

# University Catalog

Part I: AAU Academic Catalog

January 2010 - December 2010



[www.allied.edu](http://www.allied.edu)



**ALLIED  
AMERICAN  
UNIVERSITY**

*Ready to Lead*

2010 AAU ACADEMIC CATALOG

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*Ready to Lead*

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# **1. About Allied American University**

## **Allied History**

Allied Business Schools, Inc. (Allied Schools) opened its doors over 15 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 employees 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 undergraduate degree 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 and Criminal Justice. 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.

AAU does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition in bankruptcy within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years.

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 <http://www.bppve.ca.gov>.

## **Accreditation**

Allied American University is accredited by the Accrediting Commission of the Distance Education and Training Council ([www.detc.org](http://www.detc.org)). The DETC is located at 1601 18<sup>th</sup> 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.

## **Mission**

Allied American University is committed to providing quality online distance education degree programs for adult learners in a student-centered academic environment. AAU's emphasis is on educational programs that lead to the acquisition of knowledge and skills necessary to achieve personal satisfaction, leadership, and service to the community.

## **Vision and Institutional Objectives**

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

- Offer a dynamic, interactive distance education environment which engages students in the learning process through a multi-media learning experience and through systematic contact with faculty and student support advisors
- Develop competence in communication, critical thinking, collaboration, and information utilization together with an interest in lifelong learning to enhance opportunities for sustained success
- Provide immediate and ongoing constructive feedback to promote student self-assessment and motivation
- Provide clear learning outcomes, detailed instructions, and assessment for all courses to ensure course mastery and student success
- Engage in a constant process of continuous improvement through course assessment and revision to promote student mastery of the course, provide the most recent updates of content and objectives, and to ensure relevance to regulatory requirements
- Embrace and promote diversity in policies and practices to prepare students to live and work successfully in an increasingly diverse workplace and society
- Broaden access to degree programs for underserved constituencies
- Use technology to create effective modes and means of instruction that expand access to 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 constituencies through distance education technologies. AAU provides access to online library resources and services that assist students to meet the objectives of the degree program through Library and Information Resources Network (LIRN).
- **Diversity** – Embrace and promote diversity in policies and practices to prepare students to live and work successfully in an increasingly diverse workplace and society.
- **Student Service** – Strive to ensure that curriculum, delivery, and support services:
  - Respond to inquiries, requests, and concerns in an appropriate and timely manner
  - Monitor operations in a continuous process of self-assessment and invite external evaluations by public agencies
  - Remain accountable to students and to the public to fulfill the educational mission
- **Quality** – Maintain a commitment to meet or exceed standards set by accrediting and regulatory bodies in all aspects of educational activities, outcomes, support services; assess practices, policies, and procedures to strengthen the overall effectiveness of curriculum, instructional delivery, and operations. Allied American University is committed to providing quality online distance education degree programs for adult learners in a student-centered academic environment. AAU's emphasis is on educational programs that lead to the acquisition of knowledge and skills necessary to achieve personal satisfaction, leadership, and service to the community.
- **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. In addition to specific intellectual knowledge and skills, a broad general education should also include important and substantive values. 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.

**Key Staff and Faculty**

Charli Hislop, President/CEO  
 Alex Lazo, Ph.D., Academic Dean  
 Frank Vazquez, Operations Manager  
 C.J. Bishop, Registrar  
 Robert Leonard, Student Affairs Manager  
 Lindsay Oglesby, Admissions Director

**Contact Information**

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 Website: [www.allied.edu](http://www.allied.edu)

**Hours of Operation**

8:00AM to 5:00PM Pacific Standard Time  
 Monday through Friday

## 2. Admissions

### 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. To be admitted to the University's non-degree, Certificate, Associate Degree or Bachelor's Degree programs, students need to submit evidence of a high school diploma, GED certificate, or an international equivalent.

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

### Step 1: Apply Online

The application process is simplified to reduce processing time. Prospective AAU students complete an online application that can be accessed from the website, [www.allied.edu](http://www.allied.edu). Applicants indicate whether they will pursue a Certificate, Associate or Bachelor's Degree and 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 e-mail, 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. An unofficial transcript, which may be sent from the applicant to AAU, is accepted to facilitate the credit evaluation. An *official transcript, which must be sent to AAU* directly from the institution or military branch where the credit was earned or sent by student as long as the official transcript is sealed from the originating institution, must be submitted before the end of the first semester. 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 Student Affairs section, Academic Status.

## **Step 5: Getting Started**

Once the degree plan is accepted and all required documents are submitted, the enrollment process is completed and the applicant officially becomes a student. First-time AAU students will automatically be enrolled in the Allied Online Orientation course. It gives students the opportunity to become comfortable with AAU's iBoard online learning platform and helps them successfully complete their degree program. Students may begin the online orientation course shortly after their enrollment is confirmed.

## **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. To apply:

### **Step 1: Submit an online application**

Prospective AAU students complete an online application that can be accessed from the website, [www.allied.edu](http://www.allied.edu). Applicants indicate whether they will pursue a Certificate, Associate or Bachelor's Degree and choose an academic degree program such as Business Administration, Computer Information Systems, Criminal Justice, or General Studies.

### **Step 2: Academic Documentation**

Prospective AAU students send official copies of transcripts from secondary schools and colleges and universities to AAU. Transcripts in languages other than English must be accompanied by a certified translation.

Foreign Transcript Evaluation:

Transcripts for comparable university-level courses completed in a country other than the United States must be evaluated by an outside credential evaluation company before they are submitted to AAU. The National Association of Credential Evaluation Services ([www.naces.org](http://www.naces.org)) members are acceptable sources for foreign credential evaluation and translation services.

