

ABRAHAM LINCOLN UNIVERSITY

Since 1996



University Catalog

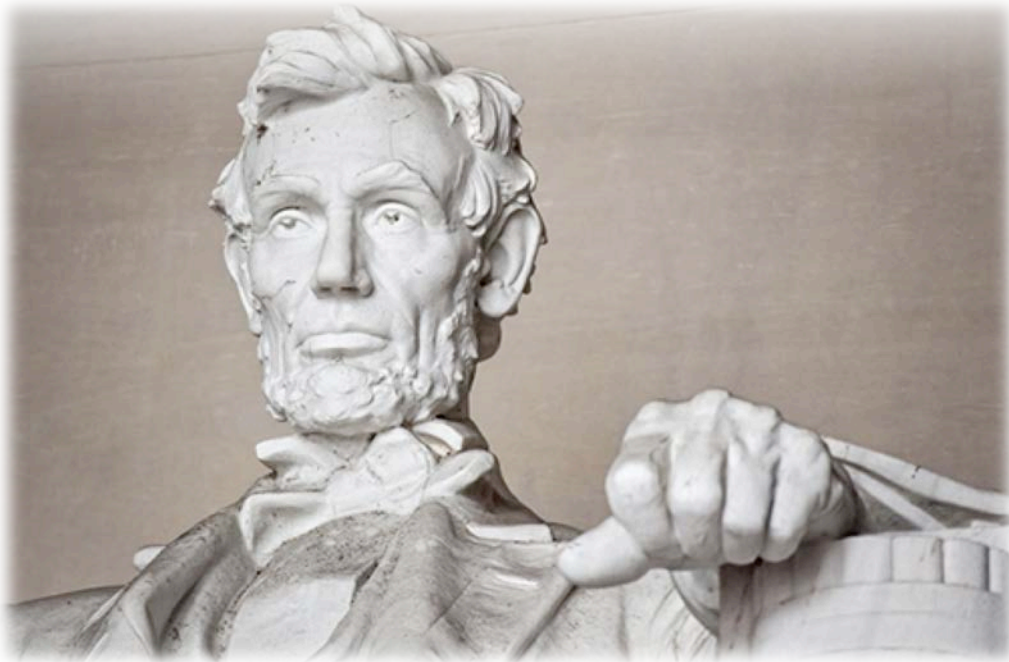
**Associate, Bachelor's, Master's & Doctorate Degrees
Diploma & Certificate Programs**

January 2018 – December 2018

GALLERIA OFFICE TOWER

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Abraham Lincoln University reserves the right to make changes at any time, with or without notice and in its sole and absolute discretion, to course structure and lecture delivery format, including the length and method of lecture delivery currently used at the university. To ensure that students are presented with a progressive and challenging curriculum, Abraham Lincoln University also reserves the right to change graduation requirements and to revise or delete courses as deemed necessary.

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Supplemental Information as of 9/06/18

Since this catalog's original 2018 publication, Abraham Lincoln University has made the following changes to the January 2018-December 2018 catalog:

Date published	Catalog Version#	Pages on which Change Appears	Change/Update
9/06/18	Univ V4-0818	(multiple)	Remove IT Programs and mention throughout
9/06/18	Univ V4-0818	cover	Cover Photo (change)
9/06/18	Univ V4-0818	pg. 5	Mission & Vision (change)
9/06/18	Univ V4-0818	(multiple)	Address (update)
9/06/18	Univ V4-0818	pgs 11-13	Doctoral and Master Application change-only 1 letter of rec for both and both need a statement of purpose.
9/06/18	Univ V4-0818	pgs. 11-12	Remove Paypal as payment option and add convenience fee notification and echeck option
9/06/18	Univ V4-0818	pg. 110	Office Hours (update)
9/06/18	Univ V4-0818	pg. 151	Update to staff: Remove Lacey and Michael Mathis.
9/06/18	Univ V4-0818	pgs. 19 & 124	Remove all mention of "Director of Financial Aid" replace with "Office of Financial Aid."

About the University

University History

In 1996, Hyung J. Park, a practicing attorney and CPA, had a vision. He believed that there could be a law school where students could take their entire curriculum online, utilizing the flexibility and the emerging power of the Internet. That vision became reality when Abraham Lincoln University School of Law was founded as one of California's and the nation's first online law schools.

ALU provides adult students with a focused and practical education. The university extensively utilizes Internet technology to deliver online course content and academic support to enhance the student's learning experience.

ALU courses can be accessed from a computer with Internet access from anywhere in the world. The university is literally an institution without national borders or travel barriers. We offer the combination of scheduling convenience and technical expediency to complement job market oriented academic programs and personalized student service and support.

The original vision of harnessing the effectiveness and convenience of distance education remains focused on adult students who strive to earn a college degree. Adding complementary undergraduate and graduate degree programs allows ALU to serve a wider student population. ALU will continue the law school tradition of academically rigorous courses and programs while, at the same time, providing individualized support at all degree levels in a true student-centered learning environment.



