2014 Student Handbook
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ABOUT AAU

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

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

Today, there are more than 250 faculty and staff in the entire Allied family with a shared goal of providing the highest level of support possible in every Allied program. This foundation of history and success in offering educational opportunity provides the gateway for Allied American University (AAU) to offer degree and certificate programs to meet a variety of academic needs. Allied American University is dedicated to providing the type of education that students need to succeed in today’s competitive environment. The University, a division of Allied Business Schools, Inc., was accredited by the Accrediting Commission of the Distance Education and Training Council in June of 2008.

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

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

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

Regional Accreditation

Allied American University has 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 Licensed

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.
President’s Message

Dear AAU Student,

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

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

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

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

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

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

Sincerely,

Charlotte Hislop, Ph.D.
Dear AAU Student,

Thank you for choosing AAU as your partner in education, and I congratulate you on taking that first positive and important step to secure your future. Our student centered academic programs provide a quality education within an online distance delivery mode, giving you the flexibility to decide the time and place most convenient to complete your coursework.

AAU is extremely committed to your success, and your academic experience with us will lead to the acquisition of knowledge and skills of information literacy, technological competency, ethical leadership, critical analysis and reasoning, personal enrichment, and leadership skills. With this valuable skill set, you will be prepared to assume a role in any organization and be secure in the knowledge that your AAU program has thoroughly prepared you for success.

Our AAU faculty has been selected for their instructional and practical industry experience, in addition to their exemplary academic credentials. They will be working with you closely, and they are focused on assisting you with mastering course outcomes as you progress through your program by providing support, encouragement, and motivation. Our faculty partner with you and will be in constant communication with you during your program - your success is our success. Coursework will encompass weekly assignments, discussions, media presentations, and other rich instructional experiences that will keep you engaged in the learning process and working toward your goal of completing your degree.

We provide a complete student support team including Student Affairs Program Success Advocates, Instructors, Deans, Career Services, Financial Aid, Technical Support as well as extensive learning resources such as our Academic Resource Center, the AAU Writing Center, and our LIRN online library to support you during your program. This team is committed to ensuring that you receive the assistance and the foundation necessary for you to succeed at AAU.

I wish you success during your time with us, and we are so proud to have you representing AAU in your community.

Please feel free to contact me directly at provost@allied.edu

Sincerely,

Bonny S. Nickle, Ed.D.
AAU 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 Student Learning Outcomes (ILOs)

- Information Literacy: AAU graduates will be able to research, evaluate, and effectively use information to accomplish a specific purpose.
- Technological Competency: AAU graduates will solve problems using appropriate technological tools.
- Ethical Leadership: AAU graduates will demonstrate ethical leadership in the workplace and in society.
- Scientific Reasoning: AAU graduates will analyze issues and solve problems by applying the scientific method to address empirical issues and solve appropriate problems.
- Diversity/Global Literacy: AAU graduates will apply globally diverse perspectives to analyzing problems and developing solutions.
- Quantitative Reasoning/Literacy: AAU graduates will apply advanced mathematical concepts to solve real-world problems.
Communication: AAU graduates will model higher order skills of communication, presenting clear concise arguments, exercise persuasion, and present effective logic, through oral and written discourse.

Critical Analysis and Reasoning: AAU graduates will apply critical thinking and problem solving skills to analyze content, discover meaning or significance, draw conclusions, formulate solutions, and monitor results.

Lifelong Learning: AAU graduates will demonstrate a commitment to lifelong learning.

Core Values

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

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

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

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

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

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

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

~ **Effective Written and Oral Communication** – Strive to develop effective oral and written communication student skills that lead to the clear expression of ideas, feelings, and information. Develop competence in communication, critical thinking, collaboration, and information utilization together with an interest in lifelong learning to enhance opportunities for sustained success.

~ **Critical Thinking** – Enable students to develop a disciplined process of conceptualizing, analyzing, and applying information to use in their daily lives. Critical thinking students reflect broad analytical habits of thought, with a particular emphasis on critical thinking. Graduates should have an awareness of both the power and limitations of knowledge, an appreciation for the necessity of a historical grounding in all areas of inquiry, and the acquisition of those skills to identify, evaluate, and use evidence judiciously to fashion well-reasoned and persuasive arguments.

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

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

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

**Instructional Model**

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

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

~ A traditional cohort consists of one or more students.
~ Each enrollment has a fixed start date and end date.
~ Courses consist of eight modules. Each module is typically one week. There are eight weeks in which students are required to submit discussion board posts, module assignments, and the final exam.
~ The final course grade is submitted within three (3) days of the scheduled end date of the course.
~ Allied American University does not offer or accept experiential credit.
**Academic Calendar**

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

**Winter Break**

Beginning in December of 2013 and for subsequent years, AAU will observe a **one-week Winter Break for students and all faculty.** During this time, we encourage students and faculty to take advantage of a well-earned break, and students will not be required to submit any assignments during this time. The start date and length of the Winter Break week may vary each year, and it is the responsibility of students and faculty to refer to AAU’s Academic Calendar for applicable dates.

**University Holidays**

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

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

**Hours of Operation**

Allied American University’s hours of operation are Monday through Friday from 7:00 AM to 5:00 PM (Pacific Time).

**E-mail Directory**

~ **Technical Issues:**
  - Submit Technical Help Ticket: [http://allied.edu/support.asp](http://allied.edu/support.asp)

~ **Student Affairs:**
  - Submit Help Request: [http://allied.edu/support.asp](http://allied.edu/support.asp)
  - Student Affairs Management, Sasha Heard, Manager at sheard@allied.edu

~ **Policy Issues:**
  - Academic Affairs, Bonny Nickle, Ed.D, Provost at provost@allied.edu

~ **Faculty Issues:**
  - Academic Affairs, Bonny Nickle, Ed.D, Provost at provost@allied.edu
~ Registration:
  - Registrar’s Office, Abby Dolan, Registrar at adolan@allied.edu

AAU Programs

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

Certificate Programs

Certificate programs allow students to focus on a particular topic of interest through a multi-course program of study. AAU offers three types of certificate programs: introduction, general, and advanced. Each is designed to be self-contained and to have the appropriate course pre-requisites. Refer to the University catalog for a full list of the certificate programs offered at AAU. http://www.allied.edu/catalog/aau_catalog.pdf

Programs and courses are subject to change at the discretion of the University.