### **Step 3: TOEFL/IELTS Scores**

International applicants whose native language is not English must submit evidence of English proficiency through one of the following exams:

- Test of English as a Foreign Language (TOEFL) with a minimum score of 500 on the TOEFL PBT (Paper Based Test) or a minimum score of 61 on the TOEFL iBT (Internet Based Test)
- International English Test (IELTS) exam is also acceptable with a minimum score of 6.0
- International students who have completed their undergraduate degrees at a nationally or regionally accredited U.S. college or university do not need to submit TOEFL or IELTS scores.

### **Non-Degree Seeking Students**

Allied American University (AAU) 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 the University 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 in a non-degree seeking status. 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.

### **Certificate Program Options**

Allied American University offers seventeen different certificate programs in three categories, Introduction, General, and Advanced. These certificates are offered through the degree programs as noted.

#### **Business Administration**

- Introduction - Business
- Introduction - Green Property Management
- Introduction - Real Estate
- Introduction - Solar Energy
- Advanced - Finance
- Advanced - Internet Marketing
- Advanced - Management

#### **Computer Information Systems**

- Introduction - Computer Programming
- General - Computer Applications
- General - Web Design
- Advanced - IT Management
- Advanced - Web Programming

#### **Criminal Justice**

- General - Criminal Justice
- General - Criminal Investigations
- General - Law Enforcement
- General - Terrorism and Security
- Advanced - Forensic Investigations

#### **General Studies**

- Introduction - Green Property Management
- Introduction - Real Estate
- Introduction - Solar Energy

Please refer to the *Degree Programs and Course Catalog* section at the end of this catalog for details. Please note that programs and courses are subject to change at the discretion of the University.

### **Degree Options**

Allied American University offers eight degrees in four program areas:

- Associate of Science and Bachelor of Science in Business Administration
- Associate of Science and Bachelor of Science in Computer Information Systems
- Associate of Science and Bachelor of Science in Criminal Justice
- Associate of Arts and Bachelor of Arts in General Studies with or without a concentration

Students may select degree program concentrations or elect to complete a minor area of study. Please refer to the *Degree/Certificate Programs and Course Catalog* section at the end of this catalog for details. Please note that programs and courses are subject to change at the discretion of the University.

### **University Enrollment Calendar**

There are 52 start dates during the year with official enrollment dates on Monday of each week. Courses are 8 weeks long and all have designated start and end dates. Allied American University follows a semester-based system.

### **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

### **3. Academic Information**

The Academic Affairs department, through the Academic Dean, primarily serves as the institutional voice for curriculum research and selection, instructional design, course development, faculty selection, articulation, student retention, outcomes assessment, and accreditation oversight for the University.

#### **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 modified open-enrollment, cohort-of-one study track conforming to the following profile:

- A cohort consists of one student.
- Weekly enrollment, beginning Monday of each week for 52 starts per year.
- Each enrollment has a fixed start date and end date.
- Courses consist of eight modules. Each module is typically one week. There are eight weeks in which students are required to submit module assignments and the final exam.
- The final course grade is submitted within seven (7) calendar days of course completion.

#### **Academic Term – Traditional and Veteran Students**

An academic term for traditional students and for veteran students using the Veteran Benefits is defined as 16 weeks of instructional time. Each course is offered within an 8 week timeframe. Students may accelerate their study rate and complete a course prior to the 8 week deadline.

The start of an academic term begins on Monday of the first course enrollment within that term. The number of courses enrolled within the start and end date of the academic term is used to define a student's enrollment status.

#### **Course Load**

Students are permitted to enroll in up to 6 semester credits concurrently at Allied American University. Enrollment in 9 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.

### **Enrollment Status – Traditional and Veteran Students**

A student's enrollment status is based on a student declaring pursuit of a program of study (Associate Degree or Bachelors Degree) and the student is registered during an academic term. To be considered full-time status for an academic term, undergraduate students need to be registered for academic semester credits through Allied American University.

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 **eight-week** enrollment period as defined by the start and end date of a course(s).

### **Course Format and Access**

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

Every student is required to be enrolled in the Allied Online Orientation course, which is non-semester credit and is included at no additional cost. Students are recommended to complete the orientation course prior to starting their first AAU course. The purpose of the course is to orient the student to navigate through iBoard, to understand the process for successfully completing a course, and to utilize all helpful student resources.

### **Faculty and Instruction**

Interaction with the course instructor is the front-line of academic support to students in mastering the course content. The AAU instructional model is a cohort of one student per one faculty member. The 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 are responsible for initiating contact with students through e-mail at the start of the semester and to monitor student interaction throughout the course by e-mail, assignment submission and grading, 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 monitoring student engagement with AAU student activities outside of coursework.

## **Participation**

Participation in the cohort-of-one track is identified through assignment submission and iBoard Discussion Board posts. Assignments must be submitted in a timely fashion each week/module for attendance and participation purposes. When assignments are not submitted on module due dates, the student's academic progress advisor and instructor will contact them by e-mail to check on their status and offer assistance if needed.

Instructors assess the quality of the students' contributions during the course by grading each assignment. Assignments include Check Your Understanding, Homework, Progress Tests, Discussion Board, and Final Exams. Each student is required to submit all assignments, and to take part in answering discussion questions posted by the instructor and contribute to the interactive discussions. Failure to complete assignments and maintain a passing course grade of 2.00 or C grade may contribute to unsatisfactory academic progress that carries various consequences. (See Policies section, the Grading Policy and Satisfactory Academic Progress policy.) If a student falls out of good standing, there are three types of academic status: warning, probation and dismissal. (See the Academic Status section on consequences for each status within the Student Affairs section.)

Points for assignments and participation are awarded based on the following criteria. Student's work should:

- Reflect understanding of the course objectives
- Reflect original thought and reflection on the course topics
- Reflect ideas offered in the assigned course readings and feedback from the instructor
- Show evidence of thorough reading and analysis of the material being studied and discussed
- Show evidence that the student distinguishes among different kinds of data (e.g., facts, opinions, assumptions, inferences, and evaluations)
- Show a willingness to test new ideas and risk comments that are not "safe"
- Reflect a willingness to interact with faculty by asking questions and challenging ideas and conclusions. For example, in the discussion board students should avoid merely making comments such as "That's right" or "I agree."
- Be substantiated and persuasively presented

Non-participation is characterized by lack of assignment submission and inadequate contribution in threaded discussions. Non-participation will be monitored by both academic progress advisors and the instructor.