From the President



On behalf of the faculty and staff, it is a pleasure to welcome you to Abraham Lincoln University (ALU). The university, one of California's and the nation's pioneering online law schools, has been a prominent fixture in Los Angeles since 1996.

With the School of Law and Juris Doctor degree as the flagship, the university's expanded distance education programs focus on legal learning at many levels. Programs include certificate, diploma, associate, bachelor's and master's degrees in paralegal studies, legal studies, criminal justice, business administration, and general studies. Additionally, the university offers an online doctorate degree in business administration.

This University Catalog contains information for the diploma, associate, bachelor's, master's and doctorate programs. Detailed information about the Juris Doctor degree program may be found separately in the School of Law catalog at www.alu.edu.

The undergraduate degree programs build an academic bridge for students who may not have the required bachelor's degree for entry into the law school. Paralegal, criminal justice and legal studies programs provide course content that eases a student's transition into the demanding law school curriculum. Graduate degrees in criminal justice and business create a path for students who may not be interested in studying law or want to add specific knowledge to go along with their law degree.

The primary university mission is to provide an academic environment that leads to graduates who are prepared to make an impact in their field of study. This mission is partially accomplished by providing students with the ease of online access to faculty and courses. This student-centered focus is the foundation of ALU's commitment to provide students with the highest level of personal academic support.

ALU's commitment to personal service is genuine. Please don't hesitate to contact me, our Chief Academic Officer and admissions staff by phone or email to learn more about ALU. We are here to provide you with the academic structure and student services to lead you to your goal of earning your degree.

Hyung J. Park, Attorney, CPA, MBA & J.D.
President and Chief Executive Officer

[Academic Calendar](#)

*Effective January 2018, University courses begin on Sunday and end on Saturday.

2018 Spring Semester		January 7, 2018–April 28, 2018
January 2018 Session		
Sunday, January 7	Session Begins	
Monday, January 15	Martin Luther King Jr., Day Holiday	
Saturday, March 3	Session Ends	
March 2018 Session		
Sunday, March 4	Session Begins	
Saturday, April 28	Session Ends	
Spring Break: Sunday–Saturday, April 29 – May 5		

2018 Summer Semester		April 29, 2018–September 1, 2018
May 2018 Session		
Sunday, May 6	Session Begins	
Monday, May 28	Memorial Day Holiday	
Saturday, June 30	Session Ends	
Summer Break: Sunday–Saturday, July 1 – July 7		
July 2018 Session		
Sunday, July 8	Session Begins	
Saturday, September 1	Session Ends	

2018 Fall Semester		September 2, 2018–December 22, 2018
September 2018 Session		
Sunday, September 2	Session Begins, Labor Day Holiday	
Saturday, October 27	Session Ends	
November 2018 Session		
Sunday, October 28	Session Begins	
Thursday–Friday, November 22–23	Thanksgiving Break	
Saturday, December 22	Session Ends	
Winter Break: Sunday–Saturday, December 23–January 5, 2019		

Leadership, Mission and Standards

Abraham Lincoln University's programs and services are supported by a solid core of experts in the education field, as well as seasoned business professionals. These leaders lend their expertise to the University to enhance our value to students and the communities we serve.

Ownership

Hyung J. Park, CPA, MBA & J.D., Attorney

Soon Hee Park, Secretary and Treasurer

Board of Directors

Hyung Joo Park, CPA, MBA & J.D., President & CEO

Soon Hee Park, Secretary and Treasurer

Roy Winter, MBA, External Member

Advisory Council

George Ackerman, Ph.D, J.D., MBA

Seongyeob Choi, Ph.D

Ryann Jorban, J.D., Attorney

Jonathan Kramer, J.D.

Brian Kim, Founder and CEO, Turbo Air, Inc

Thomas Pattenaude, President, Colgate Capital

Alicia Paynter, MFA

Thomas L. Reynolds, J.D., MSCJ

Brian Schofield, Sony Pictures Executive Director of Security Operations

Carolyn Torres, J.D.

Val Vera, MS; Elected President, California Advisory Council on Military Education

Dr. Tommy Lee White, Ph.D, FPPR, FICCP, FICPPM

Annette Wiley, J.D.

Roy Winter, MBA

Greg Yacoubian, J.D.

ALU Executive Leadership Team

Hyung J. Park, CPA, MBA & J.D., Attorney and President & CEO

Robert Abel Jr., Ph.D. Chief Academic Officer

Joshua Sung, Chief Financial Officer

Jessica Park, J.D., Vice President and Dean of the School of Law

Mission, Vision, and Objectives

ALU's mission is to provide accessible, career-focused and lifelong learning opportunities to students at the undergraduate and graduate level. ALU aims to be a leader in online education for a global learning community.

Goals

ALU believes in providing students with the opportunity to achieve their educational and career-related goals to contribute to an ever-changing global community.

