As a prospective student at Allied American University, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the student performance fact sheet which must be provided to you prior to signing an enrollment agreement. This catalog is not a contract between the student, AAU, or any party or parties. Reasonable effort was made at the time this document was created to ensure that all policies and provisions of this catalog were correct. AAU reserves the right to make changes and addendums to current policy as required. Students affected by policy changes will be advised by a message in the iBoard learning system.

AAU’s catalog is updated on a quarterly basis. Prospective students or the general public may access this catalog anytime by visiting http://www.allied.edu/catalog/aau_catalog.pdf.
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Introduction

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 Accrediting Commission of 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.

Trustees

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

AAU Governing Board Public Members

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

AAU Governing Board Institutional Members

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

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

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

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

Faculty Senate Committees include:

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

Allied Schools has never had a pending petition in bankruptcy, is not operating as a debtor in possession, and has not reorganized under Chapter 11 of the United States bankruptcy code (11 U.S.C. Sec 1101 et seq).
Accreditation and State Endorsement

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

**Approved to Operate in the State of Indiana**

This institution is authorized by:
The Indiana Board for Proprietary Education
101 W. Ohio St., Suite 670
Indianapolis, IN 46204-1984
Mission, Vision, Core Competencies, and Core 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 Learning Outcomes 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
  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, AAU assesses practices, policies, and procedures on an ongoing basis to strengthen the overall effectiveness of curriculum, instructional delivery, and operations. AAU maintains a commitment to meet or exceed standards set forth by accrediting and regulatory bodies in all quality control aspects of educational activities, outcomes, and support services.

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

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

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

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

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

**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” in Student Handbook).
- 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” in Student Handbook).

**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.
Admissions

**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.**

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=CNqn3tvdsL4CFQgPqodr4qAog). 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.

Readmitted Students

A student who has left under the following circumstances is considered “withdrawn” from AAU and is not able to enroll in future courses.
Any applicants/admitted students who did not start by December 7, 2015  
Continuing students who fail to register for a new semester within 90 days (Note: The 90 days is calculated starting at the last day of attendance.)  
Students who have been academically dismissed

Students who left under the circumstances above are encouraged to reach out to the Registration department to discuss transferring over to one of AAU's teach-out partner institutions.

Military students returning from a deployment will be readmitted at their original rate of pursuit within the same program as when they left. Please refer to military deployment provisions policy for more details.

Certificate Program Options

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

**Allied Health**

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

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

Degree Options

Allied American University offers nine (9) degrees in five (5) program areas:

- 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 with or without a concentration
- Bachelor of Science in Business Administration
- Bachelor of Science in Criminal Justice
- Bachelor of Arts in General Studies with or without a concentration

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 students were enrolled in when it was completed.

For further information, students should discuss the process with their registration representative.
Academic Information

Academic Affairs

The Academic Affairs Department, under the direction of the provost, serves as the institutional voice for curriculum and programs, instructional design, course development, faculty selection, articulation, support for student retention, outcomes assessment, and accreditation oversight for Allied American University.

Instructional Model

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

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

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

Academic Sessions

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

Academic Semester

Allied American University semesters are 16 weeks in length.

Course Load

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

Enrollment Status

Students 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.

Students may not be active in more than two (2) courses concurrently. Students 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) semester 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).

Class Level

Students who have completed less than 30 semester credits are considered freshman; 30-59.9 semester credits are sophomores; 60-89.9 semester credits are juniors; 90 semester credits and above are seniors. Students' class levels will be calculated upon completion of their semesters.

Course Format and Access

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

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

Credit Hour Policy

Allied American University defines semester credit hours assigned to academic programs as follows:

Semester hours shall be equivalent to the commonly accepted and traditionally defined units of academic measurement in an accredited institution. AAU’s academic degrees and academic credit-bearing distance learning courses are measured by the learning outcomes normally achieved through 45 hours of student work for one (1) semester credit. This formula is typically referred to as a Carnegie unit.

Student work includes direct or indirect faculty instruction and includes academic engagement and preparation as defined below. One (1) credit/semester hour is equal to 15 hours of academic engagement and 30 hours of preparation.

Academic engagement may include, but is not limited to, submitting an academic assignment, reading lecture notes, taking an exam, completing an interactive tutorial or computer-assisted instruction, attending an assigned study group, contributing to an academic online discussion, initiating contact with a faculty member to ask a question about the academic subject studied in the course, and conducting laboratory work.

Preparation is typically homework, reading, study time, conducting research, and completing assignments and projects. Therefore, a three (3) credit hour course would require 135 semester hours (45 hours of academic engagement and 90 hours of preparation).

All student work is documented in the curriculum materials and syllabi. Evaluation of a student’s work must be identified as a grading criterion and weighted appropriately in the determination of a final grade for a 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 faculty member. Each student receives personalized attention that is tailored to 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 students to ensure their learning success. Faculty are responsible for initiating contact with students through email at the start of the semester and monitoring student interaction throughout the course by email, assignment submission and grading, discussion boards, student-centered assignment feedback, and through a messaging system.
Continuous improvement and institutional effectiveness are essential to student satisfaction and academic progress. As such, outreach efforts to foster student interaction for learning purposes are continually evaluated by AAU faculty members and staff. Evaluation includes student and faculty surveys and monitoring student engagement with AAU student activities outside of coursework.

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

In addition, regular interaction takes place between students and Program Success Advocates (PSAs). When appropriate, PSAs may either work directly with faculty to remediate minor issues, or, in cases of grave violations on the part of faculty, issues are escalated to the dean for remediation, which can include action up to and including termination of faculty contract.

**Participation**

In order to earn full points for the discussion board, students must make at least three (3) substantive posts in the discussion board for each week. One (1) of the posts must be the student's main response to the discussion topic posted by the instructor as well as two (2) additional posts to fellow students or the instructor.

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

Instructors assess the quality of the students' contributions during the course by grading each assignment. Assignments include Check Your Understanding, Homework, Progress Tests, Discussion Board, and Final Exams. Each student is required to submit all assignments and to take part in answering discussion board questions posted by the instructor and contribute to the interactive discussions. Failure to complete assignments and maintain a passing course grade of 2.00 or "C" grade or better will contribute to unsatisfactory academic progress that carries various consequences.

If a student falls out of good standing, there are three (3) types of academic status: warning, probation, and dismissal.

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

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

Non-participation is characterized by lack of assignment submission and inadequate contribution in threaded discussions. Non-participation will be monitored by both Program Success Advocates and the instructor.

Program Success Advocates and instructors will send warning emails to students who fail to submit assignments or participate. The warning email will indicate that the students' assignment grades and final course grade may fail to meet the minimum academic standard.

1/4/2016
Substantive Interaction

Only comments made in the discussion boards that are considered "substantive" will be included in the evaluation of a student's score. Substantive comments are those that add value to a discussion by introducing a new perspective that is related to the subject matter. Simple (without explanation) agreement or disagreement with the discussion topic or with comments posted by others does not constitute substantive interaction.

Outcomes Assessment

At the core of AAU’s assessment process are the following principles:

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

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

The standard for assessment focuses on enhancing student learning and providing the appropriate levels of educational and administrative support to fulfill Allied American University’s mission.
# Tuition, Fees, and Financial Assistance

## Tuition & Fee Schedule

<table>
<thead>
<tr>
<th></th>
<th>Fee Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuition</strong></td>
<td>$310 per credit hour</td>
</tr>
<tr>
<td><strong>Tuition for Military Students</strong></td>
<td>$250 per credit hour</td>
</tr>
<tr>
<td><strong>Fees</strong></td>
<td></td>
</tr>
<tr>
<td>Application</td>
<td>$35.00</td>
</tr>
<tr>
<td><em>Transfer Credit Evaluation Fee (if applicable)</em></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>$200.00</td>
</tr>
<tr>
<td><em>Student Tuition Recovery Fund (STRF)</em></td>
<td>$.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.

## Tuition Payment

Tuition payments are due by the first session of each term unless alternative arrangements are made with the Financial Aid Office or Business Office during the admissions process. Students with payment plans are required to pay using a credit card.

**Student Tuition Recovery Fund (STRF)**

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents or are enrolled in residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.
You may be eligible for STRF if you are a California resident or are enrolled in a residency program, 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 costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

**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.

Financial Suspension

Students' financial accounts must always be kept current or appropriate arrangements must be made with the Business Office. Late payments may be assessed a $15 late payment fee each month. Students who fail to make satisfactory arrangements or who default on their financial arrangement are subject to possible suspension or dismissal. Students who are not in good financial standing with AAU, who have not made the aforesaid agreement, or who have not honored the agreement after it was made, may be suspended or withdrawn from the university. Students who wish to be reinstated will need to arrange for full payment of the delinquent portion of the tuition for readmission. Official transcripts and diplomas will be withheld until the student has either paid the account in full or made satisfactory arrangements to repay. Students who fail to make prompt arrangements to pay delinquent accounts will be referred to an outside collection agency.

Collection Expenses

All expenses incurred by Allied American University to collect delinquent tuition or fees from students will be added to the student’s account.

AAU Military Textbook Grant

AAU provides military and veteran students with their textbooks and any lab materials free of charge via the AAU Military Textbook Grant program. This program provides books in either an electronic or hard copy form based on what is assigned to each course. If a student requests a format different than what is provided via the grant, he or she is required to locate and purchase the book on his or her own. The hardcopy textbooks are required to be returned to AAU within 15 days from the course end date. Failure to return hardcopy textbooks to AAU will result in charges for the full retail price of the textbook.

Textbook Return Program

The textbook return program provides students with prepaid return shipping at no cost to the student. Each textbook will include ONE prepaid return envelope located inside the textbook that can be used for either the U.S. Post Office or FedEx. Students are responsible for packing the textbook into the provided envelope and procure proper delivery to the U.S. Post Office or authorized FedEx ship center. Textbook return instructions can also be found in the AAU bookstore.

**Note:** Standard shipping and handling fees are waived for the continental U.S., as well as for Military APO and FPO addresses. All other shipping and handling expenses will be based on actual carrier costs in effect at the time of shipment and are the responsibility of the student.
Financial Assistance

Qualified AAU students may be eligible for institutional loans, military tuition assistance, military veteran education benefits tuition discounts, and employee reimbursement plans to finance their education. AAU also participates in the Federal Student Aid program.

Tuition Assistance for Military Students

Most active-duty military personnel, along with Army Reservists and Army National Guard members, qualify for their branch’s Tuition Assistance program. In most cases, eligible personnel who enroll have no out-of-pocket expenses due to AAU’s affordable tuition. Application and transfer credit evaluation fees are waived for active duty military and veteran students, and textbooks and course materials are provided by the AAU Textbook Grant program.

Please refer to the table on the previous page for fees that do apply. For questions about eligibility, please contact the base education office for details.

Veterans Education Benefits

Certain VA Education Benefit programs will pay the school directly up to a maximum of 100% for tuition and fees. For more information on which VA Education Benefit program may pay your tuition and fees directly to the school, please visit www.gibill.va.gov.

If a student is using VA education benefit funding to pay for any or all of his or her course tuition and fees, the student will be held financially responsible for any debt accumulated as a result of VA benefit application denial or failure on the part of the student not properly notifying the School Certifying Official of his or her VA education benefit status.

Employer Tuition Reimbursement

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

Approved Payment Programs

There are several types of payment plans available for any private pay or VA enrollments.

Requirements for No Interest Payment Plans

To qualify for a No Interest Payment Plan, payments must be made using a credit card.

AAU Payment Programs:

- Students will only be able to enroll in one (1) semester’s worth of courses at a time.
- All student balances will be divided by four (4) months to determine the monthly payment. Payment plans for single courses must be paid in two (2) payments.
- Application fee and Transcript Evaluation Fee must be paid up front at time of service.
- Application fee and Transcript Evaluation Fee cannot be added to student balance or monthly payments.
- Down payment is due prior to orientation.
- All monthly payments are due on the 15th day of each month.
- First monthly payment will be due on the 15th day of the month in which the student started the semester.

Standard Payment Plans

<table>
<thead>
<tr>
<th>Number of Courses</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Tuition</td>
<td>$930.00</td>
<td>$1,860.00</td>
<td>$2,790.00</td>
<td>$3,720.00</td>
</tr>
<tr>
<td>Minimum Down Payment Upon Enrollment</td>
<td>$465.00</td>
<td>$930.00</td>
<td>$930.00</td>
<td>$930.00</td>
</tr>
<tr>
<td>Student Balance</td>
<td>$465.00</td>
<td>$930.00</td>
<td>$1,860.00</td>
<td>$2,790.00</td>
</tr>
<tr>
<td>Monthly Payment</td>
<td>$232.50</td>
<td>$232.50</td>
<td>$465.00</td>
<td>$697.50</td>
</tr>
</tbody>
</table>
Total Number of Monthly Payments | 2 | 4 | 4 | 4

**Payment Plans for Military, Military Dependents, and Veterans**

<table>
<thead>
<tr>
<th>Number of Courses</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Tuition</td>
<td>$750.00</td>
<td>$1,500.00</td>
<td>$2,250.00</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Minimum Down Payment Upon Enrollment</td>
<td>$375.00</td>
<td>$750.00</td>
<td>$750.00</td>
<td>$750.00</td>
</tr>
<tr>
<td>Student Balance</td>
<td>$375.00</td>
<td>$750.00</td>
<td>$1,500.00</td>
<td>$2,250.00</td>
</tr>
<tr>
<td>Monthly Payment</td>
<td>$187.50</td>
<td>$187.50</td>
<td>$375.00</td>
<td>$562.50</td>
</tr>
<tr>
<td>Total Number of Monthly Payments</td>
<td>2</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
</tbody>
</table>

**Payment Plans for VA/Chapter 30, 33, 35, 1606, and 1607**

1. Students will only be able to enroll in one (1) semester's worth of courses at a time.
2. This payment plan is only for students without a valid VA COE on file.
3. This payment plan is only for military and VA students.
4. Tuition fees will be the only item financed through this payment plan.
5. Initial down payment of $150 is due upon enrollment.
6. All subsequent monthly payments are due on the 15th of each month.
7. The payment plan includes three (3) payment installments.
8. Upon receipt of an approved COE, a refund, if due, will be issued to the student.
9. Refunds will be issued within 15 business days of approved voucher receipt.

**Payment Plans for Students Using VA Chapter 30, 33, 35, 1606, and 1607 benefits**

<table>
<thead>
<tr>
<th># Courses</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Tuition</td>
<td>$750.00</td>
<td>$1,500.00</td>
<td>$2,250.00</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Fees</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>1st Payment Due upon Enrollment</td>
<td>$150.00</td>
<td>$150.00</td>
<td>$150.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>3 Equal Monthly Payments Due on the 15th</td>
<td>$300.00</td>
<td>$450.00</td>
<td>$700.00</td>
<td>$950.00</td>
</tr>
<tr>
<td>3</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

**Payment Plans for Students with Account Balances Utilizing Title IV**

1. All account balances for any student utilizing Title IV will be divided by four (4) months (for one [1] semester) to determine the monthly payment.
2. The minimum account balance students must have to go on a monthly payment plan is $201.00. All other amounts must be paid in full by the second Monday of the start of the semester.

Students wishing to utilize payment plans must provide driver’s license number, state of issuance, and driver’s license expiration date at time of enrollment. Students must provide social security number at the time of enrollment. **Diplomas and official transcripts reflecting program completion will be provided to the student once the payment plan has been paid in full.**

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

**Federal Student Loan Deferment**

A deferment is a period of time during which your loan holder suspends your regular loan payments. Students who are enrolled at least half-time at AAU and whose student loans have gone into repayment may wish to seek an In-School Deferment. Borrowers should contact the servicer for the appropriate **Deferment Form** and submit the form...
to the Business Office for certification. It is the student's responsibility to ensure that the deferment request is processed by his or her loan servicer.

**Scholarship Opportunities**

**Institutional Scholarships**

The following are Allied American University approved scholarship opportunities. Students are encouraged to apply for any scholarship(s) for which they may be eligible.

**GPA Achievement Scholarship**

Students pursuing an associate degree may be awarded up to $1,000 in scholarship funds and up to $2,000 for students pursuing a bachelor's degree. Students maintaining a 3.0 cumulative GPA after every 24 credits completed at AAU may be eligible for the GPA Achievement Scholarship of $500 each semester they qualify. To qualify, students must meet the following criteria:

- maintain a minimum 3.0 cumulative GPA after every 24 credits completed at AAU, and
- submit a scholarship application no later than 60 days after meeting the CGPA requirement.

