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Student Handbook
History of Institution

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

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

AAU offers associate degree programs in Allied Health, Business Administration, Criminal Justice, and General Studies and bachelor’s degree programs in Business Administration, Criminal Justice, and General Studies. It also offers certificate programs in the field of Allied Health.

Accreditation and Approvals

National Accreditation

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

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

Regional Accreditation

Allied American University has been recognized as a Candidate for Accreditation by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC), 985 Atlantic Avenue, #100, Alameda, CA 94501, 510-748-9001. This status is a preliminary affiliation with the Commission awarded for a maximum period of four (4) years. Candidacy is an indication that the institution is progressing toward Accreditation. Candidacy is not Accreditation and does not ensure eventual Accreditation.

California State Licensed

Allied American University, which is a private institution, is licensed by the Bureau for Private Postsecondary Education (BPPE), institution no. 24255659.

Any questions a student may have regarding this handbook that have not been satisfactorily answered by the institution may be directed to The Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-081, website: www.bppe.ca.gov, telephone: (888) 370-7589, fax: (916) 263-1897.

Approved to Operate in the State of Indiana

This institution is authorized by:

The Indiana Board for Proprietary Education
101 W. Ohio St., Suite 670
Indianapolis, IN 46204-1984
Academic Leadership

Chelsea Hansen, Ph.D., Provost/Chief Academic Officer

Message from the Provost

Dear AAU Student,

It is my pleasure to welcome you to Allied American University! Congratulations on taking this step toward achieving your educational goals.

Our faculty have been carefully selected for their dynamic instructional practices and extensive experience in each discipline. Our small class sizes ensure that you will have consistent, individual attention from your professors to help you succeed. They are passionate about teaching, and they will do everything they can to guide you in reaching your academic goals.

AAU fosters a student centered learning environment. Your needs are our top priority, and we have a full team of people to support you. Each student is assigned a Program Success Advocate who will check in with you often to ensure that everything is going well in all of your classes. We also offer a Career Services department to help you with job placement in your chosen field, as well as an Academic Resource Center, a Writing Center, and our LIRN online library to help you meet your educational goals.

I wish you success on your educational journey with AAU. We are so honored to have you as a student.

Please feel free to contact me directly at chansen@allied.edu if you ever need anything.

Sincerely,

Chelsea Hansen, Ph.D.
Provost and Chief Academic Officer
Mission, Vision, Competencies, and Values

AAU Mission Statement

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

Vision

AAU's vision is to be a respected leader in providing quality, affordable instruction resulting from a system of clear communication of mission, goals, and learning outcomes, and to a continuous process of self-examination tied to data collection.

Statement on Diversity

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

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

Institutional Core Competencies (ICCs)

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

Core Values

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

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

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

- **Open Access** – Provide opportunities for lifelong educational options for all student populations, including non-traditional and underserved communities. Broaden access to degree programs for underserved populations through distance education technologies. AAU provides access to online library resources and services that assist students to meet the objectives of the degree program through the Library and Information Resources Network (LIRN).
• **Diversity** – Embrace and promote diversity in policies and practices to prepare students to live and work successfully in an increasingly diverse workplace and society.

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

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

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

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

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

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

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

**Instructional Model**

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

The instructional model is a traditional cohort, monthly semester starts, conforming to the following profile:

• A traditional cohort consists of one (1) or more students.
• Each enrollment has a fixed start date and end date.
• Courses consist of eight (8) modules. Each module is typically one (1) week. There are eight (8) weeks in which students are required to submit discussion board posts, module assignments, and the final exam.
• The final course grade is submitted within three (3) days of the scheduled end date of the course.
• Allied American University does not offer or accept experiential credit.
### Academic Calendar

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

<table>
<thead>
<tr>
<th>Semester Start Date</th>
<th>Session Start Date</th>
<th>Session End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 5, 2015</td>
<td>October 5, 2015</td>
<td>November 29, 2015</td>
</tr>
<tr>
<td></td>
<td>December 7, 2015</td>
<td>February 7, 2016</td>
</tr>
<tr>
<td>November 2, 2015</td>
<td>November 2, 2015</td>
<td>January 3, 2016</td>
</tr>
<tr>
<td></td>
<td>January 4, 2016</td>
<td>February 28, 2016</td>
</tr>
<tr>
<td></td>
<td>February 8, 2016</td>
<td>April 3, 2016</td>
</tr>
<tr>
<td></td>
<td>March 7, 2016</td>
<td>May 1, 2016</td>
</tr>
<tr>
<td>February 8, 2016</td>
<td>February 8, 2016</td>
<td>April 3, 2016</td>
</tr>
<tr>
<td></td>
<td>April 4, 2016</td>
<td>May 29, 2016</td>
</tr>
<tr>
<td>March 7, 2016</td>
<td>March 7, 2016</td>
<td>May 1, 2016</td>
</tr>
<tr>
<td></td>
<td>May 2, 2016</td>
<td>June 26, 2016</td>
</tr>
<tr>
<td>April 4, 2016</td>
<td>April 4, 2016</td>
<td>May 29, 2016</td>
</tr>
<tr>
<td></td>
<td>June 6, 2016</td>
<td>July 31, 2016</td>
</tr>
</tbody>
</table>
University Holidays

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

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

Hours of Operation

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

E-mail Directory

- Technical Issues:
  - Submit Technical Help Ticket: http://allied.edu/support.asp
- Student Affairs:
  - Submit Help Request: http://allied.edu/support.asp
  - Student Affairs Management, Marina Crawford, Manager at mcrawford@allied.edu
- Policy Issues:
  - Academic Affairs, Chelsea Hansen, Ph.D., Provost at provost@allied.edu
- Faculty Issues:
  - Academic Affairs, Chelsea Hansen, Ph.D., Provost at provost@allied.edu
- Registration:
  - Registrar's Office, Abby Dolan, Registrar at adolan@allied.edu
AAU Programs

AAU offers associate and bachelor’s degree programs in business administration, criminal justice, and general studies as well as certification programs in business administration, criminal justice, and healthcare. The university delivers student-centered academic programs in an online distance-learning environment that allows students to pursue their degree from the comfort of their home, workplace, or wherever they choose to study.