Institutional Objectives

- Conducting academic and business operations in an open, collaborative and ethical manner.
- Facilitating accessibility and affordability for a diverse and non-traditional student body.
- Incorporating quality into educational activities and support services that meet or exceed standards set by accrediting and regulatory bodies.
- Embedding a practitioner's perspective into the curriculum with a focus on skills, knowledge and abilities needed for entry or progression in occupations or fields of study.
- Offering a dynamic, technology-based distance education environment that expands access to postsecondary education and engages students in a rich, multimedia learning experience.
- Developing competence in communication, critical thinking, collaboration and information utilization to enhance opportunities for sustained career success.
- Providing clear learning outcomes, timely feedback and assessment to promote student course content mastery.
- Engaging in a constant process of continuous improvement through policy and course and program outcomes assessment to promote student mastery of program and course objectives, retention and graduation.

University Values

ALU's **L.E.A.D.** values shape how we work together to implement our vision with our students and each other.

Leadership

We seek to develop leadership by encouraging vision, inspiring continuous improvement, and recognizing how members of our community are making an impact in innovative and valuable ways.

Excellence

We commit ourselves to excellence in academics and public service, prioritizing our community's passion for excellence within our outcomes.

Accountability

We take ownership and hold ourselves accountable to initiatives and implementation of goals, demonstrating integrity in how we speak and act with others.

Diversity

We view diversity of thought and action as a strength that allows a community to transcend organizational and geographical boundaries and expect members of our community to treat people with respect and dignity.



Accreditation & Approvals

Distance Education Accrediting Commission

Abraham Lincoln University is accredited by the Distance Education Accrediting Commission (www.deac.org). The Accrediting Commission is listed by the U.S. Department of Education as a nationally recognized accrediting agency and is a recognized member of the Council for Higher Education Accreditation.

The Accrediting Commission is a charter member of the Council for Higher Education Accreditation (CHEA), the leading non-governmental recognition for accrediting associations. A national advocate and institutional voice for self-regulation of academic quality through accreditation, CHEA is an association of 3,000 degree-granting colleges and universities and recognizes 60 institutional and programmatic accrediting organizations.

*Distance Education Accrediting Commission
1101 17th Street, N.W., Suite 808
Washington, D.C. 20036
(202) 234-5100*

California Bureau for Private Postsecondary Education (BPPE)

The programs, with the exception of the Juris Doctor degree program, offered by Abraham Lincoln University, a private institution, have been approved to operate by the California Bureau for Private Postsecondary Education (BPPE), and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. An institution may not imply that the BPPE endorses programs, or that the BPPE approval means the institution exceeds minimum standards. Abraham Lincoln University's approval to operate by BPPE is by means of accreditation. The Juris Doctor degree program offered by Abraham Lincoln University is considered exempt by BPPE and is instead under the jurisdiction of the Committee of Bar Examiners of the State Bar of California (CBE).

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:

*2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
P.O. Box 980818, West Sacramento, CA 95798-0818
www.bppe.ca.gov
Phone: (916) 431-6959 or (888) 370-7589 (toll free) Fax: (916) 263-1897*

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 (toll free) or by completing a complaint form, which can be obtained on the bureau's Internet Web site: www.bppe.ca.gov.

Programmatic Accreditation, Recognition and Memberships

Council for Higher Education Accreditation (CHEA)

ALU is a recognized CHEA member institution. CHEA is comprised of an association of 3,000 degree-granting colleges and universities and serves as a national voice for voluntary accreditation and quality assurance to the U.S. Congress and U.S. Department of Education. DoD Armed Forces Tuition Assistance (TA) ALU is a qualified school for the Department of Defense's Armed Forces Tuition Assistance (TA). Armed Forces TA is a benefit paid to eligible members of the Army, Navy, Marines, Air Force and Coast Guard, which may pay up to 100% of tuition.

GoArmyEd

ALU's diploma and degree programs are listed by GoArmyEd, the virtual gateway from the Army Continuing Education System (ACES). GoArmyEd is used by soldiers to pursue postsecondary educational goals, Army Education Counselors to provide educational guidance, and schools to deliver degree and course offerings as well as soldier progress.

Los Angeles Paralegal Association (LAPA)

ALU is endorsed by the Los Angeles Paralegal Association, a California non-profit corporation providing networking opportunities, continuing legal educational programs, and pro bono activities for paralegals and other members of the legal community. LAPA maintains a mutually beneficial working relationship with local and state bar associations, educational institutions, and businesses serving the legal community.

Military-Friendly Recognition (MAE)

ALU has been named a military-friendly school by Military Advanced Education Magazine, the leading publication rating institutions of higher education in terms of the benefits schools provide to active-duty military, veterans, and military spouses.

Military Spouse Career Advancement Accounts (MyCAA)

ALU meets Department of Defense (DoD) eligibility requirements for participating in MyCAA. The MyCAA (Military Spouse Career Advancement Accounts) program provides up to \$4,000 over two years of financial assistance for military spouses who are pursuing degree programs, licenses, or credentials leading to employment in portable career fields.

National Association of Legal Assistants (NALA)

ALU has complied with the qualifications and requirements for membership in NALA and is a qualified member. The university has agreed to be bound by the NALA Code of Ethics & Professional Responsibility.