During the first two weeks/modules of a session, participation will be closely monitored. Students who have not participated will be contacted by their academic progress advisors and instructors to learn the circumstances. If students are experiencing extraordinary circumstances that prevented assignment submission, the academic progress advisors will provide assistance as needed and instructors will provide support and guidance on assignment submission.

Academic progress advisors and instructors will send warning e-mails to students who fail to submit assignments or participate. The warning e-mail will indicate that the students' assignment grades and final course grade may fail to meet the minimum academic standard. (See Academic Status section for more details on the minimum academic standard.)

For threaded discussions, instructors contact students with a reminder to contribute to the discussion if the student has not yet participated. When the students' participation is not meeting the performance criteria noted above, the instructor can provide threaded discussion feedback to encourage a higher level of contribution and contact students individually with a personal coaching message regarding their contribution to date.

Assignment and participation points will be differentially awarded based on how well students have met the performance criteria noted above.

### **Outcomes Assessment**

At the core of the University's assessment process are the following principles:

- Identify clearly what the institution is trying to accomplish
- Develop measurable outcomes to determine the degree of institutional success in achieving those outcomes
- Use qualitative and quantitative measures to identify the variables responsible for strengths and weaknesses in the institution or in its programs
- Collect follow-up data to assess the effectiveness of changes made in the process
- Use a broad cross-section of methodologies to ensure that limitations of individual instruments do not distort the measurement of complex attributes or outcomes
- Assessment measures will be selected to represent a range of assessment techniques: quantitative and qualitative, standardized and customized, direct and indirect, internal and external, to ensure a more comprehensive and rigorous assessment process

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

The standard for assessment focuses on enhancing student learning and providing the appropriate levels of educational and administrative support to fulfill the University's mission.

## **Policies**

### **Grading Policy**

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 seven calendar days of the course completion date. Grade reports will be made available to students through iBoard on a continual basis throughout the term.

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

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

### **GPA Type Definitions**

| <b>GPA Type</b>   | <b>Definition</b>   |
|-------------------|---|
| Course GPA        | GPA calculated based on one course only                                     |
| Term GPA          | GPA calculated based on all completed courses associated with one term only |
| Institutional GPA | GPA calculated based on all completed courses through AAU only              |

## 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.

| Grade | Equivalent                  | Quality Points | Grade Scale |
|-------|-----------------------------|----------------|-------------|
| A+    | Excellent                   | 4.00           | 97-100      |
| A     |                             | 4.00           | 94-96       |
| A-    |                             | 3.67           | 90-93       |
| B+    | Good                        | 3.33           | 87-89       |
| B     |                             | 3.00           | 84-86       |
| B-    |                             | 2.67           | 80-83       |
| C+    | Satisfactory                | 2.33           | 77-79       |
| C     |                             | 2.00           | 74-76       |
| C-    |                             | 1.67           | 70-73       |
| D+    | Poor                        | 1.33           | 67-69       |
| D     |                             | 1.00           | 65-66       |
| D-    |                             | .67            | 60-64       |
| F     | Failure                     | 0.00           | Below 60    |
| W     | Withdrawal                  | .00            |             |
| AC    | Administrative Cancellation | .00            |             |
| AW    | Administrative Withdrawal   | .00            |             |
| IP    | In Progress                 | .00            |             |

### Grading Criteria

A = Excellent.

The student has demonstrated a thorough understanding of the content and skills presented in the course and 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

Students who officially withdraw prior to completing the course will receive a “W” if the faculty member determines that the student was passing the course or cannot make a determination whether the student was passing or failing at the time of the withdrawal. The grade is not calculated in the GPA.

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 student 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 affect 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 their course for reasons which include but are not limited to:

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

Students who are administratively withdrawn from the identified course(s) will receive the grade of AW on their academic record. The AW grade has no affect 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.

IP = In Progress

Coursework will have a designed In Progress status when the course has started but a final grade has not been assigned. No quality points are assigned to In Progress coursework and there is no associated GPA.

Course grades of “C-” or lower fall below the level for satisfactory academic progress. (See Student Affairs, Academic Status section and VA Notification section for more information on the impact of grades on academic status and warning notifications.)

### **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 Academic Progress Advisor 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 Academic Dean.
5. The Academic Dean will review the documentation to determine if the request warrants a review or not. If so, the Academic 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 Academic Dean determines extenuating circumstances warrant review.
6. Grade disputes may not be appealed beyond the Academic 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, 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.*

### **Attendance Policy**

AAU requires that students communicate with their instructors through iBoard’s Message Center or by telephone should there be any impact on module or course completion.

Attendance requirements include submission of module assignments, completion of course tests and exams, and participation in the module discussion boards. There must be a minimum of one assignment or quiz submitted each week on average to iBoard to meet the attendance requirements. It is the submission of assignments and participation that constitutes attendance. Failure to keep up with the module requirements may impact a student’s individual assignment grade and overall course grade. (For minimum requirements see Satisfactory Academic Progress policy; and, for consequences see Student Affairs section, Academic Status.)

All assignments should be posted to iBoard within 24 hours of the last day of each scheduled week or module. The module schedule is based on a week that runs from Monday through Sunday. Thus following the standard instructional model, module assignments must be posted by the end of the day on Monday for the prior module ending on Sunday. Instructors will grade within three business days after students post their assignments. All students are expected to complete the course within the eight week time-frame specified by the University.