Only credits earned after July 29, 2013 are eligible, and scholarships will be evaluated and awarded at the end of the semester upon all grades posting. Scholarships will be applied as a credit towards tuition for the following semester directly to the student's AAU account.

**Academic Excellence Transfer Scholarship**

Students transferring credit towards their bachelor's degree program at AAU may earn up to $6,000 in scholarship funds. Eligible students may earn an Academic Excellence Transfer Scholarship of $500 for each semester they qualify. To qualify, students must meet the following criteria:

- be enrolled full time in a bachelor's degree program,
- transfer a minimum of 24 credits towards the degree the student is pursuing at AAU,
- meet a minimum transfer GPA of 3.5 validated through official transcripts,
- maintain a minimum 3.3 GPA for the semester,
- maintain continuous enrollment*, and
- submit a scholarship application.

Only semesters completed after the scholarship application is submitted will be considered. Scholarships will be evaluated and awarded at the end of the semester upon grades posting. Scholarships will be applied as a credit towards tuition for the following semester directly to the student's AAU account.

*Students on official Leave of Absence may qualify.

**Limited-Time Military Spouse Scholarship Program**

Allied American University (AAU) is pleased to offer a limited number of scholarships exclusively for those who hold one of the toughest jobs in the military - military spouses.

AAU is offering scholarships of up to $1,500 each to be applied towards remaining program tuition for the spouses of our United States service members who are working towards the completion of a certificate program at AAU. To qualify, students must meet the following criteria:

- be a spouse of a uniformed service member (active, reserves, guard),
- be an eligible MyCAA recipient and have exhausted all MyCAA funds, and if applicable have exhausted Pell Grant eligibility by directly applying Pell funds to related tuition fees,
- be currently enrolled in a certificate program at AAU,
- have a minimum of 15 resident credits completed towards the certificate program,
- have a minimum cumulative GPA of 2.0,
complete the program for which the scholarship was awarded, and
submit a one (1) page essay outlining any career and further educational goals you may have after
program completion.

Essays should be typed, double-spaced using a 12-point font, and contain no more than 500 words. The essays will
be judged on written content by the Scholarship Evaluation Committee (SEC). The SEC will evaluate your
scholarship request within 15 days of submission. Essays submitted for review become the property of AAU and
may be used for publicity purposes. Essays will not be returned to the student. Incomplete applications will not be
considered. Decisions by the SEC are final and not subject to appeal. All applicants must submit a written request
for consideration along with the essay to scholarship@allied.edu by June 30, 2016 in order to be considered. Be
sure to include your full legal name and student ID with your request. Scholarships will be considered and awarded
in the order in which they are received.

Institutional Scholarship Disclosure:

Scholarships cannot be combined. Scholarships are non-transferrable and can only be applied towards one
program. Students who change programs will have to submit a new application and meet the requirements as a
new student in the program. The GPA Achievement and Academic Excellence Transfer Scholarships expire on
December 31st of each year. They will be automatically renewed until AAU determines to terminate them.

Additional Scholarship Opportunities:

Please note: It is the student’s responsibility to provide any and all information required by the organizations offering
the scholarships.

Corvias Foundation

Corvias Foundation offers scholarships and grants through three (3) main programs for direct investment in students
and scholars:

• "Our Family" Educational Programs – Military Service Members
• "Our Future" Educational Programs – Partner Organizations and Universities
• Employee Educational Programs

Please visit the Corvias Foundation website for further information.

1,000 Gen and Kelly Tanabe Scholarship

Eligibility requirements:

• 9th-12th grade high school, college, or graduate student including adult students
• Legal residents of the U.S.
• Currently in school or planning to start school within the next 12 months

Award: $1,000.00

Visit the 1,000 Gen and Kelly Tanabe Scholarship website to apply.

1,000 GPA Isn’t Everything Scholarship

Eligibility requirements:

• Applicants must be a current high school or college student or be planning to enroll within the next 12
  months

Award: 1,000.00 and the numbers of awards varies

Visit the 1,000 GPA Isn’t Everything Scholarship website to apply.
CKSF Scholarships

Eligibility requirements:

- Applicant must register online with CKSF and complete quizzes on various topics
- Student must be a U.S. high school student (grades 9 to 12) or a college student

Award: $1,000.00

Visit the CKSF Scholarships website to apply.

American Fire Sprinkler Association Scholarship Program

Eligibility requirements:

- Open to U.S. citizens or legal residents with high school diploma, GED, or equivalent
- Scholarships payable to winner’s college/university or certified trade school in the United States; winner must enroll or already be enrolled for Spring 2016 session
- Winners not based on financial need
- Relatives of AFSA staff or NATIONAL board member may not enter

Award: 5,000.00

Visit the American Fire Sprinkler Association Scholarship Program website to apply.

Scholarship Scouts Undergraduate Scholarship

Eligibility requirements:

- Must be at least 18 years old and legal U.S. citizen
- Must be currently enrolled in a U.S. accredited college or university (or plan to by Fall of 2013)
- Applicant must be able to provide proof and/or documents of the above criteria

Award: $1,000.00

Visit the Scholarship Scouts Undergraduate Scholarship website to apply.

Scholarships4mom $10,000 Scholarship - Women’s Scholarship

Eligibility requirements:

- This scholarships4moms.net promotion is open to any individual 18 years or older.
- Applicant must be currently enrolled or will be enrolled within the next three (3) months in a college or university in the United States.
- Applicants must be permanent residents of the United States. Employees, officers, and directors of FCS/scholarships4moms.net (Sponsor) and its related companies and agents, and members of the immediate family and household of each are not eligible.
- Immediate family members include parents, siblings, or any person residing in the same household as employee.
- All federal, state, and local laws and regulations apply. By participating in the promotion, entrant fully and unconditionally agrees to and accepts these Official Rules and the decisions of Sponsor, which are final and binding. Void outside of the U.S. and where prohibited by law.

Award: $10,000.00

Visit the Scholarships4mom $10,000 Scholarship website to apply.

Delete Cyber Bullying Scholarship Award
Eligibility requirements:

- A U.S. citizen or permanent resident
- Attending or planning to attend an accredited U.S. college or university for undergraduate or graduate studies
- A high school, college, or graduate student or a student planning to enter college

Award: $1,500.00

Visit the Delete Cyber Bulling Scholarship Award website to apply.

**C.I.P Scholarship**

Eligibility requirements:

- Students age 17 years or older who plan to start a program of higher education within the next 12 months or who are currently enrolled in a program of higher education.
- Applicants may be full- or part-time students and attend a campus-based or online program.
- Applicants must be citizens or permanent residents of the United States.

Award: $1,500.00

Visit the C.I.P Scholarship website to apply.

**Rentacomputer Cares $2,000 Scholarships**

Eligibility requirements:

- Be currently attending college or planning to attend college in the next 12 months
- Be a U.S. citizen
- If currently enrolled in college must have a minimum GPA of 2.5
- Must be working towards a degree at an accredited university

Award: $2,000.00

Visit the Rentacomputer Cares $2,000 Scholarships website to apply.

**Marine Corps Scholarship Foundation (MCSF)**

Eligibility requirements:

- Applicant must be the child of one of the following:
  - Active duty or reserve U.S. Marine
  - Veteran U.S. Marine who has received an honorable discharge, medical discharge, was wounded, or was killed while serving in the U.S. Marine Corps
  - Active duty or reserve U.S. Navy Corpsman who is serving or has served with a U.S. Marine unit
  - Veteran U.S. Navy Corpsman who has served with a U.S. Marine unit and has received an honorable discharge, medical discharge, was wounded, or was killed in the U.S. Navy
- Planning to attend an accredited undergraduate college or career training school. Accreditation is verified through College Navigator. Students attending schools not listed in College Navigator will not be eligible for an award.
- Students pursuing their second bachelor’s degree, graduate school of any kind, or attending Federal Service Academics are not eligible.
- Family adjusted gross income for the 2012 tax year that does not exceed $94,000. Non-taxable allowances are not included in determining adjusted gross income.
- GPA of at least 2.0 (on a 4.0 scale)

Award: $2,000.00
Visit the Marine Corps Scholarship Foundation (MCSF) website to apply.

**Military Personnel/Dependent Scholarship**

Eligibility requirements:

- U.S. citizen
- Currently enrolled and attending either a two- or four-year accredited college or university in the United States
- An undergraduate student enrolled at the time of application
- Enrolled part-time or full-time in an eligible degree program
- A qualified freshmen (veteran or active-duty ONLY); all others either a sophomore or junior

Award: $2,000.00

Visit the Military Personnel/Dependent Scholarship website to apply.

**Education Matters $5K Scholarship**

Eligibility requirements:

- Be thirteen (13) years of age or older at the time of application
- Be legal resident of the fifty (50) United States or the District of Columbia
- Be currently enrolled (or enroll no later than the fall of 2021) in an accredited post-secondary institution of higher education
- Complete an online scholarship search profile at ScholarshipExperts.com
- Submit an online short written response (250 words or less) for the topic: “What would you say to someone who thinks education doesn’t matter, or that college is a waste of time and money?”

Award: $5,000.00

Visit the Education Matters $5K Scholarship website to apply.

**Top Ten List Scholarship**

Eligibility requirements:

- Be thirteen (13) years of age or older at the time of application
- Be legal resident of the fifty (50) United States or the District of Columbia
- Be currently enrolled (or enroll no later than the fall of 2021) in an accredited post-secondary institution of higher education
- Submit an online short written response (250 words or less) for the scholarship topic: “Create a Top Ten List of the top ten reasons you should get this scholarship.”

Award: $1,500.00

Visit the Top Ten List Scholarship website to apply.

**The Best Price Nutrition & Health Scholarship**

Eligibility requirements:

- Currently residing in the United States, Brazil, India, South Korea, Australia, Japan, United Kingdom, or Canada
- This scholarship involves filling out a survey that has questions related to your health and fitness goals in life and writing an essay of no more than 750 words
- All eligible participants must be currently enrolled full-time in college or alumni
• Student must provide the address of the college’s financial aid office and student identification number
• All decisions made are final and are not subject to appeal

Award: $1,000.00
Visit the Best Price Nutrition & Health Scholarship website to apply.

Peanut Butter & Jam Slam: National Food Drive Scholarship

Eligibility requirement:
• Collect 10 jars of peanut butter, jam, or any other non-perishable and submit them to stated location

Award: $4,000.00
Visit the Peanut Butter & Jam Slam: National Food Drive Scholarship website to apply.

ASIST Scholarship

Eligibility requirements:
• Applicants must apply for the scholarship through a local chapter listed at the bottom of this link
• Adults facing economic, social, physical challenges who are looking to improve their situation through educational opportunities

Award: $2,000-10,000
Visit the ASIST Scholarship website to apply.

U.S. Bank Scholarship Program

Eligibility requirements:
• A high school senior planning to enroll in or a current undergraduate college student at an eligible two- or four-year college or university
• Enrolled by September 1, 2015
• A permanent legal resident of the United States and the District of Columbia (excluding residents of New York, Florida, Puerto Rico, Guam, and other U.S. Territories) who are at least thirteen (13) years old
• To be eligible for the Financial Genius Scholarship, in addition to the entry criteria above, entrants must also complete all eight (8) Financial Genius education modules

Award: $1,000.00
Visit the U.S. Bank Scholarship Program website to apply.
# Academic Calendar and Schedule of University Holidays

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 identified below 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>
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<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
- July 4, 2016
- August 1, 2016
- September 5, 2016
- October 3, 2016
- June 6, 2016
- August 1, 2016
- September 25, 2016
- November 27, 2016
- July 4, 2016
- August 28, 2016
- October 30, 2016
- May 2, 2016
- June 26, 2016
- August 28, 2016
- September 25, 2016
- November 27, 2016
- June 6, 2016
- July 31, 2016
- September 25, 2016
- November 27, 2016
- July 4, 2016
- August 28, 2016
- October 30, 2016
- May 2, 2016
Student Affairs

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

Registrar

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

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

Program Success Advocates (PSA)

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

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

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 as it is not always permitted. It is also the student’s responsibility to notify the university’s certifying official of any changes to
his or her benefit entitlement, including remaining entitlement, percentage of entitlement, or benefit election. Failure to properly notify the university 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 AAU 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 AAU 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.
Honors

Graduation with Honors

A student with superior academic achievement throughout their Allied American University academic career may graduate with university honors. To be eligible for honors a student must complete a minimum of 15 semester credits for an associate degree and 30 semester credits for a bachelor's degree through AAU and have an institutional grade point average at or above the specific honor's category. 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>

Delta Epsilon Tau Honor Society

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

Students who have earned an associate or bachelor's degree with an institutional GPA of 3.50 or higher at Allied American University are eligible for recognition. A committee comprised of AAU administration reviews eligible candidates.

Delta Epsilon Tau Honor Society is chartered and accredited by Distance Education Accrediting Commission (DEAC), formerly DETC.

Students eligible for the Delta Epsilon Tau Honor Society may contact their Program Success Advocate for application criteria.
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.

The following databases are accessible:

LIRNSearch

Simultaneously search all LIRN products, or search by subject groups, or as individual databases. Please note that LIRNSearch is not a database; it is a metasearch.

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

ProQuest

ABI/INFORM, newspapers, psychology journals, and research library modules on the arts, business, children, education, health, humanities, international and multicultural topics, law, military, psychology, science, social science, and women.

eLibrary

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

Bowker's Books in Print

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

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

RCIweb

Resource guide for librarians features recommended titles in 58 curriculum-specific subjects selected for academic libraries by subject specialists and bibliographers. Note: This does not include full text of listed titles.
Free abstracts from Ebscohost on librarianship, classification, cataloging, bibliometrics, online information retrieval, information management, and more from mid 60s to current are available. Free database from Ebscohost on key education topics, such as assessment, continuing education, current pedagogical research, curriculum development, instructional media, language arts, literacy standards, science, mathematics, and more. The faculty and administrators regularly evaluate library services to ensure that the resources are meeting the needs of users and contributing to the attainment of institutional and Program Learning Outcomes.
University Policies

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.

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 be limited to):

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

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

Preventing Plagiarism

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

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

**Copyright Infringement Policy**

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

**Copyright Infringement Deterrent Plan**

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

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

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

Upon receipt of a valid notification, the university will remove or disable access to such material and give notice of a claim of copyright infringement to the user or subscriber who authored the claimed infringing content by means of any one (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](http://www.copyright.gov), especially their FAQs at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

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

**Annual Disclosure and Education**

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

• All students are notified annually and have access to the catalog which contains our Copyright Infringement Policy.
• Students are encouraged to submit DMCA (Digital Millennium Copyright Act) notices to our designated agent specified herein.
Alternatives to Illegal File Sharing

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

To access legal sources of online content visit: http://www.educause.edu/focus-areas-and-initiatives/policy-and-security/educause-policy/issues-and-positions/intellectual-property/legal-sources-online

Periodic Effectiveness Assessment

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

Administrative Withdrawal

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

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

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

Official Course Withdrawal

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

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

Official Institutional Withdrawal

Students must contact their Program Success Advocate if they wish to completely withdraw from Allied American University. Additionally, students should consult with representatives from the Business Office and/or Financial Aid Office to discuss any financial responsibilities the student may have upon withdrawing from the university. Once the decision to withdraw from AAU has been made, the Official Withdrawal Form should be returned to the student’s Program Success Advocate. The student must submit the Official Withdrawal Form in order to be withdrawn from the university. Once a student has submitted the necessary paperwork, the Registrar’s office will process the student’s request to withdraw. The institutional withdrawal date is the date the student provides official notification.
(i.e., the Official Withdrawal Form) to 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 participating regularly 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 student’s life</td>
<td>• Obituary</td>
</tr>
<tr>
<td></td>
<td>• Death certificate</td>
</tr>
<tr>
<td>Illness, accident, or injury of a significant person in the student’s life</td>
<td>• Doctor’s note; police report</td>
</tr>
<tr>
<td></td>
<td>• Hospital billing statement related to the person for whom the student provided care or support</td>
</tr>
<tr>
<td></td>
<td>• A signed personal letter/statement from the individual</td>
</tr>
<tr>
<td>Divorce or separation</td>
<td>• Letter from attorney on law firm letterhead</td>
</tr>
<tr>
<td></td>
<td>• Petition for dissolution of marriage</td>
</tr>
<tr>
<td></td>
<td>• Copy of divorce decree</td>
</tr>
<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 was unexpectedly extended</td>
<td>• Orders dated within a week of the withdrawal request</td>
</tr>
<tr>
<td></td>
<td>• Letter from C.O. stating that orders were delayed or extended</td>
</tr>
</tbody>
</table>

In extreme circumstances, a "W" grade may be requested up to 6 months after the end date of the course **IF** the mitigating circumstances prevented the student from requesting the withdrawal during the course session **AND** if the student can show that he or she has been prevented from requesting that withdrawal since that time. The documentation the student provides must corroborate this request.