Certificate Programs

Certificate programs allow students to focus on a particular topic of interest through a multi-course program of study. AAU offers two (2) types of certificate programs: introduction and general. Both are designed to be self-contained and to have the appropriate course pre-requisites. Refer to the university catalog for a full list of the certificate programs offered at AAU. [http://www.allied.edu/catalog/aau_catalog.pdf](http://www.allied.edu/catalog/aau_catalog.pdf)

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

Degree Programs

**Associate Degree:** 60 semester credits

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

**Bachelor’s Degree:** 120 semester credits

- Bachelor of Science in Business Administration
- Bachelor of Science in Criminal Justice
- Bachelor of Arts in General Studies

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

**AAU has suspended acceptance to new applicants at this time. AAU encourages students to look at other institutions and other educational options. Any returning or withdrawn students may contact the Registration department for further information.**

Student Identity Verification Process

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

Course Load

Students are permitted to enroll in up to six (6) semester credits (two [2] courses) concurrently at Allied American University. Enrollment in nine (9) (three [3] courses) or more semester credits concurrently at Allied American University requires approval based on successful completion of prior coursework taken at Allied American University or elsewhere.

Credit Transfer Policy

Prior to admission, Allied American University (AAU) provides unofficial degree plans based upon the submission of unofficial documentation. This service is intended to assist the student in determining which degree program is the most appropriate for the student's educational goals and how many transfer credits are likely to apply to an AAU degree. Any evaluation of transfer credit prior to the submission of official transcripts does not constitute a guarantee that a certain number of transfer credits will apply toward the student’s specific degree program.

All official transcript(s) must be submitted before the end of the first session completed at AAU. To qualify as official, transcripts must be sent to AAU directly from the institution or military branch where the credit was earned. An exception may be made to accept transcripts sent by the student as long as the official transcript(s) retains the original sealed packaging issued by the originating institution.

The student must provide the following documentation:

- Official copy of all applicable college transcripts
- Course outlines and/or catalog from awarding institution, if requested
- Military-earned credit:
  - Joint Services Transcript (JST)
  - Coast Guard Institute (CGI)
  - Community College of the Air Force Transcript (CCAF)
- Standardized examination results:
  - Award of academic credit toward the degree program is assessed on the basis of test scores and the appropriateness of the subject area.

If official transcripts are not provided by the end of the first session, the transfer credit indicated on the degree plan will not be applied to the student's official academic record and the student will be required to satisfy these requirements at AAU to earn a degree.

If a student supplies official transcripts after the end of the first session, the student will not be reimbursed for any duplicate coursework completed at Allied American University.

- Credit must have been earned from a regionally accredited or approved nationally accredited institution or have been evaluated by the American Council of Education.
- Accepted Standardized Examinations 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)
• AAU places no general age limit on transfer credit from regionally accredited and approved nationally accredited institutions, with possible exceptions in subject areas where there has been significant change since the course was taken by the student.
• AAU will review all 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.

Transfer Credit will be evaluated based upon the following criteria:

• Transfer credits must carry college-level academic credit (Certificate/Diploma/Vocational level credit and remedial/developmental credit are not transferable.)
• Completed with a minimum grade of "C-
• Comparable to coursework required in the program of study
• Transfer credit will not exceed semester credit value of the course for which it is substituted
• Transfer credit may not be granted when it duplicates college credit previously earned. Credit will not be given for the same content twice.
• AAU awards credit based on semester credits. Transfer credits based on the quarter system are subject to a standard conversion before being transferred. This conversion is based on the below formula:
  • Quarter credits x 2/3 = semester credits
  • EXAMPLE: A course that was awarded 4 quarter credits would be equivalent to 2.67 semester credits.

Below is a sample conversion table:

<table>
<thead>
<tr>
<th>Quarter Credit</th>
<th>Semester Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>3.33</td>
</tr>
<tr>
<td>4</td>
<td>2.67</td>
</tr>
<tr>
<td>3</td>
<td>2.00</td>
</tr>
<tr>
<td>2</td>
<td>1.33</td>
</tr>
<tr>
<td>1</td>
<td>0.67</td>
</tr>
</tbody>
</table>

• Students who transfer in a course worth less than the semester credit value of the equivalent AAU course will be required to make up the remaining credits in order to meet degree requirements.
• Courses worth less than three (3) semester credits cannot be applied to certificate programs.

Once the official transfer credit evaluation is completed, students are responsible for reviewing their degree progress reports and notifying their Program Success Advocate of any perceived discrepancies between credits completed and credits applied in transfer.

Appeal of Transfer Credit Evaluation Results

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

Enrollment Status

A student must be enrolled in a minimum of 12 semester credits over the 16-week semester to be considered a full-time student. Students must be enrolled in a minimum of six (6) semester credits over the 16-week semester to be considered half-time students. Students enrolled in less than 12 semester credits during a semester are considered part-time students.

A student may not be active in more than two (2) courses concurrently. A student may enroll in more than two (2) courses during a semester.