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

**Satisfactory Academic Progress (SAP) Policy**

Students must maintain satisfactory academic progress towards earning a degree as shown in the table below:

|   | <b>Undergraduate Degree Levels</b>                    |                 |
|---|---|-----------------|
|   | <b>Associate</b>                                      | <b>Bachelor</b> |
| Total Semester Credits Attempted and Recognized by AAU  | 1 - 60  | 1 - 120         |
| Minimum Institutional GPA   | 2.00  | 2.00            |
| Minimum % of Total Semester Credits Successfully Completed (Measured as Semester Credits Earned ÷ Semester Credits Attempted) | 67.0%   | 67.0%           |
| Maximum Total Semester Credits Attempted Allowed to Complete Degree Requirements for Current Program of Study                 | 150% of the specific degree programs published length |                 |

## SAP Evaluation

Satisfactory Academic Progress is a measuring tool used to define successful course completion and progress towards a student's degree plan. Satisfactory Academic Progress is evaluated for all students at the end of each equivalent semester (15 semester credit hours) based on two criteria: Quantitative Measure (semester credit hours earned divided by attempted and maximum Timeframe) and Qualitative Measure (institutional GPA). Changes in major may alter SAP status, which is based upon the current degree level pursued. Students meeting the standards listed below are classified as being in SAP good standing.

### Criteria 1: Semester Hour Completion Ratio and Maximum Time Frame (Quantitative Measure)

Semester Credit Hour Completion Ratio: Students are expected to complete a required percentage of the semester credits attempted during the period of each semester. As demonstrated below, students are expected to successfully complete a minimum of 67% of their semester credits attempted during a semester.

Maximum Timeframe: Students are expected to complete their certificate or degree program within a maximum timeframe of 150% of the published semester credits stated in the academic catalog.

### Criteria 2: Institutional Grade Point Average (Qualitative Measure)

Institutional Grade Point Average: Represented by your grade point average (GPA) of coursework completed at Allied American University, as it relates to the minimum institutional GPA.

|   | Undergraduate Degree Levels                           |          |
|---|---|----------|
|   | Associate   | Bachelor |
| Total Semester Credits Attempted and Recognized by AAU  | 1 – 60  | 1 - 120  |
| Minimum Institutional GPA Upon Graduation   | 2.00  | 2.00     |
| Semester Credit Completion Ratio<br>(Measured as Semester Credits Earned ÷ Semester Credits Completed)        | 67.0%   | 67.0%    |
| Maximum Total Semester Credits Attempted Allowed to Complete Degree Requirements for Current Program of Study | 150% of the specific degree programs published length |          |

### Satisfactory Academic Progress Measuring Points

| Semester                          | 1    | 2    | 3    | 4    | 5    | 6    | 7    | 8    |
|-----------------------------------|------|------|------|------|------|------|------|------|
| <b>Semester Credits Attempted</b> | 15   | 30   | 45   | 60   | 75   | 90   | 105  | 120  |
| <b>Semester Credits Earned</b>    | 12   | 21   | 30   | 42   | 51   | 60   | 69   | 81   |
| <b>Minimum GPA</b>                | 1.00 | 1.25 | 1.50 | 1.75 | 2.00 | 2.00 | 2.00 | 2.00 |

For minimum requirements see Satisfactory Academic Progress policy; and, for consequences if a student falls out from SAP good standing see Student Affairs section, Academic Status.

#### **Leave of Absence**

A student who finds it necessary to leave AAU and who plans to return after an eight (8) week period may submit a request for a leave of absence. The student must be in good academic standing to be eligible to request a leave of absence. For Veteran students the VA Office will be notified. Veteran students should contact their VA Office in the event VA Benefits may be affected.

#### **Repeated Courses**

Any undergraduate course at Allied American University may be repeated. The lower grade remains on record with a notation that the course has been repeated. Only the higher grade and semester credit are calculated into the cumulative grade point average. Semester credit is only given once for a repeated course, except in circumstances where noted in the course description. It is recommended that if a student is repeating the course to obtain a higher grade that the course is repeated as soon as possible. Grades earned at Allied American University remain in the student's grade point average if the coursework is repeated at another institution.

#### **Academic Honesty**

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

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

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

Academic honesty 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, add/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 Faculty Dean and copies the form to the student
- The Faculty Dean will alert the Academic Dean 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 Academic Dean will submit the allegation to an ethics committee which will consist of selected faculty and the Academic Dean. The ethics committee will determine the appropriate action for the student's violation of the academic honesty policy.

Cases submitted to the Academic 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.

### **Preventing Plagiarism**

AAU trains faculty members to take steps to prevent instances of plagiarism in their classes. Some suggested steps include the following:

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

## 4. Student Affairs

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

### Registrar

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

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

### Credit Transfer Policy

AAU will assess the following categories of credit toward program completion:

- Transfer credit satisfies AAU standards of educational quality
- Credit by Examination, from standardized examinations to include:
  - Chauncey Group International— DSST Program (Formerly known as DANTES Subject Standardized Tests)
  - College Board Advanced Placement (AP) Program
  - College-Level Examination Program (CLEP)
  - Excelsior College Exam (formerly Act PEP)
- American Council of Education (ACE) evaluated coursework

The University will accept up to 75% of an undergraduate program to be earned through any form of recognized credit toward a degree, as detailed above. A maximum of 30 of these semester credits may be awarded from standardized examinations.

Academic coursework eligible for credit toward an AAU degree program must satisfy the following criteria:

- Transfer credit satisfies AAU standards of educational quality
- Coursework must be:
  - Comparable to coursework required in the program of study
  - Completed with a minimum GPA of 2.00 (“C”)

Coursework will be evaluated and credit matriculated based on the following criteria:

- Student is able to provide an academic catalog and/or course outline from the institution awarding credit
- Transfer credit will not exceed semester credit value of the course for which it is substituted
- Credit transfer for a course not currently offered can be applied if the course is comparable or equivalent to the appropriate general education subject area. For example, a Physics course or equivalency exam would be transferred into Natural Science and Mathematics General Education subject area.
- Transfer credits based on a different unit of credit system than those implemented by AAU are subject to conversion before being transferred based on the formula; quarter credits x 2/3 = semester credits

**NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION. The transferability of credits you earn at AAU is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn at AAU is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at the institution. For this reason, you should make certain that your attendance at this institution will meet your education goals. This may include contacting an institution to which you may seek to transfer after attending AAU to determine if your credits or degree will transfer.**

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) is sealed from the originating institution.