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

**Course Add/Drop Policy**

**Course Adds**

Students may add or swap courses for a semester or session during the 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**

**Military Deployment Provisions**

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

- **Students may withdraw from any current course(s) and receive a tuition credit to be applied in the amount of tuition accrued in the current course(s).** Students will be assigned a withdrawal grade of “Military Withdrawal” (MW) that does not count negatively against satisfactory academic progress.
  - Students may request the MW grade by filling out the AAU Withdrawal Form, selecting the appropriate withdrawal reason(s), and attaching a copy of their military orders to the document.
  - A grade of MW will not be granted if reasonable accommodations for the absence could have been made prior to the start of the course.

- **Students may request a temporary grade of Incomplete (I) by submitting the Incomplete Grade Request Form within week 8 of their course.** Please review the Incomplete Grade Policy section of the catalog for further details on requirements that must be met before requesting an Incomplete grade. If such arrangements are made, tuition shall be assessed for the course(s) in full.

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

Students who request a break in attendance may do so by submitting a Leave of Absence request. Please see the Leave of Absence section of the catalog for further details on requirements that must be met before requesting a Leave of Absence.
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.

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.

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 the Course 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 not request reinstatement for the second session of the semester may only register for courses the next available, non-overlapping semester.

Assignment Submission Policy

Unless otherwise specified, all graded items should be posted or uploaded to iBoard by 11:59 PM Pacific Standard Time on Sunday of the week in which they were assigned. The module schedule is based on a week that runs from Monday through Sunday. Students are encouraged to post assignments prior to Sunday to ensure participation in a 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 may not be accepted for credit. Any assignment submitted after the end of a course will not be accepted for credit unless the student has been approved for an Incomplete. See Incomplete Grade Policy.

**Cancellation, Withdrawal, and Refund Policy**

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

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

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

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

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

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

All time references refer to Pacific Standard Time.

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

**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 a 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 ÷ 56 = 50%, $1860.00 x 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/her course(s) after the first (7) seven days of a session (Week 1) will be subject to a one-time non-refundable 20% portion of tuition related to those courses, up to a maximum of $200. **Notwithstanding this 20%/$200 non-refundable portion of tuition**, a refund of the remaining tuition will be calculated as follows:

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

It is your responsibility to contact Student Affairs to determine what effect 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 the 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 awarded 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.
  \[
  \text{Days Attended} \div \text{Days in Enrollment Period} = \text{Percentage Completed}
  \]
  If the calculated percentage exceeds 60 percent, then the student has earned all Title IV aid for the enrollment period.

- Apply the percentage completed to the Title IV aid awarded to determine the student's eligibility for aid prior to the withdrawal.
  \[
  \text{Total Aid Disbursed} \times \text{Percentage Completed} = \text{Earned Aid}
  \]

- 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.

**Complaint Procedure**

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

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

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

A student or any member of the public may file a complaint about this institution with their specific state agency. A comprehensive list of state contact information can be found at: [http://www.allied.edu/docs/PDF/AAU_Complaint_Procedure.pdf](http://www.allied.edu/docs/PDF/AAU_Complaint_Procedure.pdf).
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 Allied or to other students. You will not attempt to hack into any Allied systems or those of other students at any time. In addition, you must take care in ensuring that your computer has the latest version of virus protection installed.

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

Students will receive written notice if Allied American University feels that the student’s conduct warrants disciplinary action and/or expulsion. Students may challenge the university’s findings and conclusion by submitting a written explanation directed to the provost. The provost will review all documentation within 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 Numbering System

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

300–499: Upper-division courses of junior and senior level; junior level 300-399 and senior level 400-499.

Degree seeking students must have completed a minimum of 60 semester credits and have satisfied prerequisite requirements to enroll in upper-division coursework.

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

Course Repeat Policy

1/4/2016
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.

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 an 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 $\times \frac{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.

**Residency Requirement**

Allied American University will accept up to 75% of an undergraduate program to be completed through recognized
transfer credit. A maximum of 30 of these semester credits may be awarded from standardized examinations.

- Students pursuing an associate degree are required to complete a minimum of 15 semester credits in
  residence at Allied American University.
- Students pursuing a bachelor’s degree are required to complete a minimum of 30 semester credits in
  residence at Allied American University; 15 of which must be upper-division semester credits.
- Students pursuing a certificate program are required to complete a minimum of 6 semester credits in
  residence at Allied American University.

If a student chooses to pursue an additional program through AAU, the student is required to satisfy the residency
requirement with Allied American University coursework not applied to a previously completed degree program.

Bachelor’s level students must complete a total of 30 semester credits of upper division coursework towards their
degree; 15 of these semester credits must be completed at AAU as part of the residency requirement.

**NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:**

The transferability of credits earned at AAU is at the complete discretion of an institution to which a student may
seek to transfer. Acceptance of the degree or certificate earned at AAU is also at the complete discretion of the
institution to which a student may seek to transfer. If the credits or degree earned AAU are not accepted at the
institution to which a student may seek to transfer, the student may be required to repeat some or all previously
completed coursework at the institution. For this reason, students should make certain that attendance at this
institution will meet educational goals. This may include contacting the institution to which a student may seek to
transfer after attending AAU to determine if earned credits or a completed degree will transfer.

**Articulation Agreements**

Allied American University has articulation agreements with several institutions. These agreements allow students
to transfer eligible credits directly to Allied American University. For a complete list of institutions that AAU has
articulation agreements with, please refer to our website at [http://allied.edu/how-it-works/admission](http://allied.edu/how-it-works/admission).
articulation.aspx. Please keep in mind that the final decision on the acceptance of transfer credit always lies with the institution to which transfer credit is being requested.

**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.

**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 business (3) 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>
</tbody>
</table>

1/4/2016
Grading Criteria

A = Excellent
The A student demonstrates a thorough understanding of the content and skills presented in the course, initiates thoughtful questions consistently, 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.

Please refer to the official and unofficial withdrawal policies in this catalog.

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 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

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

**Incomplete Grade Policy**

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

- The student must have submitted at least 60% of all required coursework as well as have earned a minimum of a 30% Weighted Score/Total Points Possible for the course that he or she is requesting an incomplete grade. For example, for a course that contains 25 total assignments, the requestor must have a minimum of 15 assignments complete and earned a cumulative score of 30% prior to requesting an Incomplete.
- The student must be within the eighth (8th) week of his or her 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 form 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.

**Graduation Policy**

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

*To be eligible for an associate degree, a student must complete the following:*
- Earn a minimum of 60 semester credits of which at least 15 semester credits must be earned through AAU required courses
- Maintain an institutional GPA of 2.00 (on a 4.00 system) overall
- Fulfill the academic requirements as directed by the degree program

**To be eligible for a bachelor's degree, a student must complete the following:**

- Earn a minimum of 120 semester credits, of which at least 30 semester credits must be earned through AAU required courses
  - Note: 30 semester credits must be upper division coursework, with 15 of those credits completed in residency at AAU.
- Maintain an cumulative GPA of 2.00 (on a 4.00 system) overall
- Fulfill the academic requirements as directed by the degree program

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

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

Once AAU has determined that the student has entered his or her final semester, the Registrar's Office will send the student the **AAU Application for Program Conferral**. 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**.

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

**Grievance Procedure**

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

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

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

Students who allege discrimination, harassment, or a violation of an AAU policy must present their grievance in writing to the compliance director/manager. The compliance director/manager will acknowledge receipt of the grievance to the student within 72 business hours. Within 48 business hours, the compliance director/manager will inform the president and COO that a grievance has been received. Before responding to the student, the compliance director/manager will make a recommendation to these parties as to the action that should be taken next. The compliance director/manager shall provide an initial written response to the student within 14 days of receiving the grievance. The student will be asked to acknowledge satisfaction with the proposed resolution.
If the student is not satisfied, the compliance director/manager shall consult with the president and COO and see if resolution with the student can be reached. If not, the matter may be referred to additional parties at AAU as recommended by the compliance director/manager, including a legal representative.

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

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

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

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

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

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

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

The complete Policy of Non-discrimination can be found in this catalog.

Harassment Policy

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

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

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

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

**Leave of Absence Policy**

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

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

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

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

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

**Non-Discrimination Policy**

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

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

**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.

Satisfactory Academic Progress (SAP) Policy

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

Maximum Timeframe

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

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

Cumulative Grade Point Average (CGPA)

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

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

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

Credit Hour Completion Rate

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

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

- Courses with a final grade of A through D will be counted towards credits completed.
- Courses with a final grade of F will be counted towards credits attempted, but not credits completed.
- Withdrawn (W) courses are considered credits attempted.
- Repeated courses will count as attempted courses for each attempt at the course.
- Transfer credits from other colleges or universities that are applied to the student's current program via an official Transfer Credit Evaluation are factored into credit completion.
The table below provides information about how grades affect Completion Rates and CGPA:

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

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

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

**Academic Status**

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

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

**Satisfactory Academic Progress Progression Table**

<table>
<thead>
<tr>
<th>Situation</th>
<th>Requirements</th>
<th>SAP Status</th>
<th>Academic Eligibility</th>
<th>Federal Financial Aid Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>First semester in which minimum SAP standards are not met</td>
<td>Student must seek academic advisement from Registration Representative.</td>
<td>Warning</td>
<td>Student must have earned academic credit with AAU. Student continues with classes.</td>
<td>Financial Aid eligibility remains in place.</td>
</tr>
<tr>
<td>Second semester in which minimum SAP standards are not met</td>
<td>Students selected by university officials may appeal the decision. Student must submit the electronic Appeal form within seven (7) days of notification of possible dismissal.</td>
<td>Dismissal</td>
<td>Student is not in classes during the appeal process.</td>
<td>Financial Aid eligibility is on hold while waiting for a decision.</td>
</tr>
<tr>
<td>Approval of appeal</td>
<td>Student must adhere to the conditions outlined in an academic plan.</td>
<td>Probation</td>
<td>Student continues with classes at the next available semester under administrative guidance.</td>
<td>Financial Aid eligibility remains in place.</td>
</tr>
<tr>
<td>Denial of appeal</td>
<td>None</td>
<td>Dismissal</td>
<td>Student is</td>
<td>Student loses</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.**

**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

<table>
<thead>
<tr>
<th>Result of Appeal</th>
<th>Action Taken</th>
<th>Eligibility Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>Dismissal</td>
<td>Student loses eligibility for Financial Aid.</td>
</tr>
<tr>
<td>None</td>
<td>Dismissal</td>
<td>Student is not eligible for Financial Aid.</td>
</tr>
<tr>
<td>Student must adhere to the conditions outlined in an academic plan.</td>
<td>Probation</td>
<td>Financial Aid eligibility remains in place.</td>
</tr>
<tr>
<td>Student returns at the next semester due to late or no appeal or an unsigned academic plan.</td>
<td>Student is placed in courses based on an academic plan under administrative guidance.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dismissed</th>
<th>Eligibility for Financial Aid.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student does not appeal, fails to meet appeal deadline, or fails to sign the academic plan.</td>
<td>Dismissal</td>
<td>The dismissal remains in place. Student may appeal to return at the next available semester.</td>
</tr>
<tr>
<td>Student returns at the next semester due to late or no appeal or an unsigned academic plan.</td>
<td>Probation</td>
<td>Student is placed in courses based on an academic plan under administrative guidance.</td>
</tr>
<tr>
<td>Student does not meet goals established on the academic plan while on probation or extended enrollment.</td>
<td>Dismissal</td>
<td>Student is dismissed.</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.

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 to parents in the following circumstances:

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

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

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

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

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

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

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

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

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

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

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

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

**Personally Identifiable Information:**

The U.S. Department of Education’s Family Educational Rights and Privacy Act (FERPA) regulations expanded the circumstances under which a student’s education records and personally identifiable information contained in such records (including Social Security Number, grades, or other private information) may be accessed without prior consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities (federal and state authorities) may allow access to student records and personally identifiable information without prior consent to any third party designated by a federal or state authority to evaluate a federal- or state-supported education program. The evaluation may relate to any education program, which is defined as any program “that is principally engaged in the provision of education,” such as early childhood education, elementary and secondary education, postsecondary education, special education, career and technical education, adult education, and job training, as well as any program that is administered by an education agency or institution. Second, federal and state authorities may allow access to a student’s education records and personally identifiable information without prior consent to 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.

Policy on Honorary Degrees

The Board of Trustees of Allied American University (AAU) authorizes the awarding of honorary degrees to recognize individuals who have benefited the institution or society through outstanding achievements, distinguished service, or leadership.

Teach-Out Commitment

While Allied American University has helped many students achieve their academic and career goals, AAU has determined that it is no longer feasible to continue offering its programs and serving its student population, and AAU is officially teaching out the remaining students in the university.

The last day upon which AAU will offer classes is on December 31, 2016. It is always a difficult decision to teach-out a university, but AAU is working hard to ensure that the process goes smoothly and that every student has the opportunity to complete his or her program of study. The teach-out process will be completed with the approval of the U.S. Department of Education, AAU's accrediting agency the Distance Education Accrediting Commission (DEAC), the California Bureau for Private Postsecondary Education (BPPE), and all other applicable regulatory agencies.

AAU remains committed to enabling currently enrolled part-time students with less than 12 semester credit hours and full-time students with less than 24 semester credit hours remaining to graduate from Allied American University. For students who need to complete more than 12-24 semester credit hours in order to graduate and are in good academic standing, AAU offers the following options.

- Students may continue studying with Allied American University until December 31, 2016.
- Students may choose to transfer to a partnering institution to complete their degree/certificate program.
- Students may choose to transfer to another institution of their choosing.
Rights and Responsibilities

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." *Id.*

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

**Verification of Disability**

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

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

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

**How to Request an Accommodation**

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

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

1. **Contact your Program Success Advocate or Student Affairs** who will, in turn, request that the Compliance Department contact you directly via email.
2. **Contact the Compliance Department** by telephone or email.
   Brandi Dougherty
   Compliance Director
   Allied American University
   22952 Alcalde Drive
   Laguna Hills, CA 92653
   Email: bdougherty@allied.edu
   Toll-free Phone: (888) 384-0849
   (949) 598-0695, ext. 5622

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 such as those found at: [http://www.freedomscientific.com/Products/Blindness/JAWS](http://www.freedomscientific.com/Products/Blindness/JAWS); or large print keyboards (however, AAU is not responsible for providing these items to students)
- Extending the time of examinations
- Providing alternative assignments such as prescribed readings instead of using videos to complete specified homework or assignments

**Student Tuition Recovery Fund Disclosures**

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.
Technology Requirements

AAU is a 100% online institution. While all course work will be performed from the student’s location of choice, AAU’s main facility at 22952 Alcalde Drive, Laguna Hills, CA 92653. This location is comprised of commercial office space.

Below is a description of the equipment and technology requirements for a student to successfully complete their course:

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

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

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

Hardware Requirements:

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

Minimum system requirements are:

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

Browser support:

- PC: Internet Explorer 10.0 or higher, Mozilla Firefox 38.0.5 or higher, Google Chrome 43.0.2357.130 m
- Mac: Safari 7.0 or higher, Mozilla Firefox 38.0.5 or higher

Software Requirements:

- Access to an office program is required. Access to Microsoft Office Software is highly recommended for use with the iBoard learning platform.
- If access to Microsoft Office Software is not available, download Open Office Software from http://www.openoffice.org

Materials required for the courses include the equipment described above in addition to course-specific textbooks as listed at http://www.allied.edu/academics/book-list/ or each course’s syllabus.
University Programs

Please Note: Course offerings and course codes are subject to change.

Allied American University conducts formal program reviews on a regular basis in conjunction with annual assessments that are aligned with our student learning outcomes at the institutional, program, and course levels. The goal of this process is to collect and analyze student performance data to ensure mastery of outcomes through the ongoing process of course and program improvement.

Curriculum

Allied American University offers program options to students through its certificate and degree programs.

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 prerequisites.

Certificates at the introduction and general levels are open to applicants who have at least a high school diploma or its equivalent. For certificates that include an English or writing course, it is required that this English or writing course constitute the first course or is a part of the first set of courses taken by the student in pursuit of the certificate.

Academic performance expectations at the certificate level are equivalent to the expectations at the degree program level.