For Financial Student Aid purposes, there are four (4) enrollment statuses:
1. Full-time: enrolled in a minimum of 12 semester credits in a semester.
2. Three-Quarter (3/4) time: enrolled in nine (9) but less than 12 semester credits in a semester.
3. Half (½) time: enrolled in six (6) but less than nine (9) semester credits in a semester.
4. Less than half (½) time: enrolled in less than six (6) credits in a semester.

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

**High School Diploma Validation**

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

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

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

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

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

**Credit By Exams**

**Medical Office Management** and **Medical Certificate** students may obtain credit for courses through Credit by Exam for one (1) or more of the courses indicated below:

<table>
<thead>
<tr>
<th>Eligible Courses</th>
<th>AAU Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 106: Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>BIO 268: Introduction to Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>HIM 228: Medical Billing and Reimbursement</td>
<td>4</td>
</tr>
<tr>
<td>HIT 107: Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>HIT 260: Basic Diagnostic Coding</td>
<td>3</td>
</tr>
<tr>
<td>HIT 270: Basic Procedural Coding I</td>
<td>3</td>
</tr>
<tr>
<td>HIT 280: Basic Procedural Coding II</td>
<td>3</td>
</tr>
</tbody>
</table>

**Application Process:**

- Students must apply for each exam utilizing a separate application, which is available by request from their Admissions Representative or Registration Representative.
- There is a $70 application fee for each application for Credit by Exam. This will be charged upon approval of the application for Credit by Exam and is non-refundable once charged, regardless of the score received or if the exam is not completed within the expected timeframe.
• Once approved for the exam, the student will be notified of approval and enrolled in the exam in iBoard. Students will only have access to the exam for 14 days from the start date of the exam.
• These exams are proctored exams. Students must make arrangements for a proctor to observe the exam through ProctorU (http://www.proctoru.com/Online_Proctoring.php?gclid=CNqn3tvdsL4CFQaqPfogdr4gAog). The fee for this service is approximately $31.25. This fee is payable by the student and is separate from the Credit by Exam application fee.

Guidelines and Restrictions:
• Credit from the Credit by Exam option counts toward graduation, but no grade points are assigned, and the credit awarded will not be included in the grade point average calculation.
• Credit by Examination cannot be used to meet residency requirements and is not transferrable to a non-eligible program.
• Students cannot exceed 27% of their program with Credit by Exam Credit.
• Students must successfully complete the exam with a minimum score of 75%. All grades are final; students may not repeat an exam if a previous attempt was unsuccessful.
• Students may not challenge a course they have previously attempted, regardless of the grade earned.
• Students should be aware that some institutions may not accept the credit awarded for the exam in transfer.

Tuition & Fee Schedule

<table>
<thead>
<tr>
<th>Tuition</th>
<th>$310 per credit hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition for Military Students</td>
<td>$250 per credit hour</td>
</tr>
<tr>
<td>Fees</td>
<td></td>
</tr>
<tr>
<td>* Application</td>
<td>$35.00</td>
</tr>
<tr>
<td>* Transfer Credit Evaluation Fee (If applicable)</td>
<td>$25.00</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>$50.00</td>
</tr>
<tr>
<td>Official Transcript Fee</td>
<td>$10.00</td>
</tr>
<tr>
<td>Late Registration Fee</td>
<td>$25.00</td>
</tr>
<tr>
<td>Replacement Diploma</td>
<td>$25.00</td>
</tr>
<tr>
<td>Change of program (Starting with 2nd request)</td>
<td>$25.00</td>
</tr>
<tr>
<td>Credit by Exam Application Fee</td>
<td>$70.00</td>
</tr>
<tr>
<td>Proctored Exam Fee (separate from Credit by Exam Application Fee)</td>
<td>$31.25</td>
</tr>
<tr>
<td>*Technology Fee</td>
<td>$200.00</td>
</tr>
<tr>
<td>Course Repeat Fee</td>
<td>$200.00</td>
</tr>
<tr>
<td>*Student Tuition Recovery Fund (STRF)</td>
<td>$.50 per $1000 of tuition for California residents</td>
</tr>
</tbody>
</table>

*Fees waived for Military, Military Dependents, and Veterans

Note: Tuition and fees are subject to change at the discretion of AAU. Fees are non-refundable unless waived for Military, Military Dependents, or Veterans.

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 (3) semester credits.

Students typically enroll in two (2) courses at a time for each of the two (2) sessions within a semester and start the courses for each session on the same date. The second session starts eight (8) weeks from the start date for the first course.

The total tuition cost of each certificate program (for a minimum 15 semester credits) is estimated to be $4,650. The total tuition cost of each associate degree program (for 60 semester credits) is estimated to be $18,600. The total tuition cost of each bachelor degree program (for 120 semester credits) is estimated to be $37,200. Total cost may vary based on accepted transfer credit and tuition discounts available at time of enrollment.
Textbooks and other study materials that are required for course completion are not provided within the tuition, and students are required to purchase them from the textbook vendor of their choice.

For active duty military and veteran students, textbooks and course materials are provided by the AAU Textbook Grant Program. Please see AAU Military Textbook Grant in AAU Catalog.

**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.

**Cancellation, Withdrawal, and Refund Policy**

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

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

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

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

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

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

All time references refer to Pacific Standard Time.

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

**Withdrawal and Refund for Students Using Military Tuition Assistance (TA)**

Per DOD instruction (DoDI) 1322.25 any student benefiting from Tuition Assistance, who withdraws from his or her course(s) after the first seven (7) days of a session (Week 1) will be subject to a pro-rated tuition charge through the first 60% portion each session. Students withdrawing after the 60% point will not be entitled to refund. The date of withdrawal for purposes of tuition refunds shall be the last date of recorded attendance.

Tuition charges will be calculated on a per day basis. The amount of tuition owed will be calculated by taking the total tuition charges, divided by the total number of days in the session, multiplied by the number of days elapsed through the last date of recorded attendance.