Degree Programs

Associate Degree: 60 semester credits
  ~ Associate of Science in Business Administration
  ~ Associate of Science in Computer Information Systems
  ~ Associate of Science in Criminal Justice
  ~ Associate of Arts in General Studies

Bachelor’s Degree: 120 semester credits
  ~ Bachelor of Science in Business Administration
  ~ Bachelor of Science in Computer Information Systems
  ~ Bachelor of Science in Criminal Justice
  ~ Bachelor of Arts in General Studies

All first-time AAU students are required to enroll in and complete the Allied Online Orientation course. This is shown as the first course in all Associate of Arts and Associate of Science degree plans below and not shown in the Bachelor of Arts or Bachelor of Science degree plans below. Programs may require prerequisites prior to admission. Recommendations by professional organizations provide guidance on appropriate prerequisites.
ADMISSIONS AND REGISTRATION

Admissions Policy
The first step in the admissions process is to complete AAU’s Admissions Application. By submitting the application a prospective student is attesting under penalty of perjury that the information he or she provides is true and correct to the best of his or her knowledge, and that any inconsistencies in the information he or she provided and information later received could result in possible rejection or dismissal from the University. This applies to all sections of the application including but not limited to a prospective student’s:

- Contact information,
- Home address,
- Military/Employment history,
- Prior school attendance/history (regardless of whether or not a prospective student passed his or her courses or intends to transfer credits),
- Demographic information,
- Informational survey, and
- Payment information.

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

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

Initial admissions applications that are approved do not imply full automatic admission in future semesters at the University.

The University reserves the right to deny admissions to anyone at any time for any reason the University deems adequate during the admissions process. The final determination will be made by the Director of Admissions and/or the appropriate committees and administrators. Students will receive a letter from admissions if their application has been approved. If an application is deferred, the student will be asked to respond to specific questions so that the Application Review Committee can try and determine if the student can be successful in an online school environment. The Application Review Committee will make a final decision to approve or deny an application based on the student’s response to the question(s). The student’s responses will be documented in his or her student record.
To be admitted to the University, a student must submit evidence of a high school diploma, GED® certificate, or an international equivalent.

AAU will accept the following documents as proof of high school graduation:
- High School Transcript
- High School Diploma
- GED® Certificate
- DD-214
- DD-1966
- DA-669
- BIR (Basic Individual Record, USMC)
- Page Four of service record (US Navy)
- Education and Training Record (USAF)

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

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

**Step 1: Apply Online**
The application process is simplified to reduce processing time. Prospective AAU students complete an application provided by a University official. Applicants indicate whether they will pursue a certificate, associate degree, or bachelor’s degree and then will choose an academic degree program, such as Business Administration, Computer Information Systems, Criminal Justice, or General Studies.

**Step 2: Enrollment Process**
Soon after the application has been received by AAU’s Admissions Department, the prospective student is contacted by an admissions representative whose mission is to inform the applicant about AAU’s available programs and assist throughout the enrollment process. Essential documents, including transcripts for credit transfer, enrollment agreement, military service forms, and payment method, are collected by the admissions representative by email, fax, and mail.

**Step 3: Transfer Credit Evaluation**
As soon as the prospective student and the admissions representative have completed the application requirements, the information is sent to the Registrar for credit evaluation.
Students looking to transfer credit to AAU must submit transcripts from former post-secondary schools to the admissions department for evaluation along with a $25 transfer credit evaluation fee. The $25 transcript evaluation fee is waived for military students, their dependants, and veterans.

Transcripts are not required for first time or non-degree seeking students.

An unofficial transcript, which may be sent from the applicant to AAU, is accepted to facilitate the credit evaluation.

It is the student’s responsibility to submit official transcript(s) before the end of the first semester for any applied transfer credit to remain on his or her degree plan. When official transcripts are not received, transfer credits associated with missing transcripts will be removed. In these cases, students will be required to satisfy the remaining course requirements to earn their degree or certificate.

If official transcripts are received at a later date, those credits may be re-applied to the student’s degree plan. Students will not be credited or reimbursed for any coursework taken at AAU to replace any removed transfer credit.

An assessment is generated listing all transferable course work. The assessment is used to generate the Degree Plan.

**Step 4: Creation of the Degree Plan**

After the transcripts are evaluated, transfer credit is articulated to the selected program. A personalized degree plan showing the transferred credit, along with remaining courses required to graduate, is created and sent to the applicant. The admissions representative contacts the prospective student at this point and answers any questions related to the degree plan or the enrollment process. For students using VA benefits, all transcripts from former institutions must be evaluated for possible award of transfer credit. Repeating courses at different educational institutions may result in an overpayment, and the VA may request repayment. See Academic Status in the Student Affairs section of the University catalog.

**Step 5: Placement Exams**

Placement Exams are program specific. If the student selects a program that contains an English or Mathematics requirement, he or she must satisfy the placement requirement for his or her specified program prior to registering for courses. The purpose of this requirement is to place students into a course that is appropriate for their level of competency. Non-degree seeking students are not required to satisfy the placement exam requirement, unless they wish to enroll in an English or Mathematics course.

Students must complete each section of the placement exam to the best of their abilities. It is important for AAU to obtain an accurate measure of the student’s abilities. Non-completion may result in non-admittance to AAU. In regards to the Essay section of the English Placement Exam,
students must submit original work. If a student is found to have plagiarized the Essay section, the entire exam will be invalidated, and the student may not be admitted to AAU.

The placement exam requirement can be satisfied in one of the two following ways:

1. Transfer courses from other institutions that satisfy the AAU entry-level courses in both English and Mathematics (final determination on transfer credit to be made by Office of Registrar)

2. Complete the Placement Examinations

If applicable, students will have the opportunity to complete the examinations only at the start of their programs.