- The undergraduate certificate programs require a minimum of 15 semester credits.
- Students must earn at least six (6) semester credits of graded coursework with a C or better at AAU.
- Certificate requirements are determined by the student's catalog year provided that the student maintains continuous enrollment.
- All courses carry college credit and may be applied toward a degree.
- Students are not permitted to enroll concurrently in multiple programs in the same academic discipline.
- Certificate program prerequisites must be met.
- All undergraduate certificate programs require enrollment of the AAU Online Orientation for students in addition to the semester credit requirements listed.

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

Allied Health

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

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

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

Courses included in each certificate program are below. Course descriptions can be found at the end of this catalog.
### Allied Health

<table>
<thead>
<tr>
<th>Medical Administrative Assistant</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 160: English Composition I * or BUS 105: Introduction to Business Writing</td>
<td>3</td>
</tr>
<tr>
<td>HIT 107: Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>MED 199: Medical Administrative Assisting</td>
<td>4</td>
</tr>
<tr>
<td>HIT 235: Medical Office Technology</td>
<td>3</td>
</tr>
<tr>
<td>HIM 208: Electronic Health Information Management</td>
<td>4</td>
</tr>
<tr>
<td><strong>Course has prerequisite requirement</strong></td>
<td><strong>17</strong></td>
</tr>
<tr>
<td><strong>Potential job opportunities:</strong> Medical Administrative Assistant</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Medical Billing</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 160: English Composition I * or BUS 105: Introduction to Business Writing</td>
<td>3</td>
</tr>
<tr>
<td>HIT 107: Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>HIM 228: Medical Billing and Reimbursement**</td>
<td>4</td>
</tr>
<tr>
<td>HIT 235: Medical Office Technology</td>
<td>3</td>
</tr>
<tr>
<td>HIM 208: Electronic Health Information Management</td>
<td>4</td>
</tr>
<tr>
<td><strong>Course has prerequisite requirement</strong></td>
<td><strong>17</strong></td>
</tr>
<tr>
<td><strong>Course has co-requisite requirement</strong></td>
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<tr>
<td><strong>Potential job opportunities:</strong> Medical Biller</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Medical Coding</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 160: English Composition I * or BUS 105: Introduction to Business Writing</td>
<td>3</td>
</tr>
<tr>
<td>HIT 107: Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>BIO 106: Anatomy and Physiology**</td>
<td>4</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>
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<tr>
<td><strong>Course has prerequisite requirement</strong></td>
<td><strong>19</strong></td>
</tr>
<tr>
<td><strong>Course has co-requisite requirement</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Potential job opportunities:</strong> Medical Coder</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pharmacy Technician</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 160: English Composition I * or BUS105: Introduction to Business Writing</td>
<td>3</td>
</tr>
<tr>
<td>HIT 107: Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>MAT 110: Beginning Algebra* or MAT 120: College Algebra*</td>
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<tr>
<td>Course</td>
<td>Credits</td>
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<tr>
<td>BIO 106: Anatomy &amp; Physiology**</td>
<td>4</td>
</tr>
<tr>
<td>MED 183: Pharmacy Technician</td>
<td>3</td>
</tr>
<tr>
<td>MED 283: Pharmacy Calculations*</td>
<td>3</td>
</tr>
<tr>
<td>BIO 268: Introduction to Pharmacology*</td>
<td>3</td>
</tr>
</tbody>
</table>

*Course has prerequisite requirement
Potential job opportunities: Pharmacy Technician
General Education

General Education Degree Requirements

The General Education curriculum requirements set forth by Allied American University provide degree seeking graduates with a broad educational background to accompany their specific area of study. Focusing on computer literacy in addition to five (5) areas of study, the general education coursework is established to enhance the student’s personal and professional life in addition to enhancing the academic program goals.

Allied American University’s general education requirements areas are based on the Inter-segmental General Education Transfer Curriculum (IGETC).

To satisfy the General Education requirements for an associate degree, a student must complete the following 39 semester credits:*

<table>
<thead>
<tr>
<th>Categories</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORI 100: Allied Online Orientation for Students</td>
<td>0</td>
</tr>
<tr>
<td>English Communication</td>
<td>9</td>
</tr>
<tr>
<td>ISY 102: MS Office Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>Math Concepts and Quantitative Reasoning</td>
<td>3</td>
</tr>
<tr>
<td>Arts and Humanities</td>
<td>9</td>
</tr>
<tr>
<td>Behavioral and Social Sciences</td>
<td>9</td>
</tr>
<tr>
<td>Physical and Biological Sciences</td>
<td>6</td>
</tr>
</tbody>
</table>

*General Education Profile for the Associate of Applied Science in Medical Office Management Degree:

<table>
<thead>
<tr>
<th>Categories</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English / Communication</td>
<td>3</td>
</tr>
<tr>
<td>Mathematical Concepts / Quantitative Reasoning</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral / Social Sciences</td>
<td>3</td>
</tr>
<tr>
<td>Physical / Biological Sciences</td>
<td>4</td>
</tr>
<tr>
<td>English / Communication</td>
<td>3</td>
</tr>
<tr>
<td>Arts / Humanities</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL</td>
<td>19</td>
</tr>
</tbody>
</table>

To satisfy the Degree General Education requirements for a bachelor’s degree, a student must complete a minimum of 45 semester credits:

<table>
<thead>
<tr>
<th>Categories</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORI 100: Allied Online Orientation for Students</td>
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</tr>
<tr>
<td>English Communication</td>
<td>9</td>
</tr>
<tr>
<td>ISY 102: MS Office Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>Math Concepts and Quantitative Reasoning</td>
<td>3</td>
</tr>
<tr>
<td>Arts and Humanities</td>
<td>9</td>
</tr>
<tr>
<td>Behavioral / Social Sciences</td>
<td>9</td>
</tr>
<tr>
<td>Physical / Biological Sciences</td>
<td>6</td>
</tr>
<tr>
<td>Upper Division Behavioral / Social Sciences</td>
<td>3</td>
</tr>
<tr>
<td>Upper Division Physical / Biological Sciences</td>
<td>3</td>
</tr>
</tbody>
</table>

Based on the area of study and degree level, specific courses are required to satisfy general education areas of study. The requirements are as follows:

**Associate of Science in Business Administration**

Requires students satisfy the Math Concepts and Quantitative Reasoning requirement with MAT 120 or a higher level math.

Requires students satisfy PSY140 and one (1) additional approved course of their choice.
Bachelor of Science in Business Administration

Requires students satisfy the Math Concepts and Quantitative Reasoning requirement with MAT 120 or a higher level math. Students may not satisfy this requirement with successful completion of BUS 210.

Requires students satisfy PSY140 and one (1) additional approved course of their choice. ECN 320 and ECN 321 may not be applied towards the Behavioral and Social Sciences requirement.

General Education

<table>
<thead>
<tr>
<th>Courses</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORI 100: Allied Orientation for Students</td>
<td>0</td>
</tr>
<tr>
<td>ISY 102: MS Office Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>English Communication</td>
<td></td>
</tr>
<tr>
<td>ENG 160: English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>ENG 170: English Composition II*</td>
<td>3</td>
</tr>
<tr>
<td>COM 120: Principles of Speech Communications</td>
<td>3</td>
</tr>
<tr>
<td>Math Concepts and Quantitative Reasoning</td>
<td></td>
</tr>
<tr>
<td>BUS 210: Business Statistics I*</td>
<td>3</td>
</tr>
<tr>
<td>MAT 105: Basic College Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MAT 110: Beginning Algebra*</td>
<td>3</td>
</tr>
<tr>
<td>MAT 120: College Algebra*</td>
<td>3</td>
</tr>
<tr>
<td>Arts and Humanities</td>
<td></td>
</tr>
<tr>
<td>ART 100: Introduction to Art History</td>
<td>3</td>
</tr>
<tr>
<td>FLM 100: Introduction to Film History</td>
<td>3</td>
</tr>
<tr>
<td>HIS 125: World Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>HIS 225: World Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>PHI 100: Introduction to Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>PHI 107: Introduction to Ethics</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral and Social Sciences</td>
<td></td>
</tr>
<tr>
<td>ANT 202: Introduction to Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>GEO 207: Global Geography</td>
<td>3</td>
</tr>
<tr>
<td>PSY 140: Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 308: Social Psychology*</td>
<td>3</td>
</tr>
<tr>
<td>PSY 300: Abnormal Psychology*</td>
<td>3</td>
</tr>
<tr>
<td>SOC 135: Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 250: Society and Technology</td>
<td>3</td>
</tr>
<tr>
<td>Physical and Biological Science</td>
<td></td>
</tr>
<tr>
<td>BIO 106: Anatomy and Physiology**</td>
<td>4</td>
</tr>
<tr>
<td>BIO 130: Fundamentals of Biology</td>
<td>3</td>
</tr>
<tr>
<td>BIO 170: Fundamentals of Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>BIO 268: Introduction to Pharmacology*</td>
<td>3</td>
</tr>
<tr>
<td>BIO 330: Principles of Ecology</td>
<td>3</td>
</tr>
<tr>
<td>BIO 345: Marine Biology*</td>
<td>3</td>
</tr>
<tr>
<td>SCI 110: Environmental Science</td>
<td>3</td>
</tr>
<tr>
<td>*Course has prerequisite requirement</td>
<td></td>
</tr>
<tr>
<td>** Course has co-requisite requirement</td>
<td></td>
</tr>
</tbody>
</table>

Degree Programs

Course offerings and course codes are subject to change.

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 for Students course. This is shown as the first course in all Associate of Arts and Associate of Science degree plans below and not shown in the Bachelor of Arts or Bachelor of Science degree plans below. Programs may require prerequisites prior to admission. Recommendations by professional organizations provide guidance on appropriate prerequisites.

**Academic Standard Definitions**

Students enrolled in a degree program have selected a major in virtue of that degree program. Within a major field of study, degree programs may offer concentrations. Students may also elect to pursue a minor field of study.

**Major**

A major is a program of study offering both depth and breadth in a particular discipline or field of study. The requirements and the curriculum for a major are determined by the degree program offering the major with the appropriate approvals of the Office of Academic Affairs. A major must comprise a minimum of 30 semester credits.

**Concentration**

A major may offer concentrations, which are areas of specialization within the field of study. If offered, the degree program may determine if a concentration is an optional or required component of the major. Generally, students complete a portion of the core major requirements and then select focused courses to complete the concentration. A concentration must include a minimum of 15 semester credits of specialized coursework.

**Minor**

A minor is a program of study, with less depth than a major. It may be completed to complement a major. A minor has a minimum of 15 semester credits and a maximum of 24 semester credits. The requirements and the curriculum for a minor are determined with the appropriate approval of the Office of Academic Affairs. A minor is an elective choice—a student is not required to complete one (1) as part of the requirements for a major.

There will be a notation on the first transcript that will identify the major and, if appropriate, the concentration and/or minor completed by the graduate.

**Degree Program Major, Concentrations**

Listed below are the majors and concentrations available. Students may elect to pursue a minor area of study outside of the degree area. Students interested in a minor area of study should work with their Program Success Advocates.

**Associate of Arts in General Studies**

• Business
• Criminal Justice

**Bachelor of Arts in General Studies**

• Business
• Criminal Justice

**Bachelor of Science in Business Administration**

1/4/2016
• Management
• Marketing

Bachelor of Science in Criminal Justice

• Corrections
• Criminal Investigations
• Information Systems and Technology
• Homeland Security
**Associate of Applied Science in Medical Office Management**  
(CIP Code 51.0000)

**Allied Health Department Program Mission Statement**

The Allied Health Department is committed to providing online distance learning education programs for a diverse population of adult learners in a student-centered academic environment. Our online healthcare programs provide students the opportunity to achieve a career in one of the fastest-growing fields in the nation. The curriculum offered by the Allied Health Department is continuously evaluated to ensure that our students receive relevant training for future opportunities in their chosen allied health field. The Allied Health Program's strategic plan is to create a true academic culture by emphasizing faculty-driven programs that will lead to the acquisition of knowledge and skills students need to achieve the stated program learning outcomes and core competencies.

**Program Description**

For students who want to earn higher wages with a challenging and rewarding career, having a degree in medical office management provides the foundation students need to be an integral part of any healthcare office. With an online degree in Medical Office Management from AAU, students are provided with the building blocks to success, developing a solid healthcare background through comprehensive instruction in the theories and practices of both the business and technical aspects of a medical office management career.

The purpose of the Associate of Applied Science in Medical Office Management is to prepare students for entry-level positions in medical organizations. The program is designed for students who seek to possess a complete framework in basic medical office management concepts and skills in order to contribute and create solutions for contemporary medical office management problems.

Upon successful completion of general education and specific program courses, students will possess the knowledge and skills to apply medical terminology, anatomy and physiology, pharmacology, billing, and coding concepts to improve performance and aid in medical decision-making skills.

**Program Learning Outcomes**

1. Apply strong written communication skills to research, evaluation, and presentation in appropriate medical office management situations.
2. Apply strong verbal communication skills to research, evaluation, and presentation in appropriate medical office management situations.
3. Interpret and apply quantitative information and draw conclusions for application in medical office management.
4. Use critical thinking and creative and logical analysis strategies and techniques to differentiate and evaluate theories and approaches to solving complex medical office management problems.
5. Utilize foundational search strategies to apply technological and other information sources appropriate to medical office management problems.
6. Recognize and apply ethical issues that arise in medical office management practices and institutions.
7. Use analytical, critical thinking, and interpersonal skills to solve real-world, global problems.

**Program Requirements**

- Total number of credits required: 60 credits
- General Education Requirements: 19 credits
- Major Course Requirements: 41 credits
- Electives: 0 credits
- Students must complete ISY102: MS Office Fundamentals and appropriate level English course in their first semester. Unsuccessful completion will result in the enrollment of each course in the immediate following semester. A minimum grade of D is required.
- All courses are 3 Credits unless otherwise indicated.
- This program requires specific technology requirements. For the HIM 208: Electronic Health Information Management course, minimum system requirements are: IBM Compatible Computer with Microsoft Visual C++ 2005 Service Pack 1 Redistributable Package MFC Security Update or Microsoft Visual C++ 2008 SP1 Redistributable Package (x86), 500MHz processor or higher, 256MB of RAM, 2GB+ available hard
drive space for data storage, CD-ROM or DVD Drive, and 1024 X 768 or higher resolution monitor. For HIT 235: Medical Office Technology, minimum system requirements are: IBM Compatible Computer with Pentium III, 500 MHz or higher processor, 500MB available hard disk space, 256 MB Ram, 256 Color display, Windows XP Professional Service Pack 3 or higher 32-bit, Windows Vista Business Service Pack 1 or higher 32-bit, CD-ROM or DVD Drive, and 1024 X 768 or higher resolution monitor.

**Introductory Requirements**

- ORI 100: Allied Online Orientation for Students (0 Credits)

**General Education Course Requirements**

- ENG 160: English Composition I*
- MAT 110: Beginning Algebra*

**Communication Requirement (Select 1 Course)**

- BUS 240: Principles of Business Communication*
- COM 120: Principles of Speech Communication

**Behavioral/Social Science Requirement (Select 1 Course)**

- PSY 140: Introduction to Psychology
- SOC 135: Introduction to Sociology

**Physical/Biological Science Requirements**

- BIO 106: Anatomy and Physiology** (4 Credits)
- HIT 107: Medical Terminology

**Major Course Requirements**

- ACC 101: Introduction to Accounting*
- BIO 268: Introduction to Pharmacology*
- HIM 208: Electronic Health Information Management (4 Credits)
- HIM 228: Medical Billing and Reimbursement (4 Credits)**
- HIT 235: Medical Office Technology
- HIT 260: Basic Diagnostic Coding*
- HIT 270: Basic Procedural Coding I*
- HIT 280: Basic Procedural Coding II*
- ISY 102: MS Office Fundamentals
- LAW 189: Medical Law and Ethics
- MGT 105: Essentials of Management
- MGT 186: Human Resource Management

**Statistical Science Requirement (Select 1 Course)**

- BUS 210: Business Statistics I*
- SOC 280: Social Science Research

* Course has prerequisite requirement.
** Course has a co-requisite requirement.
Associate of Science in Business Administration  
(CIP Code: 52.0201)

Business Administration Program Mission Statement

The Business Administration Program at Allied American University is committed to providing online distance learning education degree programs in business for a diverse population of adult learners in a student-centered academic environment. The curriculum offered by the Business Administration Program is continuously evaluated to ensure a practical nature and a focus on both established and emerging business applications and occupations. The Business Administration Program’s strategic plan is to create a true academic culture by emphasizing faculty-driven educational Business Administration Programs that lead to the acquisition of knowledge and skills, measured by a formal institutional research process, which empowers students to achieve the stated program learning outcomes and core competencies.