**Example 1:**

Total Tuition Charges: $1,860.00
Number of days in attendance: 28
Number of days in the session: 56

$$28 \div 56 = 50\%$$, $1860.00 \times 50\% = $930.00 tuition charged

**Example 2:**

Total Tuition Charges: $930
Number of days in attendance: 34  
Number of days in the session: 56  

34 ÷ 56 = 60%, $930.00 x 100% = $930.00 tuition charged

Withdrawal and Refund for Students Not Using Military Tuition Assistance (TA)

To offset AAU’s administrative costs, in addition to any non-refundable fees, any student who withdraws from his or her course(s) after the first seven (7) days of a session (Week 1) will be subject to a one-time non-refundable 20% portion of tuition related to those courses, up to a maximum of $200. Notwithstanding this 20%/$200 non-refundable portion of tuition, a refund of the remaining tuition will be calculated as follows:

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

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

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

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

Return to Title IV Funds (R2T4)

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

Attendance at AAU includes:

1. submitting an academic assignment,
2. taking an exam, or
3. participating in an online discussion about academic matters.

Attendance is not:

1. logging into your course without active participation or
2. participating in academic counseling or advisement.

Returning Unearned Funds

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

The return of funds policy consists of the following steps:
• Determine the percentage of the enrollment period completed by the student.
  
  Days Attended ÷ Days in Enrollment Period = Percentage Completed

If the calculated percentage exceeds 60%, then the student has earned all Title IV aid for the enrollment period.

• Apply the percentage completed to the Title IV aid awarded to determine the student's eligibility for aid prior to the withdrawal.
  
  Total Aid Disbursed x Percentage Completed = Earned Aid

• Determine the amount of unearned aid to be returned to the appropriate Title IV aid program.
  
  Total Disbursed Aid - Earned Aid = Unearned Aid to be Returned

If the aid already disbursed equals the earned aid, no further action is required. If the aid already disbursed is less than the earned aid, a late disbursement will be made to the student. If the aid already disbursed is greater than the earned aid, the difference must be returned to the appropriate Title IV aid program.

• Distribute the responsibility to return funds between the institution and the student.

AAU and the student are both responsible for returning unearned funds to the appropriate programs in specific loan/grant order. The institution must return the lesser of:

1. the total amount of unearned aid, or
2. institutional charges multiplied by the unearned percentage.

Amounts that must be returned will first be applied to federal loans and then to grants. Loan borrowers will be permitted to repay loans based on the terms of the promissory note.

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

Title IV aid is returned in the following order:

1. Unsubsidized Federal Direct Stafford Loans
2. Subsidized Federal Direct Stafford Loans
3. Federal Direct PLUS Loans
4. Federal Pell Grants
5. Iraq and Afghanistan Service Grant

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

The student's grace period (if applicable) for loan repayments for Federal Unsubsidized and Subsidized Direct Stafford Loans will begin on the day of the withdrawal from AAU. The student should contact the servicer if he or she has questions regarding his or her grace period or repayment status.

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

**Post-Withdrawal Disbursements**

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

**Procedures:**

• If a student is eligible for a post-withdrawal of a federal grant, it will be disbursed within 45 days of the date of determination of withdrawal.

• A student (or parent, in the case of a Direct PLUS loan) is notified of eligibility for a post-withdrawal disbursement of a federal loan within 30 days of the withdrawal date by email and must respond within 14 days.

• If the student (or parent) accepts the post-withdrawal disbursement of a federal loan, it must be made as soon as possible but no later than 180 days of the withdrawal date.

• The Financial Aid Office will track this notification and make appropriate updates in the system as necessary.

• When the student’s (or parent’s) response is received, it will be updated in the system.
• The priorities for disbursement are grants first; paid to outstanding institutional charges before being paid directly to the student (or parent).

Examples:

1. It is Marie’s first semester, and she is enrolled in the B.S. of Business Administration program. She is a full-time student enrolled in 12 credits in the semester (16 weeks / 112 days). On the 2nd day of Week 10, Marie withdrew from her courses to pursue an acting career.
   - Marie attended AAU for 65 days ((7 x 9) + 2 = 65) in an enrollment period of 112 days; therefore, she completed 58.04% (65/112) of her enrollment period.
   - During the current payment period, Marie was disbursed a Pell grant for $1,500 and a subsidized loan for $1,500, a total of $3,000. Her earned aid is $1,740 (58% x 3,000), whereas her unearned aid is $1,260 ($1,740-$1,260). Marie will have to repay $1,260 under the terms of the unsubsidized loan.

2. It is John's second semester, and he is enrolled in the B.S. of Criminal Justice program. He is a full-time student enrolled in 12 credits in the semester (16 weeks / 112 days). On the 5th day of Week 11, it was the last time John attended class.
   - John attended AAU for 75 days ((10 x 7) + 5 = 75) in an enrollment period of 112 days; therefore, he completed 66.96% (75/112) of his enrollment period.
   - During the current payment period, John was disbursed a Pell grant for $900, a subsidized loan for $2,500, and an unsubsidized loan for $1,000, a total of $4,400. Because he attended for at least 60% of the enrollment period his total earned aid is $4,400, and there is no unearned aid.

Disclosure:

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

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

Registrar

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

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

Program Success Advocates (PSAs)

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

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

Through email and phone calls, the Program Success Advocate is always there to provide support in areas that include:

- Monitoring attendance and motivating the student to stay on track to complete on time
- Answering procedural questions such as grading and scheduling
- Coordinating proctored exams
- Processing graduation requirements and introducing students to alumni services

VA Notification

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

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

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

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

**AAU Career Assistance Program**

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

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

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

**Self Assessment**

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

**Career Research And Goal Setting**

- Career Center Guidance and Real World Research

**Self Marketing/Job Search**

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

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

Assignment Submission Policy

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

Instructors will submit scores within three (3) business days of the end of the module week, and within three (3) business days after the due date of an assignment. A student is expected to complete his or her course, including the final exam, within its eight (8) week time frame.