If the student does not provide official transcript(s) by the end of the first semester, the associated transfer coursework applied to the degree plan will be removed. The student will be required to satisfy the remaining requirements to earn a degree.

If a student supplies official transcript(s) at a later date, the matriculated coursework may be re-applied to the student's degree plan. The student will not be reimbursed for any coursework taken at Allied American University to replace the removed transfer credit.

### **Credit Conversion**

Allied American University (AAU) operates on a semester system and courses are awarded semester credit. If a student transfers over credit taken at a quarter based institution, the credit is converted to the semester equivalent. One quarter credit is equivalent to two-thirds of a semester credit.

Below is a sample conversion table:

| <b>Quarter Credit</b> | <b>Semester Credit</b> |
|-----------------------|------------------------|
| 5                     | 3.33                   |
| 4                     | 2.67                   |
| 3                     | 2.00                   |
| 2                     | 1.33                   |
| 1                     | 0.67                   |

Any course or credit recommendation (institutional or non-institutional) approved to transfer to AAU degree requirements is evaluated on the semester credit worth in addition to standards of educational quality to determine the applicability to AAU degree requirements.

Credits applied towards degree requirements are recognized only for the semester credit required for that specific degree requirement. No additional credit will be awarded beyond the semester credits required.

The prospective student must provide the following documentation:

- Copy of all applicable college transcripts
- Course outlines and/or catalog from awarding institution
- Military-earned credit:
  - Army American Council on Education Registry Transcript (AARTS)
  - Coast Guard Institute (CGI)
  - Community College of the Air Force Transcript (CCAF)
  - Sailor/Marine American Council of Education Registry Transcript (SMART)
- Standardized examination results:
  - Award of academic credit toward the degree program of enrollment is assessed on the basis of test scores and the appropriate subject area
  - AAU will award transfer credits for exams that are associated with the current AAU curriculum

AAU academic personnel will review the submitted materials and provide an assessment used to identify where transfer credit can be matriculated to the program of study and for which program requirement credit is applicable. The Assessment and Degree Plan are provided to the student.

### **Academic Progress Support**

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

Through e-mail and phone calls, the academic progress advisor is always there to provide support in areas that include:

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

### **Academic Status**

The features of a student in good standing status are found in the satisfactory academic progress section. If a student falls out of good standing, there are three types of academic status: Warning, probation and dismissal.

Warning: Any student who earns a course GPA below 2.00 through Allied American University will receive an e-mail letter of Academic Warning. The warning notice reminds students that a cumulative GPA 2.0 minimum is required for graduation and advises students to seek advice from their Academic Progress Advisor regarding satisfactory academic progress.

Probation: Any student who earns an institutional GPA or completes semester credits less than the established standards listed in the table for Satisfactory Academic Progress Measuring Points will be placed on academic probation status based on approval by the academic dean.

- Students on academic probation may only be enrolled in a maximum of six semester credits during each 8 week term they are on probation
- Students are eligible to be removed from academic probation if they are able to meet the minimum GPA and semester credit completion identified in the SAP Measuring Points or greater at Allied American University during the next SAP evaluation
- For veteran students whose enrollment status changes from full to part time the VA Office will be notified of the change in student status.

Dismissal: Any student who does not earn the minimum institutional GPA or satisfy the minimum semester credits earned as stated in the SAP Evaluation while on academic probation is subject to academic dismissal from the university.

- The academic dean will notify the Registrar's Office of students eligible for dismissal. Students will receive a letter from the Registrar's Office informing them of their status and a copy of the letter will go into the student's permanent record.
- For veteran students whose enrollment status changes from enrolled to dismissed, the VA Office will be notified of the change in student status.

A student who is academically dismissed is ineligible to continue enrollment and may not be readmitted before the lapse of at least 8 weeks. Upon return, the student will be permitted to take courses on academic probation and will be required to repeat courses that can raise cumulative GPA.

Any students notified of academic dismissal may appeal the decision based on mitigating circumstances that explain the unsatisfactory academic performance and a likelihood of success if allowed to continue at Allied American University. To appeal an academic dismissal, students must submit a typed petition to the Registrar within ten business days of notification of dismissal. The appeal should be a concise narrative with supporting documents. During an appeal, the student's status remains as academically dismissed. The appeal will be forwarded to the Student Standards Committee for consideration. The committee will recommend a decision to the Registrar's Office. Students will be notified in writing of the decision by the Registrar's Office within ten business days of receiving the student's appeal. All decisions by the committee are final.

If the appeal for academic dismissal is approved the student will be permitted to continue coursework at Allied American University under academic probation status. If the appeal is not approved the student remains academically dismissed, is ineligible to continue enrollment, and may not be readmitted subject to committee recommendations. Upon return the student will be permitted to take courses under academic probation status and according to the academic dean's recommendations.

Conditions for reentrance after dismissal for unsatisfactory progress/re-enrollment will be established by the Student Standards Committee on an individual basis and will be provided to the student upon notification of their dismissal.

### **Attendance Requirements and Deadlines**

In order to meet the Attendance policy guidelines, Student Affairs provides students guidance in the following ways. During the online course, students are required to communicate with course instructors through online forums within the University's iBoard Learning Management System, by telephone, or via e-mail. In the event that students need support in meeting the policy requirements, students should take advantage of the support services available.

Academic progress advisors are on hand to assist students to meet these requirements. Each student has been assigned to an academic progress advisor who can act as a liaison when needed between student and faculty. A student's academic progress advisor is the key point of contact during a student's entire degree program. Academic progress advisors are required to respond to all student inquiries within 24 hours, the equivalent of one business day. The support relationship can include direct phone calls, direct emails, or the use of the online support request system. Students can submit an online request to their academic progress advisor through at <http://allied.edu/support.asp>.