Peace Officers Research Association of California (PORAC)

ALU is endorsed by PORAC, a leading organization conducting research, providing education and training, and defining and enhancing standards for professionalism among California peace officers.

Veterans Education Benefits and GI Bill®

ALU is approved as an institution of higher learning through the California State Approving Agency for Veterans Education (CSAAVE) to train eligible veterans and to certify students for payment of VA Educational Assistance Benefits (GI Bill®) through the U.S. Department of Veterans Affairs.

Western Association of Veteran Education Specialists (WAVES)

ALU is an institutional member. WAVES is an association that serves the needs and interests of veterans, faculties and administrators in member institutions, which consist of educational institutions of higher learning and those offering non-college degree programs engaged in the administration of veteran's education benefits within the geographic areas served by the Muskogee Regional Processing Office.

Admission Requirements & Procedures

General Requirements

Note: Enrollment for selected programs, formats and applicants is subject to additional requirements. ALU does not accept Ability to Benefit students and does not award credit for prior experiential learning.

The university policies and procedures are aligned with the needs of adult students who typically enroll in online programs. Many students will have accumulated transfer credits from previously completed college courses, credit by examination, military training or professional course work. The shared goal is to maximize the number of transfer credits into ALU programs that are allowable by the DEAC Accrediting Commission to ensure that the student is not paying multiple times for comparable credits previously earned.

To be granted admission to ALU, a prospective student must interview with a ALU admissions advisor and complete an application for admission. In addition, all other general and specific admission requirements must be met, including those regarding age, prior education and evaluation of proficiency in the college-level skills needed for coursework in the chosen field of study. Once ALU accepts the application paperwork, applicants are provisionally admitted, pending satisfaction of all remaining admission conditions.

Applicants with prior post-secondary attendance must present transcripts indicating all previous work. Students requesting transfer credit for prior post-secondary education must submit official transcripts before credit is awarded. An unofficial evaluation of transfer credit may be provided pending receipt of official transcripts.

International or homeschooled applicants must provide an authenticated program completion document issued by a governmental authority or school supervisor. The document(s) will be reviewed by the school's Chief Academic Officer and must attest to the successful completion of a program considered to be equivalent to an accredited high school diploma or GED certificate.

ALU reserves the right to deny admission to any applicant and to change entrance requirements without prior notice. Applicants are notified of their admission acceptance or denial in writing.

Age Requirement

Each applicant must be at least 17 years old on the first day of classes. Documentation of age is required.

Prior Education Requirement

Each applicant must have earned one of the following educational credentials from a ALU recognized organization: a high school diploma or equivalent; a General Educational Development (GED®) certificate; or a post-secondary or professional degree. The diploma or other acceptable documentation of the applicant's educational achievement must be provided for the student's file by the end of registration unless the University grants an extension. An official high school transcript (or equivalent documentation) with the high school graduation date; an official GED® transcript with content scores and an indicator that the student passed the GED® test; or an official college transcript (or equivalent documentation) with the grade point average (GPA) and, if applicable, the graduation date must be provided for the student's file by the end of the second session of enrollment (see Additional Admission Requirements for International Applicants). Students who do not meet this deadline are dropped from all courses in which they are enrolled for future sessions. Until official transcripts are received, such students may not enroll.

Special Admission Requirements for Nonmatriculated Applicants

Applicants wishing to enroll in courses for personal or professional enrichment, but who do not intend to pursue a program of study, must submit an application for admission, demonstrate they possess the requisite skills and competencies for the intended coursework and meet requirements outlined in the admissions process; an academic administrator will evaluate applicants' status by appropriate means. Applicants who did not demonstrate college-level skills required for the chosen program or who failed to meet ALU's standards of academic progress may not enroll as nonmatriculated students.

Enrollment with nonmatriculated status is limited to course attempts totaling 12 semester-credit hours, and further restrictions may be imposed if students are not making adequate progress. Nonmatriculated students seeking to pursue a program of study must submit a written request to the registrar; meet all admission, financial and academic requirements for the intended program; and sign a new enrollment agreement before permission to pursue the program of study is granted. Nonmatriculated students are not eligible for federal or state financial aid, or benefits through the U.S. Department of Veterans Affairs, the U.S. Department of Defense, the U.S. Department of Education or other federal or state entities.

Admissions Procedures

The application process is simplified to reduce processing time. Prospective ALU students complete an online application that can be accessed from the website, www.alu.edu. Prospective students indicate whether they will pursue a certificate, diploma program, associate, bachelor's, master's or doctorate degree and choose an academic program including Business Administration, Criminal Justice, General Studies, Paralegal Studies and Legal Studies. Prospective students complete an application and interview with a ALU admissions advisor/representative who provides information on programs, start dates, part-time work, student housing and graduates' employment opportunities. When all admission requirements are fulfilled, applicants are notified in writing of their admission status.