Should extenuating circumstances impact module or course completion, a student must communicate with his or her instructor through iBoard’s Message Center, email, or telephone in order to make alternate arrangements for assignment submission.

Late Assignment Policy

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

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

Proctored Examination Policy

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

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

Students are responsible for scheduling the proctored exams with an approved proctor prior to taking the required exam. Students download the proctor form through the learning management system, iBoard. It is recommended that students turn in the completed Proctor Form at least two (2) weeks prior to their exam.

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

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

Faculty and Instruction

Interaction with the course instructor is the front-line of academic support to students to help them master the course content. AAU employs a traditional course structure of multiple students, maintaining a student ratio of 10 students per
Each student receives personalized attention that is tailored to his or her individual needs and preferences.

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

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

Virtual Tutoring/WebEx Sessions for Students

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

Grading Policy

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

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

Faculty members are responsible for distributing grades to all students assigned to them. Faculty members will be able to view all of their currently enrolled students’ grade reports through iBoard. Each member of the faculty is required to submit grades for each student within three (3) business days of the end of the module week and submit a final grade within three (3) days of the course completion date. Grade reports will be made available to students through iBoard on a continual basis throughout the term.

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

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

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

Grading Scale and Equivalents

AAU has established the following grading scale. All faculty members are required to comply with this scale and its equivalents. Plus or minus grades indicate a high or low end grade that has been assigned. These grades may be assigned on individual assignments within a course or as the final course grade.
<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points/ Grading Percent</th>
<th>General Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00 / 94-100</td>
<td>Excellent</td>
</tr>
<tr>
<td>A-</td>
<td>3.67 / 90-93</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.33 / 87-89</td>
<td>Good</td>
</tr>
<tr>
<td>B</td>
<td>3.00 / 84-86</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>2.67 / 80-83</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.33 / 77-79</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>C</td>
<td>2.00 / 74-76</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td>1.67 / 70-73</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>1.33 / 67-69</td>
<td>Poor</td>
</tr>
<tr>
<td>D</td>
<td>1.00 / 60-66</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0.00 / Below 60</td>
<td>Failure</td>
</tr>
<tr>
<td>W</td>
<td>.00</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>WF</td>
<td>.00</td>
<td>Failure to Withdrawal – Non-Participation</td>
</tr>
<tr>
<td>IP</td>
<td>.00</td>
<td>In Progress</td>
</tr>
</tbody>
</table>

**Grading Criteria**

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

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

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

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

**F = Failing**
Quality and quantity of work is unacceptable.

**W = Withdrawal**
Grades at AAU are expressed in letter format. The distinct use of “W” grades is as follows:

- “W” = Withdrawal from the course
- “WM” = Withdrawal for active Military duty
- “WF” = Failed to Withdraw

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

**AC = Administrative Cancellation**
Administrative cancellation refers to a student course cancellation which is initiated by the institution. Administrative cancellations commonly apply to coursework that has not begun. AAU may deem that students be cancelled from their course for reasons which include, but are not limited to:

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

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

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

AAU may deem that a student be withdrawn from his or her course for reasons which include, but are not limited to:

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

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

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

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

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

**Late Appeal for an Incomplete Grade**

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

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

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

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

**Assignment of Grades**

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

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

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

The final grade for a course shall be submitted to the registrar as soon as possible following the final course session and no later than three (3) days after the last course session or administration of the final exam. An appeal of a final grade must be initiated within 14 days of the issuance of final grades for the session in which the grade was given.

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

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

If upon consideration of the request, the instructor determines that the student’s grade was incorrectly calculated or incorrectly entered into AAU’s student administrative system, the instructor shall submit a signed Grade Change Request Form, and the student will be notified of the change of grade.

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

Grade Challenges

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

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

The following policies and procedures apply to all grade challenges:

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

It is the student’s responsibility to provide the necessary information to support the challenge. The student’s Grade Challenge Form must include all required information within the form and clearly written justification for the Grade Challenge to be considered.

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

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

Library Services

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

The LIRN consortium allows access to online databases that include information related to AAU’s course offerings. Subjects include business, criminal justice, health management, information technology, arts, history, and 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.

Technical Support

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

Tips for Student Success

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

Academic Freedom

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

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

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

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

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

Leave of Absence Policy

Allied American University encourages students to maintain continuous enrollment from admission through completion of their program requirements. When circumstances arise that result in a student needing a temporary break in his or her enrollment, it is recommended that the student utilize a Leave of Absence. A student who finds it necessary to take a Leave of Absence and who plans on returning to AAU may request a Leave of Absence by submitting the Request for Leave of Absence Form to their PSA.

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

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

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

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

Disability Policy

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

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

The Americans with Disabilities Act (ADA)

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

Section 504 of the Rehabilitation Act

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

Confidentiality

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

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

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

Student Responsibility

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

University Responsibility

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

Eligibility

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

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

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

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

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

What does not constitute a Disability

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

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

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

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

Verification of Disability

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

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

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

How to Request an Accommodation

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

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

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

1. Contact your Program Success Advocate or Student Affairs who will, in turn, request that the Compliance Department contact you directly via email.
2. Contact the Compliance Department by telephone or email.
   Brandi Dougherty
   Compliance Director
Requests for an accommodation will be reviewed on an individual, case-by-case basis.