Admissions representatives are responsible for placing students into the appropriate placement exams during the admissions process. All placement exams must be completed or satisfied by transfer credit prior to registering for courses their first semester.

*Step 6: Getting Started*
Once the degree plan is accepted and an enrollment agreement is signed and processed, the applicant officially becomes a student. If a student has any outstanding documents, AAU will not release any official records.

**Student Identity Verification Process**

During the enrollment process, all students are provided with a username and password which allows them to log into the iBoard system to complete assignments, quizzes, and final exams. Each username and password combination is unique to each individual student, and AAU’s Academic Integrity policy prohibits students from sharing this information.

Refer to the University catalog for enrollment process instructions.

**Course Load**

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

**Credit Transfer Policy**

Prior to admission, Allied American University (AAU) provides unofficial degree plans based upon the submission of unofficial transcripts. This service is intended to assist the student in determining which degree program is the most appropriate for the student’s educational goals and how many transfer credits are likely to apply to an AAU degree. Any evaluation of transfer credit prior to the submission of official transcripts does not constitute a guarantee that a certain number of transfer credits will apply toward the student’s specific degree program.
All official transcript(s) must be submitted before the end of the first semester completed at AAU. To qualify as official, transcripts must be sent to AAU directly from the institution or military branch where the credit was earned. An exception may be made to accept transcripts sent by the student as long as the official transcript(s) retains the original seal issued by the originating institution.

If official transcript(s) are not provided by the end of the first semester, the transfer credit applied to the degree plan will not be applied to the student’s official academic record. The student will be required to satisfy these requirements at AAU to earn a degree.

If a student supplies official transcript(s) after the end of the first semester, the coursework may be applied to the student’s official academic record upon a request for a re-evaluation from the student. The student will not be reimbursed for any duplicate coursework completed at Allied American University. Refer to the University catalog for the complete credit transfer policy including a list of required documentation.

**Appeal of Transfer Credit Evaluation Results**

Students who have questions concerning their transfer credit evaluation and/or official degree progress report should first contact their Program Success Advocate or Registration Representative to discuss their concerns. If concerns are not able to be addressed at that level, students will be directed to the Transfer Credit Appeal form to request re-evaluation of specific transfer credits. In order to participate in the Transfer Credit Appeal process, students are required to be fully admitted into their program and attending class. In addition, all official transcripts must be submitted before a Transfer Credit Appeal can be reviewed. Students are required to submit course descriptions and/or syllabi for the courses to be reviewed by the Office of the Registrar.

**Enrollment Status**

A student must be enrolled in a minimum of 12 semester credits over the 16-week semester to be considered a full-time student. Students must be enrolled in a minimum of six semester credits over the 16-week semester to be considered half-time students. Students enrolled in less than 12 semester credits during a semester are considered part-time students.

A student may not be active in more than two courses concurrently. A student may enroll in more than two courses during a semester.

For Financial Student Aid purposes, there are four enrollment statuses:

1. Full-time: enrolled in a minimum of 12 semester credits in a semester.
2. Three-Quarter (3/4) time: enrolled in 9 but less than 12 semester credits in a semester.
3. Half (½) time: enrolled in 6 but less than 9 semester credits in a semester.
4. Less than half (½) time: enrolled in less than 6 credits in a semester.

In accordance with standards established by the U.S. Department of Veterans Affairs, for benefit calculation a VA student’s enrollment status is based on the number of semester credits for which
the student is registered during an enrollment period as defined by the start and end date of a course(s).

**High School Diploma Validation**

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

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

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

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

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

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

Refer to the University catalog for a list of documents which AAU will accept as proof of high school graduation.
As a prospective student, you are encouraged to review this handbook prior to signing an enrollment agreement. You are encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

**International Students**

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

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

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

**Non-Degree Seeking Students**

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

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

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

**Program Entrance Exams**

Certain programs may require students to complete an entrance exam prior to enrollment. Admissions representatives are responsible for placing students into the appropriate entrance exam during the admissions process. Any student who does not pass a program required entrance exam will not be allowed to enroll in that particular program.
Students who wish to declare a major of Computer Information Systems (CIS) will be required to take and successfully pass the CIS Entrance Exam. Should a student not pass the exam, he or she has the option of submitting a written appeal to the Dean of Computer Information Systems, indicating why an exception should be made. Any decision by the Dean is final.

Students enrolling in a CIS bachelor’s program who already hold an associate degree from an approved accredited program in Computer Information Systems, Information Systems, Information Technology, or Computer Science will not be required to take the CIS Entrance Exam. For an associate degree with a title that varies from one these, the Dean of CIS will make a determination as to its applicability with regard to this policy.

**AAU Orientation**

Students who wish to enroll into AAU programs are required to successfully complete the AAU new student orientation. The orientation course is offered at no cost to the student and is a non-semester credit course. Students are required to successfully complete the orientation course prior to the start of their first semester. The purpose of this course is to expose students to AAU’s policies, to prepare them for what they will experience during their semester, and to help students learn how to navigate and find information through our iBoard learning platform.

In order for a student to schedule the new student orientation, he or she must have an approved admissions application on file. Admissions representatives are responsible for scheduling students into orientation prior to the start of the students first semester. Students who complete all admissions requirements and successfully complete the orientation course may be granted acceptance into the University.

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

Any student who plagiarizes an assignment in the orientation course will automatically fail the course.

**Tuition & Fee Schedule**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuition</strong></td>
<td>$310 per credit hour</td>
</tr>
<tr>
<td><strong>Tuition for Military Students</strong></td>
<td>$250 per credit hour</td>
</tr>
<tr>
<td><strong>Fees</strong></td>
<td></td>
</tr>
<tr>
<td>* Application</td>
<td>$35.00</td>
</tr>
<tr>
<td>* Transfer Credit Evaluation Fee (If applicable)</td>
<td>$25.00</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>$50.00</td>
</tr>
<tr>
<td>Official Transcript Fee</td>
<td>$10.00</td>
</tr>
<tr>
<td>Late Registration Fee</td>
<td>$50.00</td>
</tr>
<tr>
<td>Replacement Diploma</td>
<td>$25.00</td>
</tr>
</tbody>
</table>
Change of program (Starting with 2\textsuperscript{nd} request) & $25.00 \\
Course Repeat Fee & $200.00 \\

\textit{*Fees waived for Military, Military Dependents, and Veterans \red{– tuition and fees are subject to change.}}

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

Students typically enroll in two courses at a time for each of the two sessions within a semester and start the courses for each session on the same date. The second session starts eight weeks from the start date for the first course.