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

### **Add/Drop Policy**

Students may drop a course if an alternative course is added to their academic schedule by requesting and submitting an Add/Drop Form by the end of the first week of their course. Each Add/Drop request is reviewed based on its own merit, takes into account the student's complete academic record, and may be denied for insufficient reason. Courses dropped during the first week add/drop period will not have a record of enrollment on the student's academic transcript. A new Enrollment Agreement will be processed for the added course and the student will be responsible for the tuition based on the new dates. (See the Tuition, Fees and Financial Assistance Section for further details.) Students are obligated to return all material for a dropped course at their expense.

### **Extension Process**

If circumstances prevent students from completing a course within the eight week timeframe, an extension time period can be requested and the course will remain in progress until the designated course end date. An extension is four weeks beyond the session end date. For veteran students, the VA Office will be notified as appropriate when an extension process has begun. For Veteran Students, this may affect VA Benefits. (See Student Affairs section, VA Notifications.)

A student must submit a Request for Extension form after the sixth week and prior to the end of the session. Factors such as reason for an extension and academic progress within the course will be evaluated to determine approval of an extension. A letter from the Office of the Registrar will be sent to the student notifying them of the status of their request for extension. This letter will be saved to the student's permanent record.

If the request is approved, the course will remain in progress for the duration of the extension or until all work has been submitted, graded, and a final grade awarded. If the request is denied by the Registrar the student may write a letter and contact the Academic Dean for further review and status determination.

A student who is awarded an extension but does not complete the remaining course requirements by the designated extension deadline will be assigned a grade based on coursework submitted by the deadline against the total requirements of the course. Under extenuating circumstances, a student may request an additional extension within the last week of the first extension and prior to the last day.

## **Proctored Examinations**

Proctored exams are required for selected AAU courses to ensure a student's mastery of a course's learning objectives and to ensure academic honesty. As a general policy, required courses and core program courses are given priority when selecting which courses have a proctored exam. A course's syllabus will clearly state if the course includes a proctored final exam and a student's academic progress advisor 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 open book, open notes, and are 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.

The student is allowed to take this exam a second time in case of failure on the first attempt. If a student fails the second attempt, the student is required to repeat the course. Upon successful completion of the proctored exam, the grade becomes official and is entered into the student's transcript.

Students are responsible for scheduling the proctored exams with an approved proctor prior to taking the required exam. Students request the proctoring form through their academic progress advisor. It is recommended that students turn in the completed proctoring 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.

## **VA Notification**

For Veteran students the VA Office will be notified under certain circumstances which include at least the following instances. Veteran students are advised to contact their VA Office to determine if any Veteran Benefits are affected.

- Initial enrollment
- Additional enrollment
- Dropped course
- Course or program withdrawal
- Leave of Absence
- Extensions
- Unsatisfactory academic progress

## **Graduation Requirements**

To receive an Associate or Bachelor's Degree, a student must satisfy requirements related to semester credits, grade point average, program of study and courses. It is the student's responsibility to ensure that all requirements for graduation have been met and are completed in a timely manner. To assist students in this process, AAU provides support through academic progress advisors and through the Academic Affairs department.

Once a student has determined that all requirements have been met, the student submits a graduation application to the Academic Affairs office.

For an Associate Degree, a student must complete the following:

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

For a Bachelor's Degree, a student must complete the following.

- Earn a minimum of 120 semester credits, of which at least 30 semester credits must be earned through AAU required courses
- Maintain an institutional GPA of 2.00 (on a 4.00 system) overall in a declared major
- Fulfill the academic requirements as directed by the degree program

Graduation with honors can be awarded to students who maintain a GPA of 3.2 and who complete a minimum of 15 semester credits for an associate degree and 30 semester credits for a bachelor's degree through AAU.

## **Delta Epsilon Tau Honors Society**

Allied American University recognizes the academic achievements of students with the establishment of the Epsilon California Chapter of the Delta Epsilon Tau (DET) International Honor Society.

Students who have earned an Associate or Bachelor degree with an institutional GPA of 3.75 or higher at Allied American University are eligible for recognition. A committee comprised of AAU faculty and administration review eligible candidates.

Delta Epsilon Tau Honors Society is chartered and accredited by the Accrediting Commission of the Distance Education and Training Council (DETC).

## **Graduation**

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.

## 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.

The following databases are accessible:

### LIRNSearch

Simultaneously search all LIRN products, or search by subject groups, or as individual databases.



Business, computer science, criminal justice, general academic, health and wellness, law, literature, newsletters, newspapers, opposing viewpoints, and reference with student resource center, Gale Virtual Reference Library and the InfoTrac OneFile.



ABI/INFORM, newspapers, Psychology Journals, and Research Library modules on the arts, business, children, education, health, humanities, international and multicultural topics, law, military, psychology, science, social science, and women.

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### eLibrary

Selected periodicals, reference books, maps, pictures, and newspapers from around the world, along with transcripts of news and public affairs broadcasts.



Information on books and audio and video materials searchable by availability, author, title, keyword, publisher, language, awards won, series title, and sources where reviewed.



This product provide an easier to use interface for non-librarians. Use this link to connect to BIP for Patrons -- the link to it on the regular BIP site will not authenticate properly.



Resource guide for librarians features recommended titles in 58 curriculum-specific subjects selected for academic libraries by subject specialists and bibliographers. Note: Does not include full text of listed titles.

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Free abstracts from Ebscohost on librarianship, classification, cataloging, bibliometrics, online information retrieval, information management and more from mid 60s to current.

Free database from Ebscohost on key education topics such as Assessment, Continuing Education, Current Pedagogical Research, Curriculum Development, Instructional Media, Language Arts, Literacy Standards, Science and Mathematics, and more.

The faculty and administrators regularly evaluate library services to ensure that the resources are meeting the needs of users and contributing to the attainment of institutional and program objectives.

