and address of the complainant;
• Description of and date of alleged violation;
• Name(s) of person(s) responsible for the alleged violation (if known);
• Requested relief or corrective action, if applicable;
• Any background information the complainant believes to be relevant.

Students who allege discrimination, harassment, or a violation of an AAU policy must present their grievance in writing to the compliance director/manager. The compliance director/manager will acknowledge receipt of the grievance to the student within 72 business hours. Within 48 business hours, the compliance director/manager will inform the president and COO that a grievance has been received. Before responding to the student, the compliance director/manager will make a recommendation to these parties as to the action that should be taken next. The compliance director/manager shall provide an initial written response to the student within 14 days of receiving the grievance. The student will be asked to acknowledge satisfaction with the proposed resolution.

If the student is not satisfied, the compliance director/manager shall consult with the president and COO and see if resolution with the student can be reached. If not, the matter may be referred to additional parties at AAU as recommended by the compliance director/manager, including a legal representative.

Upon the filing of a grievance, Allied American University will conduct an investigation, to include taking statements from the complainant and witnesses, if applicable.
Within a reasonable time following receipt of the grievance, Allied American University will complete its investigation and provide notice to the complainant and all alleged responsible parties of the outcome of the investigation and the basis for its decision.

If Allied American University determines that discrimination has occurred, it will take all appropriate steps to prevent the recurrence of the discrimination and to correct the effects on the complainant and others, if appropriate.

The complainant may also contact the U.S. Department of Education Office for Civil Rights at Lyndon Baines Johnson Department of Education Building, 400 Maryland Avenue, SW, Washington, DC 20202-1100, by telephone at 800-421-3481, fax 202-453-6012, or TDD 877-521-2172. A complainant may file a complaint with the Office for Civil Rights at any time before, during, or after the grievance process. The complainant does not have to complete the Allied American University grievance process before contacting the Office for Civil Rights.

The university has designated the following person as Manager of Disability Services:

Brandi Dougherty  
Compliance Director  
Allied American University/Allied Business Schools, Inc.  
22952 Alcalde Drive  
Laguna Hills, CA 92653  
Email: bdougherty@allied.edu  
Toll-free Phone: (888) 384-0849  
(949) 598-0695, ext. 5622

The Compliance Division is the primary office responsible for the coordination of services for students with disabilities. Students seeking reasonable and appropriate accommodations may request, through their Program Success Advocate or Student Affairs, to be placed in contact with the Compliance Division, or students may contact the Compliance Division directly.

To view the complete Policy of Non-discrimination, please see the Student Handbook and the University Catalog.

**Non-Discrimination Policy**

Allied American University does not discriminate on the basis of 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 compliance director/manager.

**Harassment Policy**

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 or harassment.

It is the policy of Allied American University that the educational environment be free of all forms of improper or unlawful harassment including sexual harassment or sexually offensive conduct. Conduct on the part of faculty, staff, or students which would violate this policy includes, but is 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
- Unwelcome physical contact, including patting, pinching, hugging, kissing, fondling, etc.
- 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 compliance director/manager.

**Leave of Absence 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 temporary break in his or her enrollment, it is recommended that the student utilize a Leave of Absence. A student who finds it necessary to take a Leave of Absence and who plans on returning to AAU may request a Leave of Absence by submitting the **Request for Leave of Absence Form** to their PSA.

Students must initiate the request for a Leave of Absence, and during this time the student will be informed of the components of the request process. Please note that no official requests will be taken over the phone. It is recommended that the student discuss the process with his or her Program Success Advocate or Registration Representative. Requests for a Leave of Absence will be reviewed by the Office of the Registrar and approved on a case-by-case basis.

To request a Leave of Absence, the **Request for Leave of Absence Form** must be signed, dated, and submitted on or before the last date of the student’s current semester. The student must provide rationale as to why the leave is being requested. The student must indicate the intended date of return on the form. This date must correspond with the start of a non-concurrent semester. A Leave of Absence may not exceed 180 days within a calendar year.

Students may not actively be enrolled in coursework at Allied American University while on a Leave of Absence. If a student needs a Leave of Absence while coursework is in progress, the student must decide to either begin his or her Leave of Absence after the semester concludes or withdraw from coursework to begin the Leave of Absence (either a grade of “W” will be assigned or a letter grade will be assigned if the request is made in Week 7 or 8 of the course).

Any upcoming courses that the student is currently registered for will be cancelled. The student will be registered for his or her return course(s) beginning on the Leave of Absence end date indicated on his or her Leave of Absence Request form. Failure to post attendance in the return course(s) will result in termination of the Leave of Absence and result in an institutional withdrawal (please see Attendance and Course Census sections).

**Satisfactory Academic Progress (SAP) Policy**

AAU is committed to its students’ academic success. In order to ensure that students are making satisfactory advancement toward their degree or certificate, AAU monitors all degree and certificate seeking students, regardless of funding method, according to Federal Student Aid (FSA) guidelines for Satisfactory Academic Progress (SAP). To meet SAP requirements, students must achieve a minimum cumulative grade point average (CGPA) and minimum credit hour completion rate in order to ensure that they remain on track to complete their program requirements within the maximum time frame allowed. The requirements of each SAP measurement are discussed in detail below:

**Maximum Timeframe**

All students are required to complete their program of study within 150% of the published length of the program:

- Associate degree – the published length is 60 semester credits. The maximum period must not exceed 90 total semester credits.
- Bachelor’s degree – the published length is 120 semester credits. The maximum period must not exceed 180 total semester credits.
- Certificate programs – the published length is an average of 18 semester credits. The maximum period must not exceed 27 total semester credits.