Undergraduate Degree, Diploma or Certificate Program Requirements

Applicants for an undergraduate degree, diploma or certificate program at Abraham Lincoln University (ALU) must submit the following items:

- An application form, with an application fee/credit evaluation fee where applicable. All applicants except for U.S. military and veteran students must pay a non-refundable application fee of \$50.00 by credit card, debit card, or e-check in order for applications to be processed. Credit and debit card payments will be charged an additional 3.5% convenience fee. The application/credit evaluation fee is for evaluation of any previously earned credit for possible transfer toward an ALU degree program.
- Proof of High School Graduation or its equivalent.
- Documentation of a current government-issued photo ID.
- A resume, curriculum vitae or list of professional accomplishments.
- Transcripts for any previous baccalaureate study that the applicant wants to submit to ALU for possible transfer credit into an ALU program. Transcripts must be sent directly to the Abraham Lincoln University Registrar's Office by the granting institution(s). Due to this step being potentially time-consuming, applicants are advised to submit transcripts early. Unofficial transcripts may be submitted to the Registrar initially to expedite transfer credit evaluation, but students who are admitted to the university *must* submit official transcripts no later than 30 days from the start of the course.
- For applicants who are seeking to use Veterans Affairs (VA) educational benefits:
 - DD214 Form;
 - Official transcripts from *all* previously attended institutions. If the applicant is unable to obtain official transcripts, please contact the admissions office for guidance;
 - Note: Once admitted to the University, students using VA educational benefits must submit Certificate of Eligibility (COE or NOBE) before the start of the first applicable course.

Once all admissions and enrollment action items are complete, students are enrolled into an online orientation course and are provided access to the Student Learning Center.

Graduate Degree Program Requirements (Master's Level)

Applicants for a graduate degree program (master's level), including graduate-level certificate programs, at Abraham Lincoln University (ALU) must submit the following items:

- An application form, with an application fee/credit evaluation fee where applicable. All applicants except for U.S. military and veteran students must pay a non-refundable application fee of \$50.00 by credit card, debit card, or e-check in order for applications to be processed. Credit and debit card payments will be charged an additional 3.5% convenience fee. The application/credit evaluation fee is for evaluation of any previously earned credit for possible transfer toward an ALU degree program.
- Evidence of a bachelor's degree in the form of an official transcript from a college or university accredited by an accrediting agency recognized by the United States Department of Education or an equivalent degree from a recognized foreign college or university.
- Documentation of a current government-issued photo ID.
- A resume, curriculum vitae or list of professional accomplishments.

- Transcripts for any previous baccalaureate and post-baccalaureate study that the applicant wants to submit to ALU for possible transfer credit into an ALU program. Transcripts must be sent directly to the Abraham Lincoln University Registrar's Office by the granting institution(s). Due to this step being potentially time-consuming, applicants are advised to submit transcripts early. Unofficial transcripts may be submitted to the Registrar initially to expedite transfer credit evaluation, but students who are admitted to the university must submit official transcripts no later than 30 days from the start of the course.
- For applicants who are seeking to use Veterans Affairs (VA) educational benefits:
 - DD214 Form;
 - Official transcripts from *all* previously attended institutions. If the applicant is unable to obtain official transcripts, please contact the admissions office for guidance;
 - Note: Once admitted to the University, students using VA educational benefits must submit Certificate of Eligibility (COE or NOBE) before the start of the first applicable course.
- One (1) Professional/ Academic Reference Form.
- A Statement of Purpose addressing why you are seeking the degree.

Once all admissions and enrollment action items are complete, students are enrolled into an online orientation course and are provided access to the Learning Center.

Doctorate Degree Program Requirements (Excluding Juris Doctor Degree Program)

Applicants for a doctorate degree program (except for the J.D degree program¹), including post-graduate certificate programs, at Abraham Lincoln University (ALU) must submit the following items:

- An application form, with an application fee/credit evaluation fee where applicable. All applicants except for U.S. military and veteran students must pay a non-refundable application fee of \$50.00 by credit card, debit card, or e-check in order for applications to be processed. Credit and debit card payments will be charged an additional 3.5% convenience fee. The application/credit evaluation fee is for evaluation of any previously earned credit for possible transfer toward an ALU degree program.
- Evidence of a master's degree in the form of an official transcript from a college or university accredited by an accrediting agency recognized by the United States Department of Education or an equivalent degree from a recognized foreign college or university.
- Documentation of a current government issued photo ID.
- A resume, curriculum vitae or list of professional accomplishments.
- Transcripts for any previous baccalaureate and post-baccalaureate study that the applicant wants to submit to ALU for possible transfer credit into an ALU program. Transcripts must be sent directly to the Abraham Lincoln University Registrar's Office by the granting institution(s). Due to this step being potentially time-consuming,

¹ Please see the separate School of Law Catalog for Juris Doctor (J.D.) degree program policies.

applicants are advised to submit transcripts early. Unofficial transcripts may be submitted to the Registrar initially to expedite transfer credit evaluation, but students who are admitted to the university *must* submit official transcripts no later than 30 days from the start of the course.