## Technology Requirements

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

If a student does not have the below resources and is unable to immediately acquire the material a one time 60 day trial of Microsoft Office Suites is available through the following link: <http://office.microsoft.com/en-us/suites/default.aspx>. It is recommended that the student utilize the “Office Professional 2007” trial version.

The following chart lists the minimum and recommended hardware and software requirements a student will need to successfully access AAU’s online courses.

| <b>PC</b>               |   |  |
|-------------------------|---|--|
|                         | <b>Minimum</b>  | <b>Recommended</b>   |
| <b>Operating System</b> | Microsoft Windows XP  | Microsoft Windows Vista / Windows 7  |
| <b>Processor</b>        | Pentium 3, 500Mhz or AMD 600Mhz                                 | Pentium 4, 2.4 GHZ / AMD 2400xp or better  |
| <b>Memory</b>           | 256 MB  | 1 GB or better   |
| <b>Display</b>          | 15" SVGA<br>High color (16 bit)<br>800 x 600 Resolution         | 19" SVGA Monitor<br>True color (32 bit)<br>1280 x 1024 Resolution or higher  |
| <b>Connection</b>       | 56k (Dial-up)   | Broadband (Cable / DSL)  |
| <b>Browsers</b>         | Internet Explorer 7<br>Firefox 3.0                              | Internet Explorer 8<br>Firefox 3.5   |
| <b>Software</b>         | Microsoft Office XP<br>OpenOffice<br>Windows Media Player 9.0   | Microsoft Office Suite 2003 / 2007<br>OpenOffice<br>Windows Media Player 11.0  |
| <b>Hardware</b>         | 20 GB Hard Drive<br>CD-ROM<br>Speakers<br>Black & White Printer | 40 GB Hard Drive or better<br>CD-ROM<br>Stereo Speakers<br>Color Jet Printer   |
| <b>Macintosh</b>        |   |  |
|                         | <b>Minimum</b>  | <b>Recommended</b>   |
| <b>Operating System</b> | OS X 10   | OS X 10.4 or later (Leopard)   |
| <b>Processor</b>        | G3 (400 MHz)  | G4 (1 GHz) or greater  |
| <b>Memory</b>           | 256 MB  | 1 GB   |
| <b>Display</b>          | 17" SVGA<br>High color (16 bit)<br>800 x 600 Resolution         | 19" SVGA Monitor<br>True color (32 bit)<br>1280 x 1024 Resolution or higher  |
| <b>Connection</b>       | 56k (Dial-up)   | Broadband (Cable / DSL)  |
| <b>Browser</b>          | Firefox 3.0   | Firefox 3.5  |
| <b>Software</b>         | Office version X<br><br>Quicktime                               | Microsoft Office 2004: Student & Teacher Ed.<br>Microsoft now offers a free plug-in for MAC users in Quicktime that uses the Flip4Mac technology. You may download this plug in at:<br><a href="http://www.microsoft.com/downloads/details.aspx?FamilyId=915D874D-D747-4180-A400-5F06B1B5E559&amp;displaylang=en">http://www.microsoft.com/downloads/details.aspx?FamilyId=915D874D-D747-4180-A400-5F06B1B5E559&amp;displaylang=en</a> |
| <b>Hardware</b>         | 20 GB Hard Drive<br>CD-ROM<br>Speakers<br>Black & White Printer | 40 GB Hard Drive or better<br>CD-ROM<br>Stereo Speakers<br>Color Jet Printer   |

## 5. Tuition, Fees and Financial Assistance

The following table displays the tuition schedule. To ensure that a college education at AAU is affordable, tuition rates are kept at reasonable, competitive levels. Tuition and fees, however, are subject to change at the discretion of AAU.

### Tuition Schedule

#### Semester Credit Hour as of July, 2008

| <u>Undergraduate Degree Level</u> | <u>1 Semester Credit</u> | <u>3 Semester Credits</u> | <u>15 Semester Credits</u> |
|-----------------------------------|--------------------------|---------------------------|----------------------------|
| Student                           | \$298                    | \$894                     | \$4,470                    |
| Military/Veteran Student          | \$250                    | \$750                     | \$3,750                    |

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 and start the courses on the same date. A second option allows the student to choose a start date for the second course eight weeks from the start date for the first course. A student may petition to concurrently enroll into as many as five courses per semester.

The total cost of each certificate program (for 15 semester credits) is estimated to be: \$4,470. The total cost of each associate degree program (for 60 semester credits) is estimated to be \$17,880. The total cost of each bachelor degree program (for 120 semester credits) is estimated to be: \$35, 760. Total cost may vary based on accepted transfer credit and tuition discount.

Textbooks and other study materials that are required for course completion are provided at no additional student cost. The cost of those materials is offset by an AAU textbook grant program.

### 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, 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.

### **Fee Schedule**

The following university fees are waived for AAU students\*:

- Transfer Credit Evaluation Fee \$0
- Change of Program Fee \$0
- Technology Fee \$0
- Library Fee \$0
- Transcript Fee \$0
- Graduation Fee \$0
- Shipping and Handling Fee\* \$0

*\*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.*

*\*Shipping (ground) and handling fees are waived for the continental U.S., APO and FPO addresses. All other shipping and handling expense will be based on actual carrier costs in effect at the time of shipment.*

## **Financial Assistance**

Qualified AAU students may be eligible for 3<sup>rd</sup> party private loans, military tuition assistance, paid in full enrollments, and employee reimbursement plans to finance their education.

### **1. Education Loans**

AAU offers student education loans through Sallie Mae Private Career Student Loan programs. An AAU representative will guide prospective students through the application process to determine eligibility.

Sallie Mae Career Loan  
As low as \$10/month for first 12 payments  
Low monthly payments  
No pre-payment penalties  
Zero Down  
Co-Borrower options

If a student obtains a loan to pay for his/her educational program, the student has the responsibility to repay the full amount of the loan, plus interest.