Program Description

The purpose of the Associate of Science in Business Administration is to prepare students for entry-level positions in business, industry, and non-profit organizations. The program is designed for students who seek to possess a complete framework in basic business concepts and skills in order to contribute and create solutions for contemporary business problems. Upon successful completion of general education and specific program courses, students will possess the knowledge and skills to apply management, marketing, and accounting concepts to improve operational performance and aid in decision making skills.

Program Learning Outcomes

1. Apply strong written communication skills to research, evaluation, and presentation in appropriate business situations.
2. Apply strong verbal communication skills to research, evaluation, and presentation in appropriate business situations.
3. Interpret and apply quantitative information and draw conclusions for application in business.
4. Use critical thinking and creative and logical analysis strategies and techniques to differentiate and evaluate theories and approaches to solving complex business problems.
5. Utilize foundational search strategies to apply technological and other information sources appropriate to business.
6. Recognize and apply ethical issues that arise in business practices and institutions.
7. Use analytical, critical thinking, and interpersonal skills to solve real-world, global problems.

Program Requirements

- Total number of credits required: 60 credits
- General Education Requirements: 39 credits
- Major Course Requirements: 21 credits
- Electives: 0 credits
- In the first semester, students must enroll in ISY102: MS Office Fundamentals and the first course of their English sequence. Unsuccessful completion will result in the rescheduling of each course and revision of the future degree plan sequence. A minimum grade of D is required.
- All courses are 3 Credits unless otherwise indicated.

Introductory Requirements

- ORI 100: Allied Online Orientation for Students (0 Credits)

General Education Course Requirements

- COM 120: Principles of Speech Communication
- ENG 160: English Composition I*
- ENG 170: English Composition II*
- ISY 102: MS Office Fundamentals
- MAT 120: College Algebra*
Arts/Humanities Electives (Select 3 Courses)

- ART 100: Introduction to Art History
- FLM 100: Introduction to Film History
- HIS 125: World Civilization I
- HIS 225: World Civilization II
- PHI 100: Introduction to Philosophy
- PHI 107: Introduction to Ethics

Behavioral/Social Science Electives (Select 3 Courses)

- ANT 202: Introduction to Anthropology
- GEO 207: Global Geography
- PSY 140: Introduction to Psychology
- SOC 135: Introduction to Sociology
- SOC 250: Society and Technology
- SOC 280: Social Science Research

Physical/Biological Science Electives (Select 2 Courses)

- BIO 106: Anatomy and Physiology** (4 Credits)
- BIO 130: Fundamentals of Biology
- BIO 170: Fundamentals of Nutrition
- BIO 268: Introduction to Pharmacology*
- SCI 110: Environmental Science

Major Course Requirements

- ACC 225: Accounting I*
- ACC 227: Accounting II*
- ECN 150: Introduction to Microeconomics
- ECN 151: Introduction to Macroeconomics
- FIN 202: Personal Finance
- MGT 105: Essentials of Management
- MKT 220: Principles of Marketing

* Course has prerequisite requirement.
** Course has a co-requisite requirement.
Bachelor of Science in Business Administration
(CIP Code: 52.0201)

Program Description

The purpose of the Bachelor of Science in Business Administration is to prepare students for entry-level management positions in business, industry, and non-profit organizations. The program provides the foundational background for students seeking to possess a high level of knowledge from a broad base of business concepts to create solutions to contemporary business problems. Students will possess the critical knowledge and skills needed to integrate management, marketing, accounting, and finance concepts to develop strategies to improve short, medium, and long-term organizational performance.

Program Learning Outcomes

1. Apply advanced written communication skills to research, evaluation, and presentation in appropriate business situations.
2. Apply advanced verbal communication skills to research, evaluation, and presentation in appropriate business situations.
3. Interpret and analyze quantitative information and draw conclusions for application in business.
4. Use critical thinking skills to identify, categorize, and distinguish ideas, concepts, theories, and practical approaches to solving business problems and making business decisions.
5. Utilize credible, academic search strategies to apply technological and other information sources appropriate to business problems.
6. Identify, analyze, and address legal and/or ethical issues that arise in business practices and institutions.
7. Demonstrate the ability to solve global problems using analytical, critical thinking, and interpersonal skills.

Program Requirements

- Total number of credits required 120 credits
- General Education Requirements 45 credits
- Major Course Requirements 51 credits
- Electives 24 credits

In the first semester, students must enroll in ISY102: MS Office Fundamentals and the first course of their English sequence. Unsuccessful completion will result in the rescheduling of each course and revision of the future degree plan sequence. A minimum grade of D is required.

Students must complete a minimum of 30 upper-division credits.

All courses are 3 Credits unless otherwise indicated.

Introductory Requirement

- ORI 100: Allied Online Orientation for Students (0 Credits)

General Education Course Requirements

- COM 120: Principles of Speech Communication
- ENG 160: English Composition I*
- ENG 170: English Composition II*
- ISY 102: MS Office Fundamentals
- MAT 120: College Algebra*
- PSY 140: Introduction to Psychology

Arts/Humanities Electives (Select 3 Courses)

- ART 100: Introduction to Art History
- FLM 100: Introduction to Film History
- HIS 125: World Civilization I
- HIS 225: World Civilization II
- PHI 100: Introduction to Philosophy
- PHI 107: Introduction to Ethics

Behavioral/Social Science Electives (Select 2 Courses)

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• ANT 202: Introduction to Anthropology
• GEO 207: Global Geography
• SOC 135: Introduction to Sociology

Physical/Biological Science Electives (Select 2 Courses)
• BIO 106: Anatomy and Physiology** (4 Credits)
• BIO 130: Fundamentals of Biology
• BIO 170: Fundamentals of Nutrition
• BIO 268: Introduction to Pharmacology*
• SCI 110: Environmental Science

Upper Division Behavioral/Social Science Elective (Select 1 Course)
• BUS 306: Business and Society*
• PSY 300: Abnormal Psychology*
• PSY 308: Social Psychology*

Upper Division Physical/Biological Science Elective (Select 1 Course)
• BIO 330: Principles of Ecology
• BIO 345: Marine Biology*

Major Course Requirements
• ACC 225: Accounting I*
• ACC 227: Accounting II*
• BUS 210: Business Statistics I*
• BUS 230: Principles of Business Law
• BUS 305: Business Research and Communication
• BUS 306: Business and Society*
• BUS 354: Ethical Decision Making for Business
• BUS 364: Organizational Behavior†
• BUS 499: Senior Capstone*
• ECN 150: Introduction to Microeconomics
• ECN 151: Introduction to Macroeconomics
• FIN 202: Personal Finance
• FIN 335: Financial Management and Analysis I*
• MGT 105: Essentials of Management†
• MKT 220: Principles of Marketing†

Upper Division Business Elective (Select 2 Courses)
• BUS 384: Entrepreneurship
• ECN 320: Microeconomics*
• ECN 321: Macroeconomics*
• MGT 305: Quality Management†
• MGT 320: Leadership in Organizations*†
• MGT 494: Strategic Management†
• MKT 306: Marketing Research*†
• MKT 307: Sales Management*†
• MKT 308: Marketing Management*†
• MKT 434: Marketing in the New Economy*†
• MKT 451: Internet Marketing*†

Bachelor of Science in Business Administration Concentrations

Students may earn the following concentrations by substituting 12 credits of the listed Concentration Courses for Elective Courses.

Marketing Concentration Course Requirements (select 5 courses, courses denoted with † are required)
• MKT 220: Principles of Marketing†
• MKT 306: Marketing Research*
• MKT 307: Sales Management*
• MKT 308: Marketing Management*
• MKT 434: Marketing in the New Economy*
• MKT 451: Internet Marketing*

Management Concentration Course Requirements
• BUS 364: Organizational Behavior†
• MGT 105: Essentials of Management†
• MGT 305: Quality Management*
• MGT 320: Leadership in Organizations*
• MGT 494: Strategic Management*

* Course has prerequisite requirement.
** Course has a co-requisite requirement.
† Major Course fulfills Concentration Course Requirement.
Criminal Justice Program Mission Statement

The Criminal Justice program at Allied American University is committed to providing online distance learning education degree programs in criminal justice for a diverse population of adult learners in a student-centered academic environment. The curriculum offered by the Criminal Justice program is continuously evaluated to ensure a practical nature and a focus on both established and emerging criminal justice applications and occupations. The Criminal Justice program’s strategic plan is to create a true academic culture by emphasizing faculty-driven educational Criminal Justice 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 in criminal justice-related fields, leadership, and service to the community.

Employment in the field of Criminal Justice

Students pursuing a degree in criminal justice should be aware that employment by a law enforcement, judicial, correctional, or private security agency may be denied if a prior conviction or outstanding warrant is found during a background check. It is the student’s responsibility to verify with his or her desired employer whether any prior history will affect his or her eligibility for employment.

Program Description

The purpose of the Associate of Science in Criminal Justice is to prepare students for entry-level positions in business, industry, and non-profit organizations, or to upgrade their present status in branches of law enforcement or in federal, state, local, and private agencies. The program is designed for students who seek to possess a complete framework in basic criminal justice concepts and skills in order to create solutions for contemporary problems in criminal justice and administration. Upon successful completion of the program, students will possess the knowledge and skills needed to apply criminology, administration, criminal investigations, procedures, and evidence.

Program Learning Outcomes

1. Apply strong written communication skills to research, evaluation, and presentation in appropriate criminal justice situations.
2. Apply strong verbal communication skills to research, evaluation, and presentation in appropriate criminal justice situations.
3. Interpret and apply quantitative information and draw conclusions for application in criminal justice.
4. Use critical thinking and creative and logical analysis strategies and techniques to differentiate and evaluate theories and approaches to solving complex criminal justice problems.
5. Utilize foundational search strategies to apply technological and other information sources appropriate to criminal justice problems.
6. Recognize and apply ethical issues that arise in criminal justice practices and institutions.
7. Use analytical, critical thinking, and interpersonal skills to solve real-world, global problems.

Program Requirements

- Total number of credits required: 60 credits
- General Education Requirements: 39 credits
- Major Course Requirements: 18 credits
- Electives: 3 credits

In the first semester, students must enroll in ISY102: MS Office Fundamentals, the first course of their English sequence, and CRJ 100: Introduction to Justice Administration. (Note: Students who transfer in a course equivalent to CRJ 100 do not have to meet this requirement.) Unsuccessful completion will result in the rescheduling of each course and revision of the future degree plan sequence. A minimum grade of D is required.

All courses are 3 Credits unless otherwise indicated.
Introductory Requirements

- ORI 100: Allied Online Orientation for Students (0 Credits)

General Education Course Requirements

- COM 120: Principles of Speech Communication
- ENG 160: English Composition I*
- ENG 170: English Composition II*
- ISY 102: MS Office Fundamentals
- MAT 120: College Algebra*
- PSY 140: Introduction to Psychology
- SOC 135: Introduction to Sociology

Arts/Humanities Electives (Select 3 Courses)

- ART 100: Introduction to Art History
- FLM 100: Introduction to Film History
- HIS 125: World Civilization I
- HIS 225: World Civilization II
- PHI 100: Introduction to Philosophy
- PHI 107: Introduction to Ethics
- PHI 100: Introduction to Philosophy
- PHI 107: Introduction to Ethics
- SOC 250: Society and Technology
- SOC 280: Social Science Research

Behavioral/Social Science Electives (Select 1 Course)

- ANT 202: Introduction to Anthropology
- GEO 207: Global Geography
- PSY 140: Introduction to Psychology
- PSY 140: Introduction to Psychology
- SOC 250: Society and Technology
- SOC 280: Social Science Research

Physical/Biological Science Electives (Select 2 Courses)

- BIO 106: Anatomy and Physiology** (4 Credits)
- BIO 130: Fundamentals of Biology
- BIO 170: Fundamentals of Nutrition
- BIO 268: Introduction to Pharmacology*
- SCI 110: Environmental Science

Major Course Requirements

- CRJ 100: Introduction to Justice Administration
- CRJ 110: Introduction to Criminology
- CRJ 120: Introduction to Law Enforcement
- CRJ 200: Criminal Procedure and Criminal Evidence
- CRJ 210: Criminal Investigation

Lower Division Criminal Justice Electives (Select 1 Course)

- CRJ 125: The Corrections Process
- CRJ 140: Understanding Terrorism
- CRJ 145: Introduction to Emergency Management
- CRJ 150: Introduction to Homeland Security
- CRJ 215: Investigative Report Writing
- CRJ 240: Juvenile Justice

* Course has prerequisite requirement.
** Course has a co-requisite requirement.
Bachelor of Science in Criminal Justice  
(CIP Code: 43.0103)

Program Description
The purpose of the Bachelor of Science in Criminal Justice is to prepare students for entry-level criminal justice positions in business, industry, and non-profit organizations. The program provides the foundational background for students seeking to possess a high level of knowledge from a broad base of criminal justice concepts and skills to create solutions to contemporary problems in criminal justice. Students will possess the critical and current knowledge and skills needed to integrate administration, laws, procedures of investigation and evidence, and organizational law enforcement management.

Program Learning Outcomes
1. Apply advanced written communication skills to research, evaluation, and presentation in appropriate criminal justice situations.
2. Apply advanced verbal communication skills to research, evaluation, and presentation in appropriate criminal justice situations.
3. Interpret and analyze quantitative information and draw conclusions for application in criminal justice.
4. Use critical thinking, creative, and logical analysis, strategies, and techniques to solve complex problems within the criminal justice system.
5. Utilize credible, academic search strategies to apply technological and other information sources appropriate to criminal justice problems.
6. Identify, analyze, and address legal and/or ethical issues that arise in criminal justice practices and institutions.
7. Demonstrate the ability to solve global criminal justice problems using analytical, critical thinking, and interpersonal skills.

Program Requirements
- Total number of credits required: 120 credits
- General Education Requirements: 45 credits
- Major Course Requirements: 48 credits
- Electives: 27 credits
- In the first semester, students must enroll in ISY102: MS Office Fundamentals, the first course of their English sequence, and CRJ 100: Introduction to Justice Administration. (Note: Students who transfer in a course equivalent to CRJ 100 do not have to meet this requirement.) Unsuccessful completion will result in the rescheduling of each course and revision of the future degree plan sequence. A minimum grade of D is required.
- Students must complete a minimum of 30 upper-division credits.
- All courses are 3 Credits unless otherwise indicated.

Introductory Requirement
- ORI 100: Allied Online Orientation for Students (0 Credits)

General Education Course Requirements
- COM 120: Principles of Speech Communication
- ENG 160: English Composition I*
- ENG 170: English Composition II*
- ISY 102: MS Office Fundamentals
- MAT 120: College Algebra*
- PSY 140: Introduction to Psychology
- SOC 135: Introduction to Sociology

Arts/Humanities Electives (Select 3 Courses)
- ART 100: Introduction to Art History
- FLM 100: Introduction to Film History
- HIS 125: World Civilization I
- HIS 225: World Civilization II

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• PHI 100: Introduction to Philosophy

Behavioral/Social Science Electives (Select 1 Course)

• ANT 202: Introduction to Anthropology
• GEO 207: Global Geography

• PHI 107: Introduction to Ethics

• SOC 250: Society and Technology
• SOC 280: Social Science Research

Physical/Biological Science Electives (Select 2 Courses)

• BIO 106: Anatomy and Physiology** (4 Credits)
• BIO 130: Fundamentals of Biology
• BIO 170: Fundamentals of Nutrition

• BIO 268: Introduction to Pharmacology*
• SCI 110: Environmental Science

Upper Division Behavioral/Social Science Elective (Select 1 Course)

• BUS 306: Business and Society*
• PSY 300: Abnormal Psychology*

• PSY 308: Social Psychology*

Upper Division Physical/Biological Science Elective (Select 1 Course)

• BIO 330: Principles of Ecology

• BIO 345: Marine Biology*

Major Course Requirements

• CRJ 100: Introduction to Justice Administration
• CRJ 110: Introduction to Criminology
• CRJ 120: Introduction to Law Enforcement
• CRJ 200: Criminal Procedure and Criminal Evidence
• CRJ 210: Criminal Investigation
• CRJ 240: Juvenile Justice†
• CRJ 301: Criminal Law

• CRJ 305: Ethics in Criminal Justice
• CRJ 320: Forensic Investigation†
• CRJ 325: Advanced Criminal Investigation†
• CRJ 335: Kinesic Interviewing†
• CRJ 350: Homicide Investigation I*
• CRJ 460: Investigation of Terrorism†
• CRJ 480: Investigation of Computer Crime†
• CRJ 499: Senior Capstone*

Criminal Justice Elective (Select 1 Course)

• CRJ 140: Understanding Terrorism
• CRJ 145: Introduction to Emergency Management

• CRJ 150: Introduction to Homeland Security
• CRJ 302: Effective Professional Communications

Bachelor of Science in Criminal Justice Concentrations

Students may earn the following concentrations by substituting 18 credits of the listed Concentration Courses for Elective Courses.