**Cumulative Grade Point Average (CGPA)**
CGPA is the qualitative measure of SAP and is used to evaluate the quality of the student’s performance in his or her courses.

CGPA is obtained by calculating the average grade points from each course the student has completed. To meet SAP requirements, students must maintain a CGPA of 2.00 or earn an average grade of C in their courses.

- Only courses completed at AAU with a final grade of A through F are included in the CGPA calculation. W and WF grades are not considered “completed” and are not included in the calculation.
- Only one (1) completed attempt at a course will be included in the CGPA calculation. If a course is repeated due to the student having previously earned a punitive grade in the course, only the highest letter grade earned or the most recent grade, whichever is better, will be calculated.

**Credit Hour Completion Rate**

Completion rate is the quantitative measure of SAP, and it calculates the rate at which students are completing the credit hour requirements of their program.

Completion rate is obtained by dividing credits earned by credits attempted. To meet SAP requirements, students must successfully complete 67% (or 2 out of every 3) attempted courses:

- Courses with a final grade of A through D will be counted towards credits completed.
- Courses with a final grade of F will be counted towards credits attempted, but not credits completed.
- Withdrawn (W) courses are considered credits attempted.
- Repeated courses will count as attempted courses for each attempt at the course.
- Transfer credits from other colleges or universities that are applied to the student’s current program via an official Transfer Credit Evaluation are factored into credit completion.

The table below provides information about how grades affect Completion Rates and CGPA:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Credits Attempted</th>
<th>Credits Earned</th>
<th>Calculated in GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A - D</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>F</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>W (Withdrawal)</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>WF (Failure to Withdraw)</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>IP (In Progress)</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

Courses that are cancelled prior to the course start and courses that are dropped within the first week (including for course census) do not count against the student in either CGPA or completion rate.

SAP cannot be calculated for students who are currently completing course requirements in a course with an Incomplete Grade (I) until a final grade has been posted for the course.

**Academic Status**

AAU evaluates SAP at the end of each 16-week semester and notifies each student who attended class within that semester in writing if the student has failed to meet one or more of the SAP criteria. Students who fail to meet SAP requirements will be placed on academic warning. At the conclusion of the academic warning period, students who have failed to meet SAP requirements will be academically dismissed from the AAU. This process allows AAU to assist students in maintaining consistent progression toward degree completion.
Students who have been dismissed or have returned from dismissal due to a successful appeal may not be eligible for Title IV/Financial Aid funding. The table below provides information on the SAP process and funding eligibility once minimum SAP requirements are not met.

**Satisfactory Academic Progress Progression Table**

<table>
<thead>
<tr>
<th>Situation</th>
<th>Requirements</th>
<th>SAP Status</th>
<th>Academic Eligibility</th>
<th>Federal Financial Aid Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>First semester in which minimum SAP standards are not met</td>
<td>Student must seek academic advisement from Registration Representative.</td>
<td>Warning</td>
<td>Student must have earned academic credit with AAU. Student continues with classes.</td>
<td>Financial Aid eligibility remains in place.</td>
</tr>
<tr>
<td>Second semester in which minimum SAP standards are not met</td>
<td>Student is selected by university officials may appeal the decision. Student must submit the electronic Appeal form within <strong>seven (7) days</strong> of notification of possible dismissal.</td>
<td>Dismissal</td>
<td>Student is not in classes during the appeal process.</td>
<td>Financial Aid eligibility is on hold while waiting for a decision.</td>
</tr>
<tr>
<td>Approval of appeal</td>
<td>Student must adhere to the conditions outlined in an academic plan.</td>
<td>Probation</td>
<td>Student continues with classes at the next available semester under administrative guidance.</td>
<td>Financial Aid eligibility remains in place.</td>
</tr>
<tr>
<td>Denial of appeal</td>
<td>None</td>
<td>Dismissal</td>
<td>Student is dismissed. Student may appeal to return after one sixteen week semester has elapsed.</td>
<td>Student loses eligibility for Financial Aid.</td>
</tr>
<tr>
<td>Student does not appeal, fails to meet appeal deadline, or fails to sign the academic plan.</td>
<td>None</td>
<td>Dismissal</td>
<td>The dismissal remains in place. Student may appeal to return at the next available semester.</td>
<td>Student loses eligibility for Financial Aid.</td>
</tr>
<tr>
<td>Student returns at the next semester due to late or no appeal or an unsigned academic plan.</td>
<td>Student must adhere to the conditions outlined in an academic plan.</td>
<td>Probation</td>
<td>Student is placed in courses based on an academic plan under administrative guidance.</td>
<td>Financial Aid eligibility remains in place.</td>
</tr>
<tr>
<td>Student does not meet goals established on the academic plan while on probation or extended enrollment.</td>
<td>None</td>
<td>Dismissal</td>
<td>Student is dismissed.</td>
<td>Student is not eligible for Financial Aid.</td>
</tr>
</tbody>
</table>

**Students who have been dismissed are not eligible to receive Title IV/Financial Aid funds.**

**All decisions made by the SAP Appeal Committee are final and may not be contested.**
In witness whereof, the parties have executed this agreement:

[Adjunct faculty signature]  
(Completed by adjunct faculty)

[Adjunct faculty place of execution and date]  
(Completed by adjunct faculty)

[AAU Signature and date]  
(Completed by AAU when the agreement is sent to adjunct faculty)

[AAU place of execution and effective date]  
(Completed by AAU when required documents are signed and delivered to AAU)