The total tuition cost of each certificate program (for a minimum 15 semester credits) is estimated to be $4,650. The total tuition cost of each associate degree program (for 60 semester credits) is estimated to be $18,600. The total tuition cost of each bachelor degree program (for 120 semester credits) is estimated to be $37,200. Total cost may vary based on accepted transfer credit and tuition discounts available at time of enrollment.

Textbooks and other study materials that are required for course completion are not provided within the tuition, and students are required to purchase them from the textbook vendor of their choice.

For active duty military and veteran students, textbooks and course materials are provided by the AAU textbook grant program.

\textit{**Please see the Cancellation, Withdrawal, and Refund Policy for information on the non-refundable portion of total tuition for students who withdraw from the University. Other charges, including non-sufficient funds on returned payment, may be assessed based on student activity.}

\textbf{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 this Enrollment Agreement, credit evaluation fees, and/or application fees, prior to the scheduled session start date as well as within the first seven 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 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.

WITHDRAWAL AND REFUND

To offset AAU’s administrative costs, in addition to any non-refundable fees, any student who withdraws from his or her course(s) after the first seven days of a session (Week 1) will be subject to a one-time non-refundable 20% portion of tuition related to those courses, up to a maximum of $200. **Notwithstanding this 20%/$200 non-refundable portion of tuition**, a refund of the **remaining tuition** will be calculated as follows:

- **During Week 2** 80% of the remaining tuition will be refunded.
- **During Week 3** 65% of the remaining tuition will be refunded.
- **During Week 4** 50% of the remaining tuition will be refunded.
- **During Week 5** 40% of the remaining tuition will be refunded.
- **After Week 5** 0% of the remaining tuition will be refunded.

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

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

If a student owes any money to AAU resulting from the return of federal funds, the student will receive a bill from the Business Office. For further details, please refer to your Financial Aid Handbook.
Return to Title IV Funds (R2T4)

If a student has received Federal Direct Loans or Federal Pell Grant funds during his or her period of enrollment and is withdrawn or withdraws from the institution, an R2T4 calculation will be performed. If a student has not yet been awarded but has a valid ISIR for the current award year, an R2T4 calculation is performed to determine a potential Post-Withdrawal Disbursement. The date of withdrawal is always the last date of attendance.

Attendance at AAU includes:
1. submitting an academic assignment,
2. taking an exam, or
3. participating in an online discussion about academic matters.

Attendance is not:
1. logging into your course without active participation or
2. participating in academic counseling or advisement.

Returning Unearned Funds
Institutions are required to determine the percentage of Title IV aid earned by the student and to return the unearned portion to the appropriate aid program. This percentage is determined by the percentage of the enrollment period completed by the student.

The return of funds policy consists of the following steps:
~ Determine the percentage of the enrollment period completed by the student.
   Days Attended / Days in Enrollment Period = Percentage Completed
   If the calculated percentage exceeds 60 percent, then the student has earned all Title IV aid for the enrollment period.
~ Apply the percentage completed to the Title IV aid awarded to determine the student's eligibility for aid prior to the withdrawal.
   Total Aid Disbursed × Percentage Completed = Earned Aid
~ Determine the amount of unearned aid to be returned to the appropriate Title IV aid program.
   Total Disbursed Aid - Earned Aid = Unearned Aid to be Returned
   If the aid already disbursed equals the earned aid, no further action is required. If the aid already disbursed is less than the earned aid, a late disbursement will be made to the student. If the aid already disbursed is greater than the earned aid, the difference must be returned to the appropriate Title IV aid program.
~ Distribute the responsibility to return funds between the institution and the student.

AAU and the student are both responsible for returning unearned funds to the appropriate programs in specific loan/grant order. The institution must return the lesser of:
1. the total amount of unearned aid, or
2. institutional charges multiplied by the unearned percentage.
Amounts that must be returned will first be applied to federal loans and then to grants. Loan borrowers will be permitted to repay loans based on the terms of the promissory note.

The student will also be billed for any amount due to AAU resulting from the student’s withdrawal. If a student owes any money to the school resulting from the return of federal aid funds, the student will receive a bill from the Business Office.

Title IV aid is returned in the following order:
1. Unsubsidized Federal Direct Stafford Loans
2. Subsidized Federal Direct Stafford Loans
3. Federal Direct PLUS Loans
4. Federal Pell Grants
5. Iraq and Afghanistan Service Grant

Any student with an account credit balance will be refunded to the funding source in the order outlined above.

The student’s grace period (if applicable) for loan repayments for Federal Unsubsidized and Subsidized Direct Stafford Loans will begin on the day of the withdrawal from AAU. The student should contact the servicer if they have questions regarding their grace period or repayment status.

The student’s eligibility for future financial aid may change based on his or her withdrawal from AAU.

**Post-Withdrawal Disbursements**

Any post-withdrawal disbursement due must meet the current required conditions for late disbursements. A school is required to make (or offer as appropriate) post-withdrawal disbursements to eligible students. A post-withdrawal disbursement must be made within 180 days of the date the institution determines that the student withdrew. The amount of a post-withdrawal disbursement is determined by following the requirements for calculating earned FSA and has no relationship to incurred educational costs.