- For applicants who are seeking to use Veterans Affairs (VA) educational benefits:
 - DD214 Form;
 - Official transcripts from *all* previously attended institutions. If the applicant is unable to obtain official transcripts, please contact the admissions office for guidance;
 - Note: Once admitted to the University, students using VA educational benefits must submit Certificate of Eligibility (COE or NOBE) before the start of the first applicable course.
- One (1) Doctoral Applicant Reference Form
- A Statement of Purpose addressing why you are seeking the degree.

When all admission requirements are fulfilled, applicants are notified in writing of their admission status.

Transfer Credit Evaluation

As part of the admissions process, prospective students may send an official transcript to the Registrar for transfer credit evaluation. These transcripts must be sent to ALU directly from the institution or military branch where the credit was earned or sent by student as long as the official transcript is sealed from the originating institution, no later than 30 days from the start of the first course. The assessment is used to generate an individual degree plan (IDP).

Individual Degree Plan

After the transcripts are evaluated, transfer credit is applied to the selected program. An individual degree plan showing the transferred credit, along with remaining courses required to graduate, is created and sent to the applicant. The admissions representative contacts the prospective student at this point and answers any questions related to the degree plan or the enrollment process. For students using the GI Bill®, the VA is notified prior to enrollment. VA notification occurs for first time enrollment and for all additional course reenrollments.

Completing the Enrollment Process

Once the individual degree plan is approved and all required documents are submitted, the enrollment process is completed, and the applicant officially becomes a student. First time ALU students will need to complete orientation steps. The orientation gives students the opportunity to become comfortable with the university's online student learning center platform and helps them successfully complete their course work.

Applicants with International Degrees and Credentials

ALU encourages applications from students around the world. No English language services, however, are offered. No I-20 student visa services are provided since ALU is a distance learning institution and requires no resident or physical classroom attendance.

Qualifications of applicants who speak English as a second language or who have earned credits or degrees in a country other than the U.S. are required to provide additional documentation during the application and enrollment process.

Submitting Academic Documentation

Students are required to have official copies of transcripts from secondary schools and colleges and universities that they have attended sent directly to ALU. Transcripts in languages other than English must be accompanied by a certified translation.

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

Verifying English Proficiency

International applicants whose native language is not English and have not completed their studies at an accredited U.S. college or university must submit evidence of English proficiency through one of the following sources:

English Equivalency Measurement	Undergraduate MIN Score	Graduate MIN Score
TOEFL PBT (Paper Based Test)	500	530
TOEFL iBT (Internet Based Test)	61	71
International English Language Test (IELT)	6.0	6.5
Pearson Test of English Academic Score Report	44	50
College Board Accuplacer ESL Exam Series	Language Use: 85 Listening: 80 Reading: 85 Sentence Meaning: 90 Writeplacer: 4 Comprehensive: 350	
Eiken English Proficiency Exam	Pre-1	
Appropriately Accredited Institution recognized by the U.S. Secretary of Education and/or the Council of Higher Educational Accreditation (CHEA)	30 semester credit hours at 2.0+ GPA	30 semester credit hours at 3.0+ GPA
Accepted foreign equivalent listed in the International Handbook of Universities where the language of instruction was English.	30 semester credit hours at 2.0+ GPA	30 semester credit hours at 3.0+ GPA

Rescinding Admission

Applicants who submit documents that are forged, fraudulent, altered, obtained inappropriately, materially incomplete or otherwise deceptive may be denied admission or have their admission rescinded.

For those already enrolled when a fraudulent document is discovered, the misconduct is adjudicated using procedures specified in the Code of Conduct and may result in rescission of admission; revocation of a financial aid award; and/or in permanent expulsion from all ALU institutions, including other ALU University locations.

Students whose admission is rescinded remain responsible for fulfilling financial obligations to any ALU institution; federal, state and local governments; and private loan providers.

Tuition & Fees

(Effective January 2018 Session)

The following tables contain the ALU tuition and fees. While every effort is made to maintain costs at a reasonable level, tuition and fees are subject to change at the discretion of the university.

Tuition Schedule – Semester Credit Hour Rate

Tuition rates for the certificate, diploma, associate, bachelor's, master's, and doctorate degree courses and programs are as follows:

Program/ Degree	Semester Credit (1)	Semester Credit (3)	Total Program
Certificate (Undergraduate)	\$250	\$ 750	\$3,000-\$6,000
Certificate (Graduate)	\$350	\$1,050	\$4,200-\$6,300
Certificate (Post-Graduate)	\$450	\$1,350	\$8,100-\$9,450
Diploma	\$250	\$ 750	\$ 7,500
Associate	\$250	\$ 750	\$15,000
Bachelor's	\$250	\$ 750	\$30,000
Master's	\$350	\$1,050	\$12,600
Doctorate ²	\$450	\$1,350	\$27,000

Tuition is the total student cost for course instruction and student service. Tuition for ALU courses and programs is calculated on a semester credit hour basis. Each ALU course is three (3) credit hours. Students typically enroll in one or two courses at a time within their individual degree plan. Students may petition the university to enroll in a complete semester which would consist of 12 to 15 semester credits for undergraduate and 9 to 12 semester credits for graduate programs.