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

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

**Complaint Procedure**

Anyone who experiences harassment on the basis of sex, race, color, religion, national origin, age, disability, or sexual orientation should immediately seek assistance from the university Compliance Office. Anyone who experiences an unsatisfactory interaction with AAU personnel or AAU faculty may file a complaint through the appropriate administrator by phone or email.

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

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

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

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

A student or any member of the public may file a complaint about this institution with their specific state agency. A comprehensive list of state contact information can be found at:

**Change of Major/Program Policy**

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

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

Satisfactory Academic Progress will be calculated based on all coursework regardless of the program that the students were enrolled in when it was completed.

For further information, students should discuss the process with their Registration Representative.

**Course Add/Drop Policy**

**Course Adds**

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

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

**Course Drop and Refund**

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

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

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

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

**Book Return Policy**

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

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

**Official Course Withdrawal**

Students must contact their Program Success Advocate if they wish to withdraw from an in-progress course. Additionally, students should consult with representatives from the Business Office and/or Financial Aid Office to discuss any financial responsibilities the student may have upon withdrawing from a course. Once the decision to withdraw from the course has been made, the Official Withdrawal Form should be returned to the student’s Program Success Advocate. The course withdrawal date is the date the student provides official notification to the university of his or her intent to withdraw. The student must submit the necessary Official Withdrawal Form to officially withdraw. Once a student has
completed and submitted the necessary paperwork, the Registrar’s office will process the student’s request to withdraw. Students should be aware that withdrawing from in-progress coursework may result in a grade of “W” being assigned for that course. In addition, once this form has been submitted, a student may not be reinstated into the semester or courses from which they are requesting to be withdrawn. Students who have withdrawn must wait for the next available semester that does not overlap with the current semester in order to return. Students may not withdraw from a course past the end of Week 5.

**Official Institutional Withdrawal**

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

**Late Withdrawal Policy**

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

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

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

Samples of acceptable mitigating circumstances and documentation are provided below:

<table>
<thead>
<tr>
<th>Circumstance</th>
<th>Supporting Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mental or physical illness, injury, or disability</td>
<td>Doctor’s note which verifies the student was under care</td>
</tr>
<tr>
<td></td>
<td>Hospital admittance documentation or billing statement</td>
</tr>
<tr>
<td>Death of a family member or significant person in the</td>
<td>Obituary</td>
</tr>
<tr>
<td>student’s life</td>
<td>Death certificate</td>
</tr>
<tr>
<td>Illness, accident, or injury of a significant person</td>
<td>Doctor’s note; police report</td>
</tr>
<tr>
<td>in the student’s life</td>
<td>Hospital billing statement related to the person for whom the student provided care or</td>
</tr>
<tr>
<td></td>
<td>support</td>
</tr>
<tr>
<td></td>
<td>A signed personal letter/statement from the individual</td>
</tr>
<tr>
<td>Divorce or separation</td>
<td>Letter from attorney on law firm letterhead</td>
</tr>
<tr>
<td></td>
<td>Petition for dissolution of marriage</td>
</tr>
<tr>
<td></td>
<td>Copy of divorce decree</td>
</tr>
<tr>
<td>Natural disaster</td>
<td>News article</td>
</tr>
<tr>
<td></td>
<td>Insurance documentation</td>
</tr>
<tr>
<td>Military duty where no notice was provided or which</td>
<td>Orders dated within a week of the withdrawal request</td>
</tr>
<tr>
<td>was unexpectedly extended</td>
<td>Letter from C.O. stating that orders were delayed</td>
</tr>
</tbody>
</table>
In extreme circumstances, a “W” grade may be requested up to 6 months after the end date of the course IF the mitigating circumstances prevented the student from requesting the withdrawal during the course session AND if the student can show that he or she has been prevented from requesting that withdrawal since that time. The documentation the student provides must corroborate this request.

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

**Harassment Policy**

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

It is the policy of Allied American University that the educational environment be free of all forms of improper or unlawful harassment including sexual harassment or sexually offensive conduct.

Conduct on the part of faculty, staff, or students which would violate this policy includes, but is not limited to:

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

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

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

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

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

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

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

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or in violation of the student's privacy rights under FERPA.
This request must be made in writing to the registrar and must clearly identify the part of the record to be changed as well as specify why it should be changed.

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

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

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One (1) exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

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

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

The university may disclose education records without consent when the information is deemed necessary to protect the health or safety of the student or other individuals in an emergency.
The university may disclose education records without consent to comply with a judicial order or lawfully issued subpoena.

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

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

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

The university may disclose education records without consent to organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.

At its discretion, AAU may provide directory information in accordance with the provisions of the Family Educational Rights and Privacy Act. Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Students may withhold directory information by notifying the Registrar in writing or completing the Non-Disclosure Form; please note that such withholding requests are binding for all information to all parties other than for those exceptions allowed under the Act. Students may access their rights to the maintenance and confidentiality of their student records as outlined under FERPA within the Student Handbook available through their iBoard account. Allied American University defines "directory information" as:

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

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

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

Family Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-5920

Personally Identifiable Information:

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

The California Administrative Code Section 18804(a) requires colleges and universities to maintain student records for a period of five (5) years after final enrollment, with exception of the student's permanent record.

Non-Discrimination Policy

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

If any student or applicant has a question or concern regarding compliance with this policy, that student or applicant may direct the question or concern to the compliance director/manager.

Student’s Bill of Rights

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

Grievance Procedure

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

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

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

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

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

Upon the filing of a grievance, Allied American University will conduct an investigation, to include taking statements from the complainant and witnesses, if applicable.

Within a reasonable time following receipt of the grievance, Allied American University will complete its investigation and provide notice to the complainant and all alleged responsible parties of the outcome of the investigation and the basis for its decision.