**Procedures:**

- If a student is eligible for a post-withdrawal of a federal grant, it will be disbursed within 45 days of the date of determination of withdrawal.
- A student (or parent, in the case of a Direct PLUS loan) is notified of eligibility for a post-withdrawal disbursement of a Federal loan within 30 days of the withdrawal date by email and must respond within fourteen days.
- If the student (or parent) accepts the post-withdrawal disbursement of a federal loan, it must be made as soon as possible but no later than 180 days of the withdrawal date.
- The Financial Aid Office will track this notification and make appropriate updates in the system as necessary.
- When the student’s (or parent’s) response is received, it will be updated in the system.
The priorities for disbursement are grants first; paid to outstanding institutional charges before being paid directly to the student (or parent).

**Examples:**

1. It is Marie’s first semester, and she is enrolled in the B.S. Degree of Business Administration program. She is a full-time student enrolled in 12 credits in the semester (16 weeks / 112 days). On the 2nd day of week 10, Marie withdrew from her courses to pursue an acting career.

   Marie attended AAU for 65 days \((7 \times 9) + 2 = 65\) in an enrollment period of 112 days; therefore, she completed 58.04% \((65/112)\) of her enrollment period.

   During the current payment period, Marie was disbursed a Pell grant for $1,500 and a subsidized loan for $1,500, a total of $3,000. Her earned aid is $1,740 \((58\% \times 3,000)\), whereas her unearned aid is $1,260 \($1,740 - $1,260\). Marie will have to repay $1,260 under the terms of the unsubsidized loan.

2. It is John’s second semester, and he is enrolled in the B.S. Degree of Criminal Justice program. He is a full-time student enrolled in 12 credits in the semester (16 weeks / 112 days). On the 5th day of week 11, it was the last time John attended class.

   John attended AAU for 75 days \((10 \times 7) + 5 = 75\) in an enrollment period of 112 days; therefore, he completed 66.96% \((75/112)\) of his enrollment period.

   During the current payment period, John was disbursed a Pell grant for $900, a subsidized loan for $2,500, and an unsubsidized loan for $1,000, a total of $4,400. Because he attended for at least 60% of the enrollment period his total earned aid is $4,400, and there is no unearned aid.

**Disclosure**

Refund requirements, policies, and procedures are provided to students in writing annually and are posted on AAU’s website.

**STUDENT AFFAIRS**

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

**Registrar**

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

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

**Program Success Advocates (PSAs)**

Each student is assigned to one Program Success Advocate (PSA) who is the 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, provide consistent encouragement, and introduce students to alumni services.

Through e-mail and phone calls, the Program Success Advocate is always there to provide support in areas that include:
~ Monitoring attendance and motivating the student to stay on track to complete on time
~ Answering procedural questions such as grading and scheduling
~ Coordinating proctored exams
~ Processing graduation requirements and introducing students to alumni services

**VA Notification**

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

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

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

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

**AAU Career Assistance Program**

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

AAU has developed a comprehensive job assistance program, which consists of résumé and cover letter assistance, employment resources, and advice on interviewing skills, negotiating salaries, and much more. This program is aimed at giving students all the information they need to launch a successful job search. In addition, AAU’s Career Center assists students in learning how to best market themselves and how to network. It is the primary function of this department to teach the students to be self-sufficient in finding employment; the Career Center provides the leads, while the students do the footwork. This is the best way for students to know that THEY got the job.

In the support of this effort, the Career Center staff is in constant contact with employers, temp agencies, and career associations keeping AAU up-to-date with current job opportunities. The following stages represent a model of the career development process in which this department works.

**SELF ASSESSMENT**

- Personality and Interest
- Skills, Abilities, and Values
- Lifestyle Preferences

**CAREER RESEARCH AND GOAL SETTING**

- Career Center Guidance and Real World Research

**SELF MARKETING/JOBS SEARCH**

- Planning a Job Search and Networking Tips
- Informational Interviewing
- Résumé Writing, Cover Letters, Thank You Letters, and Follow-Up
- The student’s success is the goal of the AAU Career Assistance Department.

Although AAU offers education and/or career assistance services that are designed to help students secure employment in a chosen field, AAU makes no representations or guarantees that a student will receive any specific type of employment within a certain timeframe or even employment in general. The ultimate decision on employment is made by the student and any
prospective employer and can be based on many factors including, but not limited to, prior experience, education, and criminal and/or civil court records.

COURSE HELP

Assignment Submission Policy

Unless otherwise specified, all graded items should be posted or uploaded to iBoard by 11:59 PM Pacific 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.

Instructors will submit scores within three business days after a student posts an assignment. A student is expected to complete his or her course, including the final exam, within its eight 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.

Late Assignment Policy

Courses are eight weeks in length, with each week containing one 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 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.

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 hours unless otherwise noted. Proctored exams are to be scheduled within one 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 request the Proctor Form through their program success advocate. 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.

**Faculty and Instruction**

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

The main academic goals are that the student master the course learning objectives and complete all work within the course timeframe. The instructor’s main responsibility is to work closely with the student to ensure the student’s learning success. Faculty members are responsible for initiating contact with students through e-mail at the start of the semester and for monitoring student interaction throughout the course by e-mail, assignment submission, discussion boards, student-centered assignment feedback, and through a messaging system.

Continuous improvement and institutional effectiveness are essential to student satisfaction and academic progress. As such, outreach efforts to foster student interaction for learning purposes are continually evaluated by AAU faculty members and staff. Evaluation includes student and faculty surveys and the monitoring of student engagement with AAU student activities outside of coursework.

**Grading Policy**

Grading is an academic, not administrative, function. As such, grades are determined by the course instructor. Grades are a measure of student achievement of course learning objectives. Grades may be determined on the basis of percentage of correct answers on an objective exam, or on the basis of the instructor’s evaluation of student performance on course work, assignments, and practical demonstrations of skills. The instructor shall base evaluations on the student’s attainment of defined course competencies. Such evaluations shall be fairly and consistently applied to all students in a course.
Students are expected to maintain at least minimum grade point averages (GPA). To remain in Good Academic Standing, students need to maintain the minimum semester GPA as outlined in the Satisfactory Academic Progress section. To earn a degree, a student must earn an institutional GPA of 2.00 or better.