² This rate is not applicable to the Juris Doctor degree program. Please see School of Law Catalog for information related to the Juris Doctor degree program.

Military Tuition Schedule – Semester Credit Hour Rate for Master’s and Doctorate Level

U.S. military personnel serving in any of the five branches of the U.S. Armed Forces (including National Guard and Reserves) who are enrolling under the U.S. Department of Defense’s Armed Forces Tuition Assistance (TA) programs, spouses of the described military personnel, and U.S. military veterans are eligible for the following tuition rates. Textbooks and all other fees apply except where applicable fee waivers apply.

Program/ Degree	Semester Credit (1)	Semester Credit (3)	Total Program
Master’s	\$250	\$750	\$9,000
Doctorate ³	\$350	\$1,050	\$21,000

Transfer Credit Offset to Tuition

Enrolling ALU students may transfer previously earned semester units as credit toward their program or degree. If transfer credit is applicable to the degree, diploma, associate and bachelor’s programs, ALU will allow 75% of the required credits to be transferred, while the master’s degrees allow 20% and doctorate degree allow 10%. ALU does not accept transfer credits toward any credential-level certificate program.

For a student receiving the maximum transfer credit tuition offset, the tuition for the total program is as follows:

Program/ Degree	Percentage Transfer Credits	Maximum Transfer Credit (\$)	Tuition Total Program
Diploma	75%	\$5,625	\$1,875
Associate	75%	\$11,250	\$3,750
Bachelor’s	75%	\$22,500	\$7,500
Master’s	20%	\$2,520	\$10,080
Doctorate	10%	\$2,700	\$24,300

Fees and Non-Tuition Charges

Application/Transfer Credit Evaluation, External Academic Resources, Transcript, Graduation and Registration fees (registration fees are charged one time per program) are waived for military students enrolling under the U.S. Department of Defense Tuition Assistance (TA) programs and for all U.S. military veteran students enrolling into the certificate, diploma, associate, bachelor’s, and master’s degree programs. For doctorate programs,⁴ only the Application/Transfer Credit Evaluation fee is waived for military students applying to the doctorate program. Otherwise, the following non-refundable fees apply:

Table 1: Non-Refundable Fees and Non-Tuition Charges

External Academic Resources (per year)	*\$50
Application/Transfer Credit Evaluation	\$50

³ Please see Footnote 2.

⁴ Please see School of Law Catalog for separate information related to the Juris Doctor degree program. ****Applicable to the doctorate program only. *Only applicable to paralegal and legal studies programs.**

Course Extension or Repeat Petition	\$10
American Psychology Association (APA)	\$100
Comprehensive Exam Fee (per Exam)	\$100
Continuing Enrollment Fee (per eight-week term)	\$450
Dissertation Completion	\$450
Duplicate Diploma	**\$125
Graduation	**\$250
Late Monthly Payment Charges	\$20
Registration (per program)	\$100
Reinstatement Petition	\$10
Returned Checks/Credit Card Charge Back	\$20
Student Tuition Recovery Fund	.0 x tuition charge rounded to nearest \$1000 (\$0)
Transcript, Official / Unofficial	\$10 / \$5

Official Transcript Request

A transcript is automatically sent to students at no charge upon graduation. Students and alumni are charged \$10 for official transcripts and \$5 for unofficial transcripts. Students must submit requests for official transcripts via the document request form through Student Services.

Student Tuition Recovery Fund

The Student Tuition Recovery Fund (STRF) is a non-refundable California state-imposed assessment. When there is STRF fee, the institution will collect the fee from students and remit the fee to the Bureau for Private Postsecondary Education. **At this time, the fee is \$0.**

You must pay the state-imposed assessment for the STRF if all of the following applies to you:

1. You are a student in an educational program, who is a California resident or are enrolled in a residency program, and prepay 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 or are not enrolled in a residency program, or
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 STRF to relieve or mitigate economic losses suffered by students in educational programs who are California residents or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary 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 the 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.

Textbooks, Supplies and Specialized Equipment

Costs for textbooks, supplies and specialized equipment vary by program. Tuition and fees do not include cost for books and study materials. Books and study materials for courses are the responsibility of the student. The best effort estimate cost of textbooks and other materials per course is \$144 (\$125 for doctorate program). The best effort estimate cost of books for different programs, based on the number of courses in each program's degree plan, are as follows:

Degree	Textbooks Costs (approximate)
Certificate	\$576 - \$1,008
Diploma	\$1,440
Associate	\$2,880
Bachelor's	\$5,760
Master's	\$1,728
Doctorate	\$2,250

Most courses require electronic versions of textbooks, though some courses require hard-copy textbooks. Costs for all textbooks are subject to change based on publishers' prices.

Use of the specified textbook(s) is integral to successful completion of a course. Students can purchase their textbooks (hardcopy or electronic) from an outside source but must purchase those specified by ALU.