Concentration in Corrections Course Requirements

• CRJ 125: The Corrections Process
• CRJ 240: Juvenile Justice†
• CRJ 300: Probation and Parole

• CRJ 310: Correctional Counseling and Treatment*
• CRJ 315: Prison and Jail Administration

Concentration in Criminal Investigation Course Requirements

• CRJ 210: Criminal Investigation
• CRJ 215: Investigative Report Writing
• CRJ 325: Advanced Criminal Investigation†

• CRJ 326: Advanced Criminal Investigation II†
• CRJ 335: Kinesic Interviewing†
• CRJ 460: Investigation of Terrorism†

Concentration in Homeland Security Course Requirements

• CRJ 335: Kinesic Interviewing†
• CRJ 450: Homeland Security and Emergency Management
• CRJ 455: Investigation of Organized Crime*

• CRJ 460: Investigation of Terrorism†
• CRJ 480: Investigation of Computer Crime†
• CRJ 493: Security Systems, Procedures & Developments*

* Course has prerequisite requirement.
** Course has a co-requisite requirement.
† Major Course fulfills Concentration Course Requirement.
General Studies Program Mission Statement

The General Studies program at Allied American University is committed to providing online distance learning degree program in general studies for a diverse population of adult learners in a student-centered academic environment. This degree is designed for those who want to enhance their education with a broad base of knowledge in English, mathematics, arts and humanities, social and behavioral sciences, and physical and biological sciences. Designed for the learner who has already chosen a career but is interested in a degree for advancement, the General Studies program offers a classical education. The General Studies program’s strategic plan is to create a true academic culture by emphasizing faculty-driven educational General Studies 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 in general studies-related fields, leadership, and service to the community.

Special Attention to Associate of Arts in General Studies

Students interested in an Associate of Arts in General Studies should note the following special features of this degree plan. The Associate of Arts in General Studies without a concentration includes 60 semester credits with 39 semester credits in the general education curriculum and 21 semester credits as electives. If students choose to declare a concentration, then 39 semester credits are in general education, 15 semester credits are in a concentration, and 6 semester credits are electives.

Program Description

The purpose of the Associate of Arts Degree in General Studies is to help students prepare for their future in business, industry, and non-profit organizations, depending on the concentrations selected. The program provides a comprehensive education and allows students to individually tailor their program to combine a core set of general education courses with an emphasis on courses in career-related areas.

Program Learning Outcomes

1. Apply strong written communication skills to research, evaluation, and presentation for professional advancement and career related skills.
2. Apply strong verbal communication skills to research, evaluation, and presentation for professional advancement and career related skills.
3. Interpret and apply quantitative information and draw conclusions in professional advancement and career related skills.
4. Use critical thinking and creative and logical analytic strategies and techniques to solve problems and make decisions for professional advancement and career related skills.
5. Utilize foundational search strategies to apply technological and other information sources appropriate for professional advancement and career related skills.
6. Recognize and apply legal analysis and/or ethical reasoning to situations that arise in professions and careers.
7. Use analytical, critical thinking, and interpersonal skills to solve global problems.

Program Requirements Without a Concentration

- Total number of credits required 60 credits
- General Education Requirements 39 credits
- Electives 21 credits
- All courses are 3 Credits unless otherwise indicated.

Introductory Requirements

- ORI 100: Allied Online Orientation for Students (0 Credits)
General Education Course Requirements

- COM 120: Principles of Speech Communication
- ENG 160: English Composition I*
- ENG 170: English Composition II*

Arts/Humanities Electives (Select 3 Courses)

- ART 100: Introduction to Art History
- FLM 100: Introduction to Film History
- HIS 125: World Civilization I

Behavioral/Social Science Electives (Select 3 Courses)

- ANT 202: Introduction to Anthropology
- GEO 207: Global Geography
- PSY 140: Introduction to Psychology

Physical/Biological Science Electives (Select 2 Courses)

- BIO 106: Anatomy and Physiology** (4 Credits)
- BIO 130: Fundamentals of Biology
- BIO 170: Fundamentals of Nutrition

Associate of Arts in General Studies Concentration

Students may earn the following concentrations by substituting 9 credits of the listed Concentration Courses for Elective Courses.

Concentration in Business Course Requirements (Select 3 Courses)

- BUS 105: Introduction to Business Writing
- BUS 210: Business Statistics I
- BUS 230: Principles of Business Law I

Concentration in Criminal Justice Requirements (Select 3 Courses)

- CRJ 100: Introduction to Justice Administration
- CRJ 110: Introduction to Criminology
- CRJ 120: Introduction to Law Enforcement
- CRJ 125: The Corrections Process
- CRJ 140: Understanding Terrorism
- CRJ 145: Introduction to Emergency Management
- CRJ 150: Introduction to Homeland Security
- CRJ 200: Criminal Procedure and Criminal Evidence
- CRJ 210: Criminal Investigations
- CRJ 215: Investigative Report Writing
- CRJ 240: Juvenile Justice

* Course has prerequisite requirement.
** Course has a co-requisite requirement.
Bachelor of Arts in General Studies
(CIP Code: 24.0102)

Special Attention to Bachelor of Arts Degree in General Studies

The Bachelor of Arts in General Studies builds on the associate degree level. Students interested in a Bachelor of Arts in General Studies should note the following special features of this degree plan. A student may get a Bachelor of Arts in General Studies without a concentration or with a concentration. The Bachelor of Arts in General Studies without a concentration curriculum includes 120 semester credits with 45 semester credits from general education and 75 semester credits from electives. The Bachelor of Arts in General Studies with a concentration curriculum includes 120 semester credits with 27 semester credits in a major concentration, 45 semester credits from general education, and 48 semester credits from electives.

Program Description

The purpose of the Bachelor of Arts Degree in General Studies is to help students prepare for their future in business, industry, and non-profit organizations. The program allows students to individually tailor their program to combine a substantial core set of general education courses with an emphasis on courses in career-related areas. Students may design an undergraduate program that can more readily meet their career and personal-development goals. Students will learn concepts and skills from a broad base of career-related areas to create solutions to contemporary problems. Students will possess the critical skills needed to integrate and complement their individual interests, abilities, and intellectual and practical concerns.

Program Learning Outcomes

1. Apply advanced written communication skills to research, evaluation, and presentation for professional advancement and career related skills.
2. Apply advanced verbal communication skills to research, evaluation, and presentation for professional advancement and career related skills.
3. Interpret and analyze quantitative information and draw conclusions for application in professional advancement and career related skills.
4. Use critical thinking skills to identify, categorize, and distinguish ideas, concepts, theories, and practical approaches to solving problems and making decisions for professional advancement and career related skills.
5. Utilize credible, academic search strategies to apply technological and other information sources appropriate for professional advancement and career related skills.
6. Identify, analyze, and address legal and/or ethical issues that arise in professions and careers.
7. Demonstrate the ability to solve global problems using analytical, critical thinking, and interpersonal skills.

Program Requirements Without a Concentration

- Total number of credits required 120 credits
- General Education Requirements 45 credits
- Electives 75 credits
- All courses are 3 Credits unless otherwise indicated.

Introductory Requirements

- ORI 100: Allied Online Orientation for Students (0 Credits)

General Education Course Requirements

- COM 120: Principles of Speech Communication
- ENG 160: English Composition I*
- ENG 170: English Composition II*
- ISY 102: MS Office Fundamentals
- MAT 120: College Algebra*
Arts/Humanities Electives (Select 3 Courses)

- ART 100: Introduction to Art History
- FLM 100: Introduction to Film History
- HIS 125: World Civilization I
- HIS 225: World Civilization II
- PHI 100: Introduction to Philosophy
- PHI 107: Introduction to Ethics

Behavioral/Social Science Electives (Select 3 Courses)

- ANT 202: Introduction to Anthropology
- GEO 207: Global Geography
- PSY 140: Introduction to Psychology
- PSY 308: Social Psychology*
- SOC 135: Introduction to Sociology
- SOC 250: Society and Technology
- SOC 280: Social Science Research

Physical/Biological Science Electives (Select 2 Courses)

- BIO 106: Anatomy and Physiology** (4 Credits)
- BIO 130: Fundamentals of Biology
- BIO 170: Fundamentals of Nutrition
- BIO 268: Introduction to Pharmacology*
- SCI 110: Environmental Science

Upper Division Behavioral/Social Science Elective (Select 1 Course)

- PSY 300: Abnormal Psychology*
- PSY 308: Social Psychology*

Upper Division Physical/Biological Science Elective (Select 1 Course)

- BIO 330: Principles of Ecology
- BIO 345: Marine Biology*

Bachelor of Arts in General Studies Concentration

Students may earn the following concentrations by substituting 18 credits of the listed Concentration Courses for Elective Courses.

Concentration in Business Course Requirements (Select 6 Courses)

- BUS 105: Introduction to Business Writing
- BUS 210: Business Statistics I*
- BUS 230: Principles of Business Law I
- BUS 240: Principles of Business Communications*
- BUS 305: Business Research and Communications
- BUS 306: Business and Society*
- BUS 354: Ethical Decision Making for Business*
- BUS 364: Organizational Behavior
- BUS 384: Entrepreneurship
- BUS 499: Senior Capstone*

Concentration in Criminal Justice Requirements (Select 6 Courses)

- CRJ 100: Introduction to Justice Administration
- CRJ 110: Introduction to Criminology
- CRJ 120: Introduction to Law Enforcement
- CRJ 125: The Corrections Process
- CRJ 140: Understanding Terrorism
- CRJ 145: Introduction to Emergency Management
- CRJ 150: Introduction to Homeland Security
- CRJ 200: Criminal Procedure and Criminal Evidence
- CRJ 210: Criminal Investigations
- CRJ 215: Investigative Report Writing
- CRJ 240: Juvenile Justice
- CRJ 300: Probation and Parole
- CRJ 301: Criminal Law
- CRJ 302: Effective Professional Communications
- CRJ 305: Ethics in Criminal Justice
- CRJ 310: Correctional Counseling and Treatment*
- CRJ 315: Prison and Jail Administration*
- CRJ 320: Forensic Investigation*
- CRJ 325: Advanced Criminal Investigation I*
• CRJ 326: Advanced Criminal Investigation II*
• CRJ 335: Kinesic Interviewing*
• CRJ 350: Homicide Investigation I*
• CRJ 450: Homeland Security and Emergency Management
• CRJ 455: Investigation of Organized Crime*

• CRJ 460: Investigation of Terrorism*
• CRJ 480: Investigation of Computer Crime*
• CRJ 493: Security Systems, Procedures & Developments*
• CRJ 499: Senior Capstone*

* Course has prerequisite requirement.
** Course has a co-requisite requirement.

**Concentration in Computer Information Systems Course Requirements (Select 6 Courses)**

• ISY 102: MS Office Fundamentals
• ISY 315: Networking Telecommunications
• ISY 341: Decision Support Systems*
• MIS 335: Information Systems Analysis
• MIS 340: Management Information Systems*
• MIS 415: Introduction to Electronic Commerce*

* Course has prerequisite requirement.
** Course has a co-requisite requirement.
Undergraduate Course Descriptions

ACC 101: Introduction to Accounting  3 Semester Credits
This course introduces students to the basic concepts of accounting, including the effects of transactions on financial statements, accounting for professional and merchandising operations, payroll accounting, and accounting controls. **Prerequisite: MAT 110 or higher**

ACC 225: Principles of Accounting I  3 Semester Credits
This course provides a strong foundation in accounting principles. It introduces the critical role of accounting in business and answers the need for business students to understand the essentials of accounting: the basic accounting problem, various accounting issues and concepts, and related practical applications. **Prerequisite: MAT 120**

ACC 227: Principles of Accounting II  3 Semester Credits
This course is a continuation of Accounting I and builds on the foundation in accounting by introducing the managerial aspects of accounting. This course explores the critical role of management accounting in managing a business, and it answers the need for business students to understand the essentials of the subject: costing, management operations, reporting of assets, debt financing, and stocks and bonds. **Prerequisite: ACC 225**

ANT 202: Introduction to Anthropology  3 Semester Credits
This foundational course examines the core perspectives, concepts, and methods of cultural anthropology. It presents the uniqueness of the anthropological approach to the study of humans as well as practical applications of anthropology to our lives. The course incorporates the holistic nature of anthropology and emphasizes the scientific approach.

ART 100: Introduction to Art History  3 Semester Credits
This course presents the history of world art from prehistory to the present. Students examine representative art works of each culture and historical period. Framing the progress of art history in each period’s governing ideas and customs, the course reveals how geography, religion, politics, economics, philosophy, and social life have molded artistic vision through time and consequently formed the styles, themes, and the subject matter of world art and architecture.

BIO 106: Anatomy and Physiology  4 Semester Credits
This course will prepare students for the specificity required to interpret medical language while studying the human body. Students will possess an in-depth knowledge of anatomy, physiology, pathophysiology, and laboratory medicine. The student will learn how to identify, pronounce, spell, locate, and understand anatomical terminology to describe the structure and function of the body, the major organ systems, and the relations of one part to another. The nature of disease processes including signs, symptoms, and etiology will be presented in detail for each organ system. Intervenotional treatment modalities have been linked accordingly in addition to clinical applications, research issues and trends, and related issues about health and well-being. With in-depth case study analysis, students will be able to apply their skills to better understand the anatomy and physiology of the human body. **Co-requisite: HIT 107**

BIO 130: Fundamentals of Biology  3 Semester Credits
This course introduces the essential principles of biology and the structure of biological systems. Students will learn about the structure of the cell and will trace the general procedure through which enzymes facilitate reactions within organisms. The structure of DNA and RNA will be discussed along with the processes of mitosis and meiosis. This course will review the ecology and ecosystems. Human reproduction will also be analyzed.

BIO 170: Fundamentals of Nutrition  3 Semester Credits
This course presents a foundation to understanding nutrition, including an introduction to human nutrition, community nutrition and the life cycle, and an introduction to clinical nutrition. Students will explore these fundamentals of nutrition and learn how to apply these principles in social and clinical settings.

BIO 268: Introduction to Pharmacology  3 Semester Credits
This course is designed to teach the basics of pharmacology. Students will learn to differentiate among drug classifications, terminology, spelling conventions, pronunciations, including a thorough review of mathematics and dosage calculations. Clinical implications and contraindications are reviewed for each body system. Special considerations are also discussed in detail for children, pregnant and nursing women, the aging patient population,
end-of-life care, substance abuse, and herbal or alternative drug/herb interactions, and drug toxicity. **Prerequisite:** MAT 110

**BIO 330: Principles of Ecology**  
This course explores the fundamental principles of ecosystem processes, community and ecosystem development, and species adaptation and diversity.

**BIO 345: Marine Biology**  
This course is designed for non-biology majors who have a basic biology background and an interest in biology and the marine environment. This course will review the basic tenets of biology, as well as introduce you to the diversity of life in the ocean, as well as their ecosystems and habitats. **Prerequisite: BIO 130**

**BUS 105: Introduction to Business Writing**  
This course is designed to teach the basics of business writing. Students will begin with a background lesson on parts of speech and sentence structures and then will progress into more specific areas, such as nouns, verbs, modifiers, punctuation, capitalization, and numbers.

**BUS 210: Business Statistics I**  
This course introduces the role of statistics in business research and decision-making and lays the foundations of statistical analysis. Students will learn about distributions, measures of location and dispersion, probability, the normal probability distribution, sampling and testing methods, and decision analysis. **Prerequisite: MAT 120**

**BUS 230: Principles of Business Law I**  
This course examines basic legal principles and issues that concern business. It includes an overview of contracts, the uniform commercial code, and bankruptcy law.

**BUS 240: Principles of Business Communications**  
This course focuses on the principles of communication as specifically applied in the business environment. It equips students with written and oral communication skills necessary for success in contemporary business organizations. It offers the proper use of communication tools to promote business goals. Amid today's advancing technology, emails, instant messages, websites, and blogs are fast becoming part the communicator’s kit in addition to printed documents. **Prerequisite: ENG 160 or BUS 105**

**BUS 305: Business Research and Communications**  
This course examines real-world business communication issues such as ethics, cultural diversity, technology, teamwork, law, audience-centered messages, and the writing process. It teaches techniques, strategies, and writing forms used in the professional world in order to achieve business goals. This course also provides an understanding of business research.