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

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

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

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points/Grading Percent</th>
<th>General Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00 / 94-100</td>
<td>Excellent</td>
</tr>
<tr>
<td>A-</td>
<td>3.67 / 90-93</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.33 / 87-89</td>
<td>Good</td>
</tr>
<tr>
<td>B</td>
<td>3.00 / 84-86</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>2.67 / 80-83</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.33 / 77-79</td>
<td>Satisfactory</td>
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<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>
</tbody>
</table>
Grading Criteria

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

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

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

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

F = Failing
Quality and quantity of work is unacceptable.

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

The grade of “W” is a negative outcome for purposes of measuring satisfactory academic progress. The course is recorded as having been attempted for the purposes of calculating the rate of progress toward completion and maximum time frame. Distinguishing among the various potential reasons for a withdrawal is not necessary, except in the case where a student withdraws for military service and is not to be penalized, or where a student does not continue participating during the semester, does not “earn” a final grade, and does not provide official notification of withdrawal.
AC = Administrative Cancellation
Administrative cancellation refers to a student course cancellation which is initiated by the institution. Administrative cancellations commonly apply to coursework that has not begun. AAU may deem that students be cancelled from their course for reasons which include, but are not limited to:

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

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

AW = Administrative Withdrawal
Administrative withdrawal refers to a student course withdrawal which is initiated by the institution. Administrative withdrawals commonly apply to coursework that has already begun.

AAU may deem that 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 their primary email from the Office of the Registrar.

Incomplete Grade Policy
The awarding of an Incomplete (“I”) grade is at the discretion of the instructor once all qualifying criteria have been met and shall be awarded for exceptional circumstances only. In order to qualify for an Incomplete, a student must have attained at least 40% of the total weighted score of the course that he or she has attempted. Students must be within the 8th week of their course to apply for an Incomplete. Incompletes will not be granted to students for the purpose of resubmitting previous work or for submitting work that was not part of the original scope of the course (i.e., “extra credit”). The student must submit an Incomplete Grade Request form to his/her instructor for the Incomplete, in which the student includes a plan to the instructor for satisfying the remaining requirements of the course outlined in the student’s plan. The maximum
length of the Incomplete timeframe is 14 calendar days from the last date of the course session. Academic events submitted during the incomplete period within a course that has received an incomplete grade will not be factored into the attendance requirements for the semester. In the case when the course requirements have not been completed within this timeframe, the “I” grade shall become a failing grade (“F”).

Assignment of Grades

The determination of a student’s grade is the responsibility of the instructor assigned to teach the course. Even though the instructor may use support staff for the grading of tests or other assignments, the instructor is ultimately responsible for the grade assigned. The instructor shall assign grades using the grading scale delineated in the school catalog and apply the grading policy and criteria as described in the course syllabus.

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

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

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

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

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 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 asked for a response.

Library Services
AAU provides access to online library resources and services that assist students to meet the objectives of the degree program through Library and Information Resources Network (LIRN).

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 Humanities, among others. The databases include a variety of sources including academic journals, magazines, newspapers, books, and multimedia.

The LIRN search engine allows students to search all Library and Information Resources Network products. Students access these library resources through their AAU login and password.

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

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

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

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

Academic Freedom

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

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

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

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

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

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.

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).

**Americans with Disabilities Act**

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

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

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

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

It is the student’s responsibility to notify the University as having a disability and submit any required documentation, prior to engaging in any activity for which accommodation is being requested. For example, a request to retake a test or course due to a disability will not be considered for a test or course that a student has already taken. Since the documentation and review process may take some time, currently diagnosed students should submit any requests for a disability accommodation as soon as they are admitted to a program and prior to registering for courses.

~ No accommodations may be made prior to the notification of disability and the submission of documentation.
Students must identify themselves to their Program Success Advocate (PSA) and provide the required documentation as outlined in the documentation requirements below at least 30 days in advance of the start of the accommodation being requested.

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

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

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

Acceptable documentation requirements:

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

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

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

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

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

**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 Internet website.

**The Bureau for Private Postsecondary Education**
P.O. Box 980818, West Sacramento, CA 95798-0818
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
Phone: (916) 431-6959 ~ Toll free (888) 370-7589
Fax: (916) 263-1897
Website: [http://www.bppe.ca.gov](http://www.bppe.ca.gov)
email: bppe@dca.ca.gov

**Change of Major / Program Policy**

A student seeking to change his or her major and/or program should carefully review the requirements for the new program, especially when changing programs between catalog years (each catalog year corresponds with a calendar year, and students are responsible for reviewing and being aware of the requirements of the AAU catalog version effective at the time of the start of their new program). The start of the new program must correspond with the start of the student’s next eligible term. Previously transferred or completed Allied American University coursework may not apply to the new program requirements due to differences in degree and content requirements for the new program being entered.

Students must have documentation on file that all admission requirements for the new program have been met and a Change of Program Request Form must be submitted.

Satisfactory Academic Progress will be calculated based on all coursework regardless of the program that the student was enrolled in when it was completed.
For further information, students should discuss the process with their Registration Representative.

**Course Add/Drop Policy**

Students may add or drop courses during the Add/Drop period, which takes place during the first Monday - Thursday of each session for courses associated with that session. To add or drop courses, students must submit a **Course Add/Drop Form**. The **Course Add/Drop Form** must be submitted no later than 5:00 p.m. PST on the first Thursday of the session for the Add/Drop request to be considered.

**Course Adds**
To be eligible, the student must have met all pre-requisites 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.

In order to ensure proper preparation for their upcoming courses, students who are entering their first semester at AAU are not eligible to add courses during the add/drop period. First time students may drop courses, if necessary.

**Drop and Refund**
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).

**Book Return Policy**
All dropped courses that have accompanied material **MUST** have the material returned within 14 days of original delivery. All shipments from AAU should be refused and/or returned to:

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

**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 that they are requesting to be withdrawn from. 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 the 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 the University 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.

**Harassment Policy**

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 director of personnel and development.
Family Educational Rights and Privacy Act (FERPA)

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

AAU’s policy regarding confidentiality 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. They 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.
2. The right to request the amendment of the student's education records that the student believes are inaccurate.
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. School officials are individuals or entities working for or on the behalf of the educational institution. 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 or intends to enroll.
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.