### **2. Tuition Assistance for Military Students**

Most active-duty military personnel, along with Army Reservists and Army National Guard members, qualify for their branch's Tuition Assistance program. In most cases, eligible personnel who enroll have no out-of-pocket expenses due to AAU's affordable tuition, no additional cost for textbooks and zero fees policy. For questions about eligibility, please contact the base education office for details.

### **3. Employer Tuition Reimbursement**

Distance education is a convenient and affordable corporate training resource for employers. Your company human resources department will have information about their tuition reimbursement benefits and how to apply.

Currently AAU cannot assist with deferment of a Title IV school loan. We do not participate in the federal program for Title IV school loans and cannot process a request. A student may want to contact their loan's current servicer or the guaranty agency for any other options that may exist.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

## **Military Spouse Scholarship**

### **Eligibility and Restrictions:**

- The service member must enroll using Tuition Assistance (TA) for a minimum of two courses (6 semester credits).
- The spouse is eligible to receive a \$750 tuition voucher toward an Allied Business Schools business, medical or real estate vocational course
- The spouse may be enrolled immediately after the service member is enrolled and the TA voucher is received and processed
- The spouse must complete the current course before becoming eligible to enroll into a subsequent course
- The spouse scholarship is valid and will be processed only at the time the service member enrolls as a new student or reenrolls as a retained student – there is no option for a retroactive spouse enrollment
- The spouse must provide proof of marriage to the active duty service member who is using Tuition Assistance (TA) to enroll as an AAU student

## **Cancellation, Withdrawal and Refund Policy**

### **Students Right to Cancel**

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

Any course that has not reached its Start Date can be *cancelled*. If the course(s) has already reached the Start Date, a *withdrawal* must occur.

### **Cancellation and Refund**

Any enrollment that is cancelled within seven (7) calendar days after midnight of the day on which the enrollment agreement is signed will receive a full refund. The cancellation date is the date that the request is received by the University.

All notices of Cancellation must be e-mailed or submitted in writing to:

Registrar's Office  
Allied American University  
22952 Alcalde Drive.  
Laguna Hills, CA 92653  
registrar@allied.edu

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

Allied American University  
Attn: Returns Department  
296 Harper Street  
Nelsonville, OH 45764

A student who cancels or withdraws from an enrollment later than seven (7) days after midnight of the day on which the enrollment agreement is signed will be subject to a **one time non-refundable 20%** portion of the **total tuition** amount of the Certificate/Degree Plan up to a maximum of \$200.

### **Withdrawal and Refund**

A student who finds it necessary for any reason to withdraw from a course or from the University completely should inform Student Affairs of his or her intention and **must** complete a formal **Withdrawal Request Form**. The Withdrawal date will be the date the form was received by Student Affairs. It is to a student's advantage to follow the formal withdrawal procedures in a timely manner.

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

|               |                                      |
|---------------|--------------------------------------|
| During Week 1 | 100% of the tuition will be refunded |
| During Week 2 | 80% of the tuition will be refunded  |
| During Week 3 | 60% of the tuition will be refunded  |
| During Week 4 | 40% of the tuition will be refunded  |
| During Week 5 | 20% of the tuition will be refunded  |
| After Week 5  | 0% of the tuition will be refunded   |

As stated above, a **one time non-refundable 20%** portion of the **total tuition** amount of the Certificate/Degree Plan up to a maximum of \$200 will be applied.

For example, a student enrolls in 3 courses at \$750 per course and pays \$2,250 in full. He/she finishes one course, drops out during the 3<sup>rd</sup> week of the 2<sup>nd</sup> course, and never starts the 3<sup>rd</sup> course. The student would be entitled to a refund of \$1,000.

Calculation:

|         |                                      |
|---------|--------------------------------------|
| \$750   | (100% of the 3 <sup>rd</sup> course) |
| +450    | (60% of the 2 <sup>nd</sup> course)  |
| \$1,200 | subtotal                             |
| - 200   | (non refundable tuition)             |
| \$1,000 | Total refund                         |

It is the student's responsibility to contact Student Affairs to verify the effect that any change in course load will have on the student's financial assistance or 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.

### **Repeating Courses**

Students who earn a punitive grade or receive an Administrative Withdrawal may repeat their course at the discounted Tuition of \$75 plus any needed material. Please refer to the Repeated Courses section as it relates to academic policies.

### **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
- Failing to return when scheduled from an approved leave of absence
- “Dropping out” in the middle of a term
- Plagiarism
- Computer tampering

If a student faces Administrative Withdrawal, then notification will be made by mail or e-mail through Academic Affairs. A student who disputes the action should contact the Academic Dean and prepare a written response to the notification.

## **6. Rights and Responsibilities**

### **Maintenance and Confidentiality of Student Records**

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

AAU's policy regarding confidentiality is in keeping with the Family Educational Rights and Privacy Act (FERPA), which affords student 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 day 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 US 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.

### **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 e-mail.

A student or any member of the public may file a complain about this institution with the Bureau for Private Postsecondary Education by calling (916) 574-7720 or by completing a complaint form, which can be obtained on the Bureau's Internet website <http://www.bppve.ca.gov>.

### **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 academic dean within three (3) weeks of the incident. Such grievances will be heard by the University's academic review committee. A campus decision based upon the committee's recommendation may be appealed to the academic dean within ten (10) days of the date the student receives the decision from the campus.

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

### **Non-Discrimination Policy**

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

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

## **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.

## **Americans with Disabilities Act**

AAU complies with the American with Disabilities Act, Section 504 of the Rehabilitation Act, as well as state and local requirements concerning 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 a program
- Does not impose a financial administrative burden on AAU beyond what is deemed reasonable and customary

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# ALLIED AMERICAN UNIVERSITY

*Ready to Lead*

22952 Alcalde Drive, Laguna Hills, CA 92653    Toll Free: 888.384.0849    [www.allied.edu](http://www.allied.edu)



Allied American University is accredited by the Accrediting Commission of the **Distance Education and Training Council**. 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.