**BUS 306: Business and Society**  
This course examines the role of business in society. The broad social, ethical, political, environmental, and technological themes and trends are addressed along with their effects on business operations. This course also addresses a complex agenda of contemporary issues and their impact on business and its stakeholders. **Prerequisite: MGT 105**

**BUS 354: Ethical Decision Making for Business**  
This course is designed to acquaint students with the unique challenges of resolving ethical dilemmas and making ethical decisions in today's complex business organizations. This course relies upon applying the perspective of the stakeholder and value-based management approach to situations that involve groups and individuals who often have competing demands and interpretations of a problem, crisis, or opportunity.

**BUS 364: Organizational Behavior**  
This course offers an inclusive introduction to the use of theory and research in organizational behavior. It is designed to introduce the student to real-world examples of circumstances and challenges that managers have faced in dealing with organizational behavior, particularly with today's hard economic times, global marketplace, and the widespread use of Internet technologies. Managers of companies competing in this expanding global arena need current and relevant skills to handle the organizational issues associated with the global workforce. Implementing new and improved organizational behavior techniques and practices to increase performance is on the minds of managers today.

**BUS 384: Entrepreneurship**  
This course provides an understanding of the entrepreneurial process and the importance of entrepreneurship in society. It focuses on identifying and evaluating opportunities, and involves role-playing exercises and case studies.
This is an introductory course that provides students with a solid understanding of the vital role played by entrepreneurs and entrepreneurship in the 21st Century global economy. Students will assess, explore, critique, and analyze the phenomenon of entrepreneurship. The course will focus on the creation of new ventures, the ways that they come into being, and factors associated with their success.

**BUS 499: Senior Capstone**

The capstone project allows students to apply the knowledge and skills acquired in their courses to the work environment. The Senior Capstone emphasizes the student initiative in defining and investigating problems or projects focusing on integration and application of theory through research. This project is completely individualized; the student is encouraged to select a work-related project that is of particular interest to him or her and that will result in professional growth and benefit the organization. **Prerequisite: Completion of all major requirements or concurrent enrollment in last required course.**

**COM 120: Principles of Speech Communication**

This course provides the student with a basic understanding of public speaking and how to prepare and present a variety of speeches. Effective communication skills will be emphasized throughout the course, and students will learn how to organize a successful speech. Audience demographics, such as size, heterogeneity, status as captive or voluntary, and composition, will be focused upon.

**CRJ 100: Introduction to Justice Administration**

The purpose of this course is to provide an introduction to the justice administration system, encompassing police, and courts and corrections management. These three institutions must work together to achieve an effective overall system for the protection of public safety and order, the impartial and fair trial of those accused of crime, and the enlightened confinement and rehabilitation of those found guilty to minimize the rate of recidivism.

**CRJ 110: Introduction to Criminology**

This course introduces the student to the dynamic field of criminology, which is constantly changing because of research studies, Supreme Court rulings, governmental policy, and the current events of everyday life. Criminologists spend their career trying to understand what drives people to commit crime. This introductory course will provide insights into the answers for many of these questions and will help students to think critically about law and justice. At the end of this course, students should have developed a critical perspective toward the social and legal institutions entrusted with crime control.

**CRJ 120: Introduction to Law Enforcement**

The purpose of this course is to equip the criminal justice student with a complete and practical set of procedures and techniques that are needed for understanding policing in America. This course examines policing topics and tactics, including history, patrol, police subculture, investigation, organization, administration, personnel issues, community policing, the rule of law, accountability, civil liability, and technologies.

**CRJ 125: The Corrections Process**

This course is a comprehensive overview and practical introduction to the ideas and practices that characterize our modern correction systems. The approach to this course includes a thorough description of correctional ideology, including professionalism, policy issues, and society's avowed goals for the correctional enterprise. Also included is a comprehensive overview of correctional practices, including the everyday operations of correctional agencies, prisons, jails, and the procedures of parole and probation, along with the development of personal skills applicable to the corrections field.

**CRJ 140: Understanding Terrorism**

This course provides a theoretical and conceptual framework that enables students to understand how terrorism arises and how it functions. It focuses on the domestic and international threat of terrorism and the basic security issues surrounding terrorism today. It covers essential historical background on the phenomenon of terrorism and the roots of contemporary conflicts, includes detailed descriptions of recent and contemporary conflicts shaping the world stage, and presents theoretical and concrete information about Homeland Security organizations.

**CRJ 145: Introduction to Emergency Management**

This course provides a comprehensive examination of the background components and systems involved in the management of disasters and other emergencies. It details current practices, strategies, and the key players involved in emergency management in the U.S. and around the world. It covers local and state issues, particularly as they relate to FEMA and other federal agencies, and examines how public administrators are locally tasked with protecting their communities. This course also explores FEMA's continually changing role within the Department of Homeland Security and the impact and aftermath of Hurricane Katrina. Lessons include proper planning, mitigation,
in-crisis decisions, evacuation, recovery, and how managers can avoid devastating breakdowns in communication and leadership during a terrorist event or natural disaster.

CRJ 150: Introduction to Homeland Security
This course focuses on homeland security. The course addresses the functions of the Department of Homeland Security and the National Infrastructure Protection Plan framework as they relate to government, industry, and the community. The political and social foundations of terrorism and transnational organized crime are reviewed. This course provides an overview of intelligence, counterintelligence, weapons of mass destruction, cyber crime, and border security. In addition, this course addresses the importance of policing and its effectiveness in combating terrorism.

CRJ 200: Criminal Procedure and Criminal Evidence
This course provides a comprehensive overview of the various components of the criminal justice system and examines the trial process and the roles of the jury, judge, attorneys, and witnesses.

CRJ 210: Criminal Investigations
This course teaches students the fundamentals of criminal investigation by examining the processes involved in identifying and arresting criminal suspects, identifying types of crimes, and preparing for court.

CRJ 215: Investigative Report Writing
This course introduces the student to report writing elements and reviews basic writing skills, including first person and active voice. It addresses several aspects of report writing, such as investigation basics, note taking, identifying facts, interviewing skills, and describing persons and property. It also explores writing search warrants and the use of expert opinion.

CRJ 240: Juvenile Justice
This course provides an overview of American juvenile justice, in terms of both system and practice. It examines the juvenile offender, causes of juvenile crime, the juvenile court system, and juveniles in the adult court system. This course also looks at institutionalization, rehabilitation, the treatment of juveniles, and the future of juvenile justice in America.

CRJ 300: Probation and Parole
This course focuses on adult and juvenile probation, parole, and related institutions. The history and administration of probation and parole will be reviewed. The importance of presentence investigation in the sentencing process will be discussed. Students will examine the basic models for administering parole and will analyze the role of rehabilitation. In addition, the role of probation and parole officers and supervision will be examined.

CRJ 301: Criminal Law
This course studies the historical background and foundations of American criminal law, including United States Constitutional requirements, Federal and State court organization and jurisdiction, criminal law basics, and rules of evidence and procedure. It covers various categories of crimes and offenses including assault, homicide, sex offenses, theft, arson, forgery, narcotics, extortion, traffic offenses, crimes affecting the judicial process, and organized crime.

CRJ 302: Effective Professional Communications
This course aims to provide a better understanding of research and communications in a professional environment. It familiarizes students with the techniques, strategies, and forms of writing used in the professional world. This course will increase students’ knowledge of organizational writing and communications, including case analysis, data interpretation, problem solving, and report writing. This also covers basic police correspondence and regular police work requiring oral and written reports, investigation and interrogation, and many other police duties and responsibilities.

CRJ 305: Ethics in Criminal Justice
This course introduces the subject and scope of ethics in the everyday world of crime, law, and justice. It explores, in a stimulating and practical way, a range of ethical value-based concepts and perspectives designed to familiarize students with their importance both within the complex world of crime and justice and outside of it. It encourages students to reflect on and apply ethical concepts and principles to “real-life” issues and scenarios in criminal justice.

CRJ 310: Correctional Counseling and Treatment
Credits
This course teaches students how to apply evidence-based counseling and treatment approaches to rehabilitate offenders by helping to enhance offenders’ mental health, cognitive functioning, academic achievements, vocational aptitude, and social skills. Each module is designed to raise important issues, formalize ideas, and document best practices from which effective correctional programs can be replicated. **Prerequisite: PSY 140**

**CRJ 315: Prison and Jail Administration** 3 Semester Credits
This course will address the administering courts and corrections agencies within justice administration. It will analyze justice administration from a systems perspective, considering all of the components of the justice system and their administration, issues and practices. In addition, this course will focus on the practical aspects of justice administration. The primary intent of the course is to familiarize the student with the methods and challenges of criminal justice administration.

**CRJ 320: Forensic Investigation** 3 Semester Credits
This is an introductory course to criminalistics which explores the history and scope of forensic science. Criminalistics is the application of science to those criminal and civil laws that are enforced by police agencies in a criminal justice system. The scope of this course includes discovery of a crime scene, the most important location of evidence, physical evidence, and analytical techniques for organic and inorganic materials, forensic toxicology, firearms, ammunition, unique tool marks, and various impressions, among others. **Prerequisite: CRJ 200**

**CRJ 325: Advanced Criminal Investigation I** 3 Semester Credits
This course covers the fundamentals of modern criminal investigation in a field-based approach, and its application to the more important serious felonies. Basic investigative responsibilities, as well as specific procedures employed in the investigation of various types of crimes, will be presented. A variety of crimes ranging from robbery, sex offenses, and homicides will be discussed, as well as interviewing and interrogation skills. During the course, students will find that the ability to conduct thorough criminal investigations is learned by studying the investigative process and can be refined by hands-on experience. **Prerequisite: CRJ 210**

**CRJ 326: Advanced Criminal Investigation II** 3 Semester Credits
This course builds on the fundamentals of criminal investigation that were studied in Advanced Criminal Investigation I. Various classifications of crime and specific examples of crimes are discussed. Where indicated, special challenges to investigating the crime are explored. Proving the elements of the crime and various types of inquiries applied to the investigative process are also discussed. **Prerequisite: CRJ 325**

**CRJ 335: Kinesic Interviewing** 3 Semester Credits
Of all the topics taught in law enforcement academies and criminal justice training centers throughout the United States, one of the most critical topics is the principles of interview and interrogation. This course equips the criminal justice student with a complete and practical set of procedures and techniques needed for interviewing and interrogation that include non-verbal cues of deception. This new investigative science that studies human behavior and body language is vital to any case that investigators obtain essential information from victims, witnesses and informants, and that confession’s from suspects stand up to court scrutiny. **Prerequisite: CRJ 200**

**CRJ 350: Homicide Investigation I** 3 Semester Credits
The purpose of this course is to equip the criminal justice student with a complete and practical set of methods for processing a homicide. The course provides the student with the most practical and conventional information available to detectives who are responsible for conducting intelligent investigations into violent and sudden death. **Prerequisite: CRJ 210**

**CRJ 450: Homeland Security and Emergency Management** 3 Semester Credits
The primary focus of this course is to provide information on how to recognize threats, act on threats, and provide patient care when a threat to homeland security occurs. It also explores the communication that is vital during a homeland security emergency. This course covers biological, nuclear, chemical, incendiary, and explosive threats. It also examines threats resulting from clandestine drug laboratories, as well as step-by-step procedures for using related equipment.

**CRJ 455: Investigation of Organized Crime** 3 Semester Credits
This course explores the origins and development of organized crime in the United States. It describes the types of criminal organizations, by looking at their goals, structures, and activities. The history of the major investigations into organized crime syndicates is discussed, and the effective legal and law enforcement strategies are outlined to combat various types of criminal organizations. This course explains the understanding of the concept of organized crime, what is and what is not considered to be organized crime, and the necessary historical foundation for understanding the evolution, development, and current status of organized crime. **Prerequisite: CRJ 210**
CRJ 460: Investigation of Terrorism 3 Semester Credits
The Global War on Terror has posed new challenges for law enforcement organizations to contribute to the security of the United States. The purpose of this course is to offer the latest information on the technology, weapons (including weapons of mass destruction), transportation modes of terrorists, and profiles of terrorists themselves. Likely trends in twenty-first century terrorism and the law enforcement response are also discussed. **Prerequisite:** CRJ 210

CRJ 480: Investigation of Computer Crime 3 Semester Credits
The purpose of this course is to equip the criminal justice student with a complete and practical set of technological procedures and techniques for digital crime. This course will cover the challenging process of seeking scientific truth through analysis of digital evidence. As computer criminals grow more sophisticated, digital forensics must keep pace in order to pierce the veil of deception that makes such crimes as identity theft more common. **Prerequisite:** CRJ 210

CRJ 493: Security Systems, Procedures & Developments 3 Semester Credits
This course introduces students to security management principles, practices, and protection concepts. It addresses security management and operations post-9/11 era. It also covers a multitude of security-related subjects and their applications, from physical to computer security, risk assessment to loss prevention, and homeland security. Finally, it will examine these subjects and their applications from the perspectives of private, public, business, and legal perspectives of security. **Prerequisite:** CRJ 120

CRJ 499: Senior Capstone 3 Semester Credits
The capstone project allows students to apply the knowledge and skills acquired in their courses to the work environment. The Senior Capstone emphasizes the student initiative in defining and investigating problems or projects focusing on integration and application of theory through research or experiential projects. This project is completely individualized; students are encouraged to select work-related projects that are of particular interest to them and that will result in professional growth. **Prerequisite:** Completion of all major requirements or concurrent enrollment in last major course

ECN 150: Introduction to Microeconomics 3 Semester Credits
In this introductory course, students learn basic economic concepts, analyze the decision making process of individuals and firms within the supply and demand framework and its effects on the micro economy. The course also focuses on the theories of firm behavior under different market structures and studies the process of resource allocation through the “invisible hand” of the market, sometimes helped by government regulation to ensure a balance between equity and efficiency.

ECN 151: Introduction to Macroeconomics 3 Semester Credits
In this introductory course, students learn basic economic concepts and analyze individual and economy-wide decisions, using the supply and demand framework. The course also focuses on aggregate economic behavior through the study of economic growth, inflation, unemployment, and money supply. It addresses a number of policy questions and issues related to the way these variables affect the health of the economy in the near and long terms.

ECN 320: Microeconomics 3 Semester Credits
This course examines the basic functions and activities of the free market system, including supply and demand analysis, consumer behavior, forms of competition, and factors of production. **Prerequisite:** ECN 150

ECN 321: Macroeconomics 3 Semester Credits
This course is a survey of the structure of the U.S. economy and macroeconomic issues, including resource utilization, consumption and investment, government impact on the economy, macroeconomic policy, and international trade. **Prerequisite:** ECN 151

ENG 105: Beginning Writing 3 Semester Credits
The Beginning Writing course reviews basic English concepts and introduces students to academic-level writing with an emphasis on basic grammar and composition. Students will apply their learning to a variety of writing activities emphasizing the development of paragraphs and essays.

ENG 160: English Composition I 3 Semester Credits
This course is designed to help students master the traditional five-paragraph essay along with its variations. Students will learn how to support a thesis with specific evidence and how to write an effective introduction, conclusion, and title. Students will learn how to develop the nine patterns of essay development. Throughout the
course, students will review all the basic grammar rules, and they will also review and apply proper APA Style.

**Prerequisite: ENG 105**

**ENG 170: English Composition II** 3 Semester Credits
In this course, emphasis is on creating arguments that persuade, convince, and inspire. The goal is to develop writing skills that will enable students to develop powerful and persuasive arguments. Students will learn the fixed types of questions that an argument can address, helping them develop answers to significant questions concerning facts, definitions, causes, values, and actions. **Prerequisite: ENG 160**

**ENR 154: Fundamentals of Weatherization & Energy Efficiency** 3 Semester Credits
This course provides the foundations of main issues in weatherization. The first part of the course covers energy usage history, policy-related issues, and sources of energy. The second part of the course provides a basic understanding of how to measure usage, techniques for retrofitting buildings to improve efficiency, and the importance of addressing the indoor environmental quality as part of a weatherization or retrofitting project.

**FIN 202: Personal Finance** 3 Semester Credits
This course provides decision making tools that are useful in personal financial activities such as spending, saving, and borrowing. It helps students improve their current personal financial literacy, identify financial goals, and equips them with strategies to achieve these goals.