At its discretion, AAU may provide directory information in accordance with the provisions of the Family Education Rights and Privacy Act. 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; 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
- Address and telephone number
- Home address and telephone number
- E-mail address
- Major field of study
- Degrees and awards received
- Dates of attendance
- Grade level
- Enrollment status (i.e., full- or part-time, undergraduate, graduate)
- Name of institution last attended
- Photographs (for University use only)
- State of residence
- Date of Birth
- Marital status

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Student Handbook 3.27.14
Family Educational Rights and Privacy Act (FERPA) complaints may be addressed to:

**U.S. Department of Education**
Family Policy Compliance Office  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-8520

**Non-Discrimination Policy**

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

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

**Student’s Bill of Rights**

~ You have the right to receive regular and organized instruction and guidance that is consistent with the objectives of the course and program in which you are enrolled.

~ You have the right to have your course grade determined only by academic achievement that is consistent with the objectives of the course.

~ You have the right to have assignments graded and returned within a reasonable amount of time (see “Grading Policy”).

~ You have the right to discuss and receive clarification on course content from your instructor, either during posted office hours or during a scheduled appointment.

~ You have the right to use all AAU educational resources in accordance with the rules concerning their use.

~ You have the right to freedom of expression, including the right to dissent, protest, and/or take reasoned exception to the information and views offered in any course.

~ You have the right to fair and reasonable treatment by all members of the AAU community.

~ You have the right to the opportunity to participate in and receive the benefits of programs offered at AAU. No one may be excluded on the basis of disability, race, ethnicity, national origin, creed, gender, age, sexual orientation, or economic status.

~ You have the right to inspect and review your own educational records and to request the amendment of these records if you feel they are inaccurate or misleading.

~ If you feel that your rights have been violated, you have the right to bring a grievance before the AAU administration (see "Grievance Policy").
**Student Grievances**

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

Students who allege discrimination, harassment, or a violation of an AAU policy must present their grievance in writing to the dean within three (3) weeks of the incident. The University’s academic review committee will hear such grievances. A campus decision based upon the committee’s recommendation may be appealed to the provost within ten (10) days of the date the student receives the decision from the committee.

Other grievances or requests for policy exceptions must be submitted in writing to the dean who will determine the appropriate course of action or render a decision. AAU management, before being submitted to the provost, must review grievances relating to financial aid, account balances, or collections. When the dean receives such a grievance, it will generally be forwarded to the University president for a final decision if it cannot be resolved informally.

**Student Tuition Recovery Fund Disclosures**

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

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

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

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

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

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

1. The school closed before the course of instruction was completed.
2. The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

3. The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.

4. The school’s breach or anticipatory breach of the agreement for the closure of instruction.

5. There was a decline in the quality of the course of instruction within 30 days before the school closed, or if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.

6. The school committed fraud during the recruitment or enrollment or program participation of the student.

STUDENT ROLES

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

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

Academic 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.

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.
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.

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 at least the following ways:

~ 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

When instances of academic dishonesty have been detected, faculty members will have a number of options for addressing the incident with the student:

~ Resubmission of the assignment (possibly for fewer points)
~ Failure on the assignment
~ Additional assignment(s)
~ Reduction of the final course grade
~ Failing grade in the course

When the faculty member has determined that academic dishonesty has occurred and that a disciplinary action is necessary, he or she should initiate the following procedure:

~ First, work with the student to determine the circumstances and instructor’s alternatives to overcome the deficiency.
~ If the instructor and student cannot resolve the situation satisfactorily, the instructor submits an academic dishonesty complaint form to the Dean and copies the form to the student.
~ The Dean will alert the University President of all instances reported.
~ The student will receive a letter that officially notifies him or her of the charge of academic dishonesty.
~ The student may appeal the allegation.

In the case of an appeal, the Dean will submit the allegation to an ethics committee which will consist of selected faculty and the Provost. The ethics committee will determine the appropriate action for the student’s violation of the academic integrity policy. Cases submitted to the Dean will result in the initiation of a formal administrative investigation and review by an ethics committee. The result of that investigation may lead to one of the following actions:
~ Removal from class
~ Disciplinary action which might include, but is not be limited to, documented counseling by a University staff member, loss of semester credit, or suspension
~ Expulsion from the University

All actions will be based on the severity of the offense.

**APA Guidelines on Best Practices**

AAU expectations are that students follow APA format and style in all their assessment writing and strive to adopt these practices for discussion boards as well. Students learning to write academically need to properly cite their sources of information. If a student does not cite properly, then this can be construed as plagiarism. Plagiarism is a serious charge of academic dishonesty. An important aspect to student work is the role that APA format and style will play in his or her academic growth. The AAU policy on APA format and style follows a progressive learning approach.

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

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

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

**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.
Assessments Submission Protocol

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

The title or cover page includes this information:
~ Module assessment number and title (Homework Assignment 2)
~ Course Prefix and title (CRJ120)
~ Your name
~ Your instructor’s name
~ Date of submission

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

Attendance Policy

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 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.

Course Census

Course Census is the official count of students who participated in their course(s) by satisfying an Academic Event within 7 days of the semester start date.

New students who fail to meet the requirements of the course census period will be cancelled from all future courses and will be required to sign a new enrollment agreement and re-register for a future semester start.

Please note that this is an administrative function and is not at the discretion of the instructor.

Non-Attendance

As per AAU’s Attendance Policy, all students are required to participate in at least one weekly scheduled academic event every 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 all courses during a semester 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 withdrawal may not be reinstated in their semester. Students who are withdrawn and do not request reinstatement for the second session of the semester may only register for courses in a semester following the semester they were withdrawn from. A student’s program may not have overlapping semesters.