Failure to Fulfill Financial Obligations

Enrollment for a subsequent term may be denied to students who fail to fulfill their financial obligations. Students may be administratively dismissed for failing to pay tuition, federal student loans or other charges.

Financial Assistance (effective July 2017)

ALU University helps students develop plans for financing their education through a combination of financial assistance programs (if eligible), family contributions, employer tuition reimbursement (when available) and ALU's payment options (**see Payment Plan Options**).

The first step in qualifying for these programs is completing the Free Application for Federal Student Aid (FAFSA®), which serves as an application for all federal – and most state – student aid programs. The FAFSA can be completed electronically by going to <http://fafsa.ed.gov> and should be completed as early as possible each year. Prompt completion assures consideration for maximum available financial aid. ***Please note: ALU is only approved for FAFSA for specific programs. Please speak with our financial aid office for further details by contacting financialaid@alu.edu.***

FAFSA information is used to determine the expected family contribution (EFC), and eligibility for federal and state financial aid. Financial aid eligibility is calculated by subtracting the EFC from the total estimated educational expenses.

Assistance packages are developed using information from the FAFSA and any supplemental documents. Contributions from student and family income and assets are the foundation for all assistance packages. ALU provides students with award letters indicating the amount of financial aid for which they may be eligible, sources from which the aid may be received as well as approval of their ALU University payment plan option.

The timing of financial aid disbursements is dependent on specific program requirements. The following requirements must be met in order for awards to be disbursed:

- All paperwork required to process awards – including promissory notes, and verification and residency documents – must be submitted.
- Students must be enrolled in class.
- First-time borrowers at ALU must complete loan-entrance counseling.
- Students transferring to ALU must provide official transcripts for University verification.

Disbursements occur throughout the session and is based on each student's account information. More information is available by contacting ALU's financial aid office.

Retaking previously passed coursework may impact students receiving certain forms of financial assistance. Students who plan to retake a previously passed course should the registrar to register for the course and speak to our financial aid office to review if their financial aid will be affected prior to registering for the course. Reinstated and readmitted students may be considered for financial aid if they meet all eligibility requirements.

ALU complies with all applicable state and federal equal credit opportunity laws; however, ALU does not guarantee financial assistance or credit to any student.

FAFSA® is a registered trademark of the U.S. Department of Education.

Loan Entrance and Exit Counseling

Federal student aid regulations require that all borrowers complete loan entrance and exit counseling for their Federal Direct and/or Federal Perkins Loans. Students must complete loan entrance counseling prior to receiving funds and exit counseling when they are graduating, leaving ALU or enrolling for fewer than six credit hours. Loan counseling notifications are provided to all identified students. Student borrowers who have not completed loan entrance / exit counseling will be contacted by the Office of Financial Aid to facilitate the process.

Payment Plan Options

Qualified students may be eligible for private loans, military tuition assistance, veteran's education benefits, employer tuition reimbursement or other third-party resources. Students who obtain outside loans have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund from ALU. Financial aid is available for select programs to those who qualify. Please contact the Office of Financial Aid for eligibility.

Payment plans are available for those who wish to defer payment(s). Those wishing to take advantage of deferred payment(s) must submit a completed payment plan agreement. A new agreement is required should students wish to change plans. Students may choose one of the payment options outlined below.

Enrollment in the payment plan does not eliminate students' responsibility to ensure tuition is paid by the due date. Failure to pay balance in full at the end of the payment plan agreement, will result in not receiving official transcripts and diploma.

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

Tuition and fees must be paid-in-full. Transcripts and diplomas will not be issued, and other university privileges may be suspended until all financial obligations are met by the student.

Institutional Payment Plan

For those students who will pay ALU directly, the university offers a zero-interest, monthly payment plan option. See below for program specific requirements.

Any monthly installment more than 10 days late will put a student's account in financial delinquency and a late fee of \$20 will be charged. Students have a grace period of 10 days at the beginning of each month before the late fee is charged. Any monthly installment more than 30 days late will result in academic access suspension. A student's account that is more than 60 days late may result in administratively dismissed.

For students that are currently on the Payment Plan there will be no change in their existing plan other than the situations where the student wants to take more than two courses at the same time in which case the revised payment plan shall apply to the third course. However, if current students leave and have to be readmitted to the University, they will be subject to the revised payment plan explained below.

Students on a current payment plan that request more than two courses (undergraduate) or more than one course (graduate) will be required to pay the tuition of the additional course under the new payment plan outlined below.

ALU Monthly Payment Plan (Tuition based on degree level):

Level of Degree	Undergraduate degree and Certificates	Graduate degree and Master's Certificates	Doctoral degree and Post-Graduate Certificates (excluding JD)
Payment Plan	(\$750 per 3 credit)	(\$1050 per 3 credit)	(\$1350 per 3 credit)
Existing Payment Pay	\$250	\$350	\$450
Revised Payment Plan	\$375	\$525	\$675

ALU Payment Plan Requirements

- Student are allowed to take TWO courses per session (undergraduate) and ONE course per session (graduate).
- Annual percentage rate (APR) for interest is zero (0) percent.
- The