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

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

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

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

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

The complete Policy of Non-discrimination can be found in this Student Handbook and the University Catalog.

**Student Tuition Recovery Fund Disclosures**
A qualifying institution shall include the following statement on both its enrollment agreement and its current schedule of student charges:

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

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

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

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

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

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

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

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

Academic Integrity

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

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

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

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

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

- Using words or ideas that do not represent the student’s original work in assignments
- Failing to cite all relevant sources used as reference material
- Submitting another person’s entire work or work that was produced through collaboration with another student as one’s own
- Submitting work done in one course to satisfy the requirements of another course unless both instructors agree beforehand to accept such work
- Forging or altering documents; these include transcripts, drop forms, or any academic form that has been falsified or on which a professor’s signature, or anyone else’s signature, has been forged or altered
- Cheating on a final exam, including using answers from another student, finding resources on the internet and using them for the exam (other than open book tests), or using publisher materials
- A history of academic dishonesty from minor infractions

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

APA Guidelines on Best Practices

AAU expectations are that students follow American Psychological Association (APA) format and style in all their assessment writing and strive to adopt these practices for discussion boards as well. Students learning to write academically need to properly cite their sources of information. If a student does not cite properly, then this can be construed as plagiarism. Plagiarism is a serious charge of academic dishonesty. An important aspect to student work is the role that APA format and style will play in his or her academic growth. The AAU policy on APA format and style follows a progressive learning approach.
AAU’s policy on grading pursuant to the APA guidelines below should not be confused with its Academic Integrity Policy. Plagiarism will not be tolerated in any form; however, incorrect APA formatting and citation is a distinct proficiency. If the student submits original work, but fails to support the ideas or incorrectly cites in a few areas, the policies below apply. If the student copies words and ideas and submits them as his or her own work, then that is plagiarism and is subject to the Academic Integrity Policy.

- **100 level courses**: Students will use APA format and style. Resources can be found in the Academic Resources Center. At the level 100, students are expected to use a correctly formatted cover page, correct page margins, double-spacing, and size 12 Times New Roman Font. Points will be deducted if students do not use APA format and style at this level.

- **200 level courses**: Students will continue to learn about and use APA format and style. Expectations at this level are that by the end of the course, students are expected to use APA consistently. In addition to correctly formatted papers, students will regularly use APA citation for citing their sources and a reference section. Points will be deducted if students do not use APA format and style at this level. Instructors will continue to teach students about the correct APA format and style.

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

**Proctored Examination Policy**

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

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

Students are responsible for scheduling the proctored exams with an approved proctor prior to taking the required exam. Students request the Proctor Form through their Program Success Advocate. It is recommended that students turn in the completed Proctor Form at least two (2) weeks prior to their exam.

The student must submit the proctor's photo ID when he or she submits the Proctor Form. If the proctor’s last name matches the student’s, Student Affairs will investigate, and the student may be required to find a new proctor. If the student uses the same proctor multiple times, the proctor's photo ID only needs to be submitted to the university once.

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.

**Administrative Withdrawal**

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

- Failing to complete the registration process
- Failing to participate in classes
- “Dropping out” in the middle of a term
- Failure to meet financial obligations
If the student faces Administrative Withdrawal, then notification will be made by phone or email through Academic Affairs. A student who disputes this action should contact his or her Program Success Advocate or registration representative and prepare a written response to the notification.

**Assessments Submission Protocol**

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

*The title or cover page includes this information:*

- Module assessment number and title (e.g., Homework Assignment 2)
- Course Prefix and title (e.g., CRJ120)
- Your name
- Your instructor’s name
- Date of submission

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

**Attendance Policy**

A student is expected to be in attendance each week throughout the duration of his or her course. Attendance is defined as the submission of at least one (1) academic event per module. An academic event is defined as a graded item with an associated score that is a component of the overall course grade. Examples include a written assignment, a discussion board posting, or a quiz.

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

**Non-Attendance**

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

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

**Semester Reinstatement**

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

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

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

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

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

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

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

Copyright Infringement Policy

Copyright infringement is the act of exercising, without permission or legal authority, one (1) or more of the exclusive rights granted to the copyright owner under Section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Copyright Infringement Deterrent Plan

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

Brandi Dougherty, Compliance Director
22952 Alcalde Drive, Laguna Hills CA 92653
Telephone: (888) 384-0849
Email: bdougherty@allied.edu

Upon receipt of a valid notification, the university will remove or disable access to such material and give notice of a claim of copyright infringement to the user or subscriber who authored the claimed infringing content by means of any one (1) or more of the following methods at the university’s sole option: a general notice on AAU’s website, electronic mail to the content provider's email address in our records, or by written communication sent by first-class mail to such user's postal address in our records.

Summary of Penalties

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorney fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five (5) years and fines of up to $250,000 per offense.

For more information, please see the website of the U.S. Copyright Office at www.copyright.gov, especially their FAQs at www.copyright.gov/help/faq.

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

Annual Disclosure and Education

Consistent with our mission statement, combating illegal sharing of copyrighted material is an integral part of creating a true academic culture. We strive to empower students by informing them and our community about the law and our internal response to copyright infringement claims:
• All students are notified annually and have access to the student handbook which contains our Copyright Infringement Policy.
• Students are encouraged to submit DMCA (Digital Millennium Copyright Act) notices to our designated agent specified herein.