**Copyright Infringement Policy**

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

**Copyright Infringement Deterrent Plan**

Allied American University responds promptly to notices or letters of illegal copyright infringement based on the requirements of the Digital Millennium Copyright Act. Both our Information Technology and Compliance departments will investigate and respond to any notice. If you believe that any material on any of AAU’s websites infringes upon any copyright which you own or control, you or your designee may send a notification of such claimed infringement to our Designated Agent as set forth below:

Parrish Nicholls  
Registered In-House Counsel/Director of Compliance  
22952 Alcalde Drive, Laguna Hills CA 92653  
Telephone: 888-384-0849  
email: pnicholls@allied.edu

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

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their 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 student handbook 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/Resources/Browse/LegalDownloading/33381.

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.
Code of Conduct

As an AAU student, you agree to abide by the following code of conduct during the time of your enrollment. Not abiding by one 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 the 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 Repeat Policy

A "course repeat" refers to a course in which a student has enrolled more than once as a result of the student having earned a punitive grade of C- or lower. This is distinct from a scenario in which a student has enrolled in a course more than once as a result of the student having earned a non-punitive grade, or a punitive grade of “C” or higher, but wishes to attempt to earn a higher grade for the course.

Students who earn a punitive grade of C- or lower may enroll again in their course by paying a course repeat fee of $200, plus any needed material. This $200 fee is non-refundable. Students who have failed a course may enroll again in the course up to two times using FSA funds. The maximum number of repeats allowed per course is three, for a total of four attempts (including the initial attempt). If additional attempts at the course (beyond the four attempts) are required or desired, they must be requested in writing to the Dean. If the request is approved, the student must pay the full cost of the course.

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

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

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

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

Evaluation

Upon completing a course, students have the opportunity to evaluate AAU, the faculty, and the appropriate course through the end of course student survey. Students are encouraged to use the end of a course student survey to evaluate many aspects of the University and course. Through such a survey, AAU can continue to maintain its courses properly and offer the best services possible to its students.
Satisfactory Academic Progress (SAP) Policy

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

AAU evaluates Satisfactory Academic Progress (SAP) at the end of each semester. A semester is defined as a 16-week period of academic study. The requirements of each criterion are discussed in detail below and must be met. The University provides written notification to notify a student who is failing to achieve SAP standards.

Cumulative Grade Point Average (CGPA): CGPA is the qualitative measure of SAP, meaning that it measures the quality of the grades that each student earns in their courses. Evaluation occurs at the end of each semester. Only credits completed at AAU with a final grade of A through F are included in the CGPA calculation. To meet SAP requirements students must maintain a CGPA of 2.0. Students who fail to meet CGPA requirements have failed to meet SAP requirements and will be put on Warning.

Credit Hour Completion:

~ Credit hour completion is the quantitative measure of SAP, meaning that students must successfully complete 67% of attempted courses to meet minimum SAP standards and maintain eligibility for Federal Student Aid.

~ Courses with a final grade of A through D will be counted towards credits completed.

~ Final grades that fall below the minimum D are not counted as credits completed but will be used to determine credits attempted.

~ Withdrawn (W) courses are considered credits attempted.

~ Courses with grades of incomplete (“I”) will not be counted as credits attempted until a final grade is earned.

~ During week one of each semester students will be cancelled from any courses in which they have not met census. Courses that are dropped prior to the course start date or during the add/drop (week one of the semester) will not count towards attempted credits.

~ Any course in which the student remains enrolled beyond week one will count towards attempted courses regardless of the grade received.

~ Repeated courses will count as attempted courses.

~ Credits transferred in from other colleges or universities via an official Transfer Credit Evaluation are factored into credit completion.
Maximum Timeframe

All students who receive federal financial aid under Title IV of the Higher Education Act are required to complete their program of study within 150% of the published length of the program. The following maximum time frames apply to each academic program:

- **Associate degree** – the published length is 60 semester credits. The maximum period must not exceed 90 (60x1.5) Total Semester Credits Attempted.
- **Bachelor’s degree** – the published length is 120 semester credits. The maximum period must not exceed 180 (120 x 1.5) Total Semester Credits Attempted.
- **Certificate programs** – the published length is an average of 18 semester credits. The maximum period must not exceed 27 (18 x 1.5) Total Semester Credits Attempted.

Appeal of Academic Dismissal

Any student notified of academic dismissal may appeal the decision based on mitigating circumstances that explain the unsatisfactory academic performance. Students must demonstrate a likelihood of success if allowed to continue at Allied American University. To appeal an academic dismissal, a student must submit the Satisfactory Academic Progress Appeal form to the Registrar within seven calendar days of notification of dismissal. The appeal should be a concise narrative with supporting documents. The appeal will be forwarded to the SAP Appeals Committee for consideration. The Committee will recommend a decision to the Registrar’s Office. A student will then be notified by the Registrar’s Office in writing of the decision. All decisions by the Committee are final.

If the appeal of dismissal is approved, the student will be permitted to continue coursework at Allied American University under an academic status of probation. The student will be permitted, in accordance with the terms of an academic plan, to take courses on academic probation and may be required to repeat courses that can raise cumulative GPA. Failure to meet the terms of the academic plan may result in academic dismissal.

If the appeal is not approved, the student will remain dismissed. A student who is academically dismissed after an unsuccessful appeal is ineligible to continue enrollment and may not appeal again to be readmitted before the lapse of at least one sixteen week semester.

If the student is permitted to return from dismissal, his or her academic standing would be Extended Enrollment. The student would not be eligible for federal aid, and the student must follow an Academic Plan set forth by the administration.

Refer to the University catalog for the Satisfactory Academic Progress Progression Table.
Graduation Requirements

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

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

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

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

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

Substance Abuse Policy

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

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

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

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

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

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

Investigation
The use, sale, possession, manufacture, or purchase of illegal drugs, controlled substances, or alcohol while on the premises or while performing company related activities is strictly prohibited. Those who violate this policy are subject to disciplinary action, up to and including expulsion, termination of employment, and referral for prosecution. Local, state, and federal sanctions for unlawful activity relating to drug and alcohol abuse may result in fines and/or incarceration.
Employees reasonably suspected of possession, use, manufacture, sale, purchase, or of being under the influence of illegal drugs or alcohol on company premises or during working time may be suspended without pay pending an investigation of the circumstances. The company will try to complete its investigation within a 72-hour period.

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

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

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