**FIN 335: Financial Management and Analysis I** 3 Semester Credits
This course examines financial theory and its applications in controlling all aspects of a firm’s financial environment, including financial planning, investment management, valuation, and capital budgeting techniques. **Prerequisite: BUS 210 and MGT 105**

**FLM 100: Introduction to Film History** 3 Semester Credits
This course examines the history of film in the United States and throughout the world with a look at the start of cinema and its continued growth in the new millennium.

**GEO 207: Global Geography** 3 Semester Credits
This course provides an introduction to the human and physical attributes of the Earth’s surface. More specifically, it covers the physical, historical, human/cultural, economic, political, and religious/spiritual aspects of each of the different regions and realms of our global society.

**HIM 208: Electronic Health Information Management** 4 Semester Credits
Electronic Health Information Management covers the different healthcare organizations and guides students through the various areas of the field. Students will learn the different influences of organizations, such as the American Health Information Management Association (AHIMA) and The Joint Commission (formerly known as JHACO). Additionally, students will be introduced to Electronic Health Records (EHR) software, which is commonly used in healthcare settings. Students will learn how to enter patient demographics, store and retrieve patient records and chart notes, and transfer and import documents into the EHR. *Please see specific program for technology requirements (pp. 78-80).*

**HIM 228: Medical Billing and Reimbursement** 4 Semester Credits
This course is designed to orient students to the background and importance of insurance, coding, and the billing processes encountered in a physician office setting. Students will have the opportunity to learn about the reimbursement process and all aspects of insurance billing for a full range of today’s healthcare plans. Emphasis is placed on the importance of accurate healthcare documentation and the contents of the medical record including: documentation requirements, legal and ethical issues, HIPAA regulations, and the AHIMA standards of ethical coding practices. **Co-requisite: HIT107**

**HIS 125: World Civilization I** 3 Semester Credits
This course is a broad survey of world history from the ancient civilizations of Mesopotamia to the mid-Sixteenth Century. The course examines political, economic, and social structures as well as cultural expressions of each civilization through art, architecture, literature, and religion.

**HIS 225: World Civilization II** 3 Semester Credits
This course is a broad survey of world history from the late-16th century through the present, with an emphasis on political, intellectual, and social history.

**HIT 107: Medical Terminology** 3 Semester Credits
This course is designed to teach the basics of medical terminology. Medical Terminology orients students to the accurate uses, definitions, spelling, and pronunciations of medical terms used in the health care field. Students will analyze terms while learning to divide them into suffixes, prefixes, and combining forms. Emphasis will be placed on relating medical terms to the structural organization of the body. Through practical applications, students will learn to link abnormal conditions and diseases with diagnostic tests and procedures. Additionally, students will be introduced to common medical abbreviations, acronyms, and symbols.

HIT 235: Medical Office Technology 3 Semester Credits
This course teaches the skills necessary to use Medisoft Advanced Patient Accounting, one of the leading medical billing and scheduling software programs. Students will build their skills with Medisoft and will provide them with the knowledge they need to learn other medical billing software programs. *Please see specific program for technology requirements (pp. 78-80).

HIT 260: Basic Diagnostic Coding 3 Semester Credits
This course focuses on learning the coding conventions and guidelines for the ICD-9-CM and ICD-10-CM medical coding systems and then applying the rules to accurately assign codes for patient medical services. You will become familiar with the ICD-10-CM Draft, the history of ICD-10 coding, and when adoption of this code set will take place. Emphasis will be placed on the coding guidelines and the official rules established for the use of the standard code sets in different healthcare settings. In addition to coding diagnostic services, a variety of healthcare payer systems are presented, such as managed care, Medicare, HMOs, and PROs. Prerequisite: BIO 106

HIT 270: Basic Procedural Coding I 3 Semester Credits
This course focuses on learning the coding rules for the CPT and Level II HCPCS medical coding systems and then applying the rules to accurately assign codes for patient medical services. Emphasis will be placed on coding for physician services in multiple settings, such as physician office, hospital, emergency room, and operating room, utilizing procedure codes from the E/M, Anesthesia, Surgery Guidelines and General Surgery, Integumentary System, Musculoskeletal System, Respiratory System, and Cardiovascular System sections of the CPT. Prerequisite: HIT 260

HIT 280: Basic Procedural Coding II 3 Semester Credits
This course focuses on learning the coding rules for the CPT and Level II HCPCS medical coding systems and then applying the rules to accurately assign codes for patient medical services. Emphasis will be placed on coding for physician services in multiple settings, such as the physician office, hospital, emergency room, and operating room, utilizing procedure codes from the following sections of the CPT: Hemic; Lymphatic; Mediastinum and Diaphragm; Digestive System; Urinary and Male Genital Systems; Reproductive, Intersex Surgery, Female Genital System, and Maternity Care and Delivery; Endocrine and Nervous Systems; Eye, Ocular Adnexa, Auditory, and Operating Microscope; Radiology; Pathology/Laboratory; and Medicine. Prerequisite: HIT 260

ISY 102: MS Office Fundamentals 3 Semester Credits
Microsoft® Office Fundamentals will help students develop basic proficiency with Microsoft® Word, Excel®, and PowerPoint® through the completion of hands-on projects.

ISY 315: Networking and Telecommunications 3 Semester Credits
This course is an introduction to the hardware, software, standards, and concepts used in modern local and wide area networks. This course examines network design through case studies and exercises.

ISY 341: Decision Support Systems 3 Semester Credits
This course introduces the decision-making process and the computer technologies that help support it. Prerequisite: MIS 340

LAW 189: Medical Law and Ethics 3 Semester Credits
This course focuses on the critical role that law and ethics play in the healthcare organization. LAW 189 explains the importance of the legal system, professional responsibilities, medical liability, and public duties and regulations. The course outlines the role of Health Insurance Portability and Accountability Act (HIPAA) as well as reviews the relationship between privacy and confidentiality. Students will also explore how medical ethics affect life, death, and healthcare.

MAT 105: Basic College Mathematics 3 Semester Credits
The Basic College Mathematics course focuses on concepts and applications of arithmetic, including whole numbers, fractions, decimals, ratios, proportions, percentages, graphical displays, measurement, geometry, real numbers, and algebra. This course provides thorough instruction and examples on how to solve basic math
problems and will provide the student the basic math skills needed in the common workplace and in real-life situation.

**MAT 110: Beginning Algebra**  
Beginning Algebra helps students learn the basic mathematical concepts of algebra before they move on to the next level in their mathematics curriculum. This course prepares students by having them apply some of the most common formulas and theorems. **Prerequisite: MAT 105**

**MAT 120: College Algebra**  
This course provides students a working knowledge of college-level algebra. Algebra is the study of equations, inequalities, and functions. This course concentrates on linear and quadratic equations, word problems, polynomials, and rational and radical equations. The students also learn graphs and applications of algebra to the real world. **Prerequisite: MAT 110**

**MED 183: Pharmacy Technician**  
This course is designed to teach the basics of the pharmacy technician profession and includes textbook readings with many in-depth exercises, step-by-step instruction, including media-assisted learning, and supplementary informational resources. The numerous topics that students will learn about include pharmaceutical terminology, training and certification requirements, origins of pharmacy and pharmacy technicians, pharmacy settings, formulating and calculating prescriptions, biopharmaceutics, informational pharmacy resources, drug regulation and administration, billing and reimbursement, and how each body system interacts with the varying pharmaceutical drugs.

**MED 199: Medical Administrative Assisting**  
This course is designed to teach students the basics of medical administrative assisting. Students will learn effective time management and problem solving skills that will enable them to deal effectively with human behaviors in a medical environment and become successful and employable medical administrative assistants. The Medical Administrative Assisting course offers students a sound education and provides them with the competencies and skills to enter the healthcare workforce as a viable team member.

**MED 283: Pharmacy Calculations**  
This course is designed to teach the basics of pharmacy calculations and includes textbook readings with many practice exercises and step-by-step instructions. Students will learn how to perform basic and business math skills. Calculations and conversions for health care measurement systems will be outlines. Students will learn how to calculate solutions for medication and prescription orders as well as compute special medical calculations. **Prerequisite: MAT 110 or MAT 120**

**MGT 105: Essentials of Management**  
This course offers a skill-based and practical approach to management education. It provides a concrete understanding of how processes such as planning and decision-making, theories of organization, leadership, and motivation relate to business activity. Through exercises and case studies, the student will develop managerial skills and sharpen critical thinking skills.

**MGT 186: Human Resource Management**  
This course focuses on the critical role that human resource management plays in the healthcare organization. The course outlines the importance of strategic human resource management and identifies the legal issues involved. Job design, recruitment, organizational relations, and employee retention, training, development, and performance management are discussed. The course also reviews the responsibility that human resource management has in regards to labor relations, compensation and benefits, safety, health, and security in the healthcare organization.

**MGT 305: Quality Management**  
This course introduces students to the statistical bases of quality control and the application of these tools to the design, implementation, and analysis of a quality management system, while also addressing the underpinnings of quality theory and quality philosophy. **Prerequisite: MGT 105 for Business majors**

**MGT 320: Leadership in Organizations**  
This course provides a basic foundation of skills needed to equip students for future leadership activities. It introduces the history, philosophy, theories, and concepts of leadership, and its relationship to the management of organizational change. Students identify and hone their own personal characteristics that will help them develop into effective leaders. **Prerequisite: MGT 105 for Business majors**
MGT 494: Strategic Management 3 Semester Credits
This course is designed to help students effectively guide an organization toward a profitable and dynamic future. This course provides students with a formal method of defining the organization’s purpose and aligning the entire business to achieve corporate goals. It also examines emerging technologies in information processing as an important element of strategic planning. Practical analysis of strategic management is presented through current and relevant case studies to maximize learning opportunities. **Prerequisite:** BUS 306, MGT 105

MIS 335: Information Systems Analysis 3 Semester Credits
This course introduces the tools and techniques used in systems analysis and design, including PERT and Gantt charts, economic feasibility analysis, data flow diagramming, and other modeling techniques. Primary focus is on the early phases of the systems development life cycle.

MIS 340: Management Information Systems 3 Semester Credits
This course explores the managerial aspects of effectively integrating and utilizing technology to solve business problems and improve managerial decision-making. This course also shows students how businesses use information systems and technology to accomplish their goals, objectives, and competitive strategy. **Prerequisites:** MIS 335

MIS 415: Introduction to Electronic Commerce 3 Semester Credits
This course examines eCommerce and its influence on today’s marketing and selling of products and services. Internet consumer retailing (B2C), business-to-business (B2B), consumer-to-consumer (C2C), social networks, and other models are discussed in detail, and payment systems, fraud, and security have been explained. Managerial issues have been discussed at every step. **Prerequisite:** MIS 340

MKT 220: Principles of Marketing 3 Semester Credits
This is an introductory course designed to provide you with a comprehensive understanding of the bedrock concepts of marketing. It will introduce present the basic principles of marketing that have existed for many years, plus the marketing principles that are on the cutting-edge of current marketing thinking. These cutting-edge subjects are largely being driven by technology and the Internet.

MKT 306: Marketing Research 3 Semester Credits
This course describes the latest marketing research processes, techniques, and methodologies that produce marketing insights, with an emphasis on the role the Internet plays in marketing research. **Prerequisite:** MKT 220

MKT 307: Sales Management 3 Semester Credits
This course covers the topics of personal selling, relationship building, and explores the decisions companies face in developing and managing a sales force. The course explores the topics of recruiting, selecting, training, supervising, motivating, and evaluating sales personnel. **Prerequisite:** MKT 220

MKT 308: Marketing Management 3 Semester Credits
This course builds on a student’s understanding of basic marketing principles with a case study approach that focuses on solving marketing problems with the latest tools and techniques. It advances skills in utilizing marketing knowledge to develop and maintain successful marketing strategies. **Prerequisite:** MGT 105, MKT 220

MKT 434: Marketing in the New Economy 3 Semester Credits
This course presents a framework to integrate electronic resources with traditional marketing processes. The student explores how to manage marketing processes of situation analysis, how to direct marketing planning and targeting, and how best to implement effective Internet marketing programs. **Prerequisite:** MKT 220

MKT 451: Internet Marketing 3 Semester Credits
This course elaborates on e-marketing planning and marketing mix topics from a strategic perspective. Students will learn about the context for marketing planning for both the legal and global environments. In addition, students will learn about the e-marketing strategy, the marketing mix, and customer relationship management strategy and implementation issues. **Prerequisite:** MKT 220

ORI 100: Allied Online Orientation for Students 0 Semester Credits
This course provides tutorials and instructions to help you better understand AAU’s Learning Management System. Although this orientation course does not provide semester credit hours, your completion of this course provides the foundation for proper completion of further courses.

PHI 100: Introduction to Philosophy 3 Semester Credits
This course examines various philosophical theories, comparing and contrasting these theories in applying them to different philosophical questions. It is an introductory level course that examines the schools of thought in the main branches of philosophy, which include metaphysics, ethics, and epistemology. This course will examine the views held by many philosophical philosophers such as Plato, Aristotle, George Berkeley, Rene Descartes, John Locke, Immanuel Kant, and many others. This course will provide an overview on various topics such as the existence of God, the relation between the mind and the body, human freedom, and the foundations of morality.

**PHI 107: Introduction to Ethics**
This course examines the historical and philosophical discussion of ethics and moral philosophy. Introduction to Ethics analyzes issues of morality and moral knowledge, such as the concepts of right and wrong, good and evil, and virtue in connection to well-known philosophers. This course focuses on the overall discussion of ethics and studies its subdivisions of moral philosophy.

**PSY 140: Introduction to Psychology**
This course is the study of the facts, principles, and theories of psychology.

**PSY 300: Abnormal Psychology**
This course will provide a broad survey of what is considered to be abnormal behavior. This course explains the scientific bases of contemporary theories of major psychological disorders such as schizophrenia, depression, and anxiety. Emphasis will be placed on a scientific, empirical view. The primary focus of the course is the description of various symptoms, syndromes and illnesses, but research and theories concerning etiology will also be covered. **Prerequisite: PSY 140**

**PSY 308: Social Psychology**
This course is designed to teach the critical aspects of social psychology, such as social recognition and perception, group processes, interpersonal attraction, pro-social behavior, aggression, attitudes, and prejudice. Students will be given insight into each topic with the use of significant and interesting examples that have occurred in recent times. **Prerequisite: PSY 140**

**SCI 110: Environmental Science**
The Environmental Science course explores the relationship between humans and the environment. Students will examine the balance between natural resources and the needs of mankind, and they will explore the scientific, political, economic, and social implications of environmental science.

**SOC 135: Introduction to Sociology**
This course provides an overview of the terminology, theories, and processes used by sociologists to study how groups, cultures, institutions, norms, and values all work to shape society and an individual's perception of the world.

**SOC 250: Society and Technology**
This course examines the broad implications of technological innovation on social organizations in terms of personal, political, economic, and environmental issues.

**SOC 280: Social Science Research**
The Social Science Research course focuses on the history, development, process, and dissemination of social science research. The course covers quantitative research methods, including experimental research, survey research, and nonreactive research. The student will also learn about qualitative research methods, including field research and historical-comparative research. The ethical and political issues facing each method are explored. Other topics include social science theory, approaches to social science research, literature reviews, research reports, research proposals, sampling methods, and statistical analysis.
University Faculty and Qualifications
(Full-time faculty*)

Allied Health

Shazia Ashraf, M.S.A.
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Deborah Cardillo, M.B.A.
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Benjamin Tran, M.S.

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Erick Vounzi, M.S.

Criminal Justice

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Nick Barbella, M.A.S.
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Marcial Foil, M.S.

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Shem Unger, Ph.D.

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# Appendix of Changes

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<td>pp. 14-15</td>
<td>Admissions procedures have been revised.</td>
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<td>p. 37</td>
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<td>p. 79</td>
<td>Certificate Programs: Discontinued Business Administration and Criminal Justice Certificate Programs</td>
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<td>p. 99</td>
<td>Discontinued Concentration in Computer Information Systems in the Associate of Arts in General Studies</td>
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<td>pp. 79-113</td>
<td>Discontinued the following courses and removed their course descriptions: BUS 100, BUS 244, BUS 395, BUS 474, CHM 101, CHM 105, CRJ 130, CRJ 135, CRJ 155, CRJ 330, CRJ 451, CRJ 490, ENG 200, ENG 205, ENG 210, ENG 310, ISY 104, ISY 105, ISY 205, ISY 206, ISY 301, MAT 115, MAT 130, MGT 370, MGT 495, OCN 320, PHI 320</td>
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