**Alternatives to Illegal File Sharing**

The Higher Education Opportunity Act requires all colleges and universities to offer legal alternatives to unauthorized downloading. Although we cannot maintain an up-to-date list of alternatives, we direct students to the Educause list which offers legal sources of online content. Students will find a list that includes legitimate online services; however, AAU does not endorse or evaluate these external sites. To access legal sources of online content visit: [http://www.educause.edu/focus-areas-and-initiatives/policy-and-security/educause-policy/issues-and-positions/intellectual-property/legal-sources-only](http://www.educause.edu/focus-areas-and-initiatives/policy-and-security/educause-policy/issues-and-positions/intellectual-property/legal-sources-only)

**Periodic Effectiveness Assessment**

Allied American University will review this plan each year to ensure it is current and maintains the appropriate and necessary information to effectively combat illegal file sharing, in addition to updating the methods employed as new technological deterrents become available. Part of the review will include the assessment of the number of legitimate infringement notices received.

**Student Code of Conduct**

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

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

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

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

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

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

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

Students will receive written notice if Allied American University feels that the student’s conduct warrants disciplinary action and/or expulsion. Students may challenge the university’s findings and conclusion by submitting a written
explanation directed to the provost. The provost will review all documentation within 10 days of receipt. Students will be advised at that time regarding the provost’s decision.

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

**Course Repeat Policy**

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

**Evaluation**

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

**Satisfactory Academic Progress (SAP) Policy**

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

**Maximum Timeframe**

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

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

**Cumulative Grade Point Average (CGPA)**

CGPA is the qualitative measure of SAP and is used to evaluate the quality of the student’s performance in his or her courses.

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

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

**Credit Hour Completion Rate**

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

Completion rate is obtained by dividing credits earned by credits attempted. To meet SAP requirements, students must successfully complete 67% (or 2 out of every 3) attempted courses:
Courses with a final grade of A through D will be counted towards credits completed.
Courses with a final grade of F will be counted towards credits attempted, but not credits completed.
Repeated courses will count as attempted courses for each attempt at the course.
Transfer credits from other colleges or universities that are applied to the student's current program via an official Transfer Credit Evaluation are factored into credit completion.

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

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

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

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

**Academic Status**

AAU evaluates SAP at the end of each 16-week semester and notifies each student who attended class within that semester in writing if the student has failed to meet one or more of the SAP criteria. Students who fail to meet SAP requirements will be placed on academic warning. At the conclusion of the academic warning period, students who have failed to meet SAP requirements will be academically dismissed from the AAU. This process allows AAU to assist students in maintaining consistent progression toward degree completion.

Students who have been dismissed or have returned from dismissal due to a successful appeal may not be eligible for Title IV/Financial Aid funding. The table below provides information on the SAP process and funding eligibility once minimum SAP requirements are not met.

**Satisfactory Academic Progress Progression Table**

<table>
<thead>
<tr>
<th>Situation</th>
<th>Requirements</th>
<th>SAP Status</th>
<th>Academic Eligibility</th>
<th>Federal Financial Aid Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>First semester in which minimum SAP standards are not met</td>
<td>Student must seek academic advisement from Registration Representative.</td>
<td>Warning</td>
<td>Student must have earned academic credit with AAU. Student continues with classes.</td>
<td>Financial Aid eligibility remains in place.</td>
</tr>
<tr>
<td>Second semester in which minimum SAP standards are not met</td>
<td>Students selected by university officials may appeal the decision. Student must submit the electronic Appeal form within seven (7) days of</td>
<td>Dismissal</td>
<td>Student is not in classes during the appeal process.</td>
<td>Financial Aid eligibility is on hold while waiting for a decision.</td>
</tr>
</tbody>
</table>
Students who have been dismissed are not eligible to receive Title IV/Financial Aid funds.

All decisions made by the SAP Appeal Committee are final and may not be contested.

**Graduation Requirements**

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

**For an associate degree, a student must:**

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

**For a bachelor’s degree, a student must:**

- Earn a minimum of 120 credit hours, at least 30 credits of which must be earned through AAU required courses.
- Note: 30 semester credits must be upper division coursework, with 15 of those credits completed in residency at AAU.
- Maintain a cumulative GPA of 2.0 (on a 4.0 system) overall in the student’s declared major.
- Fulfill the general education requirements as directed by the degree program.
Graduation with honors will be awarded to students who maintain a GPA of 3.5 or above.

University honors are determined as follows:

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

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

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

**Substance Abuse Policy**

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

Employee involvement with illegal drugs, controlled substances, or alcohol can negatively impact the workplace and the employee's ability to perform his or her job duties. It also adversely affects the company’s reputation, integrity, and quality of products and services. Consequently, all employees, regardless of position, are covered by the terms of this policy. Applicants for employment are included in this policy as expressly stated.

**Requirements/Prohibition**

Students, faculty, and staff must comply with federal, state, and local laws concerning alcohol and illegal drug usage, whether on the company’s property or otherwise. Allied Business Schools’ employees must report for work and remain in a condition to perform their duties free from the effect of any drug or alcohol. Employees shall not be under the influence of any illegal drug while performing any company related activity.

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

**Use of Legal Drugs**

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

Because of the well-known consequences of drug and alcohol abuse, the company is firmly committed to providing a safe and healthy environment for all students and employees. Consistent with this commitment, the company has a zero tolerance policy against drug and alcohol abuse.
It is the responsibility of the employee who is taking legal drugs to assure that such medication will not interfere with the employee's safe and efficient performance of his job. Upon receiving a prescription, the employee must ask the physician whether the use of a prescribed drug will interfere with his or her safe and efficient performance. If so, the employee must inform the supervisor of this fact and cooperate fully with management in an evaluation of the appropriate action. If management concludes that the drug will or may adversely affect the employee's job performance, management will determine whether assignment of alternative job duties, a leave of absence, and/or other job related action is required. The employee may also be required to obtain a physician's release before being allowed to return to regular job duties.

Investigation

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

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

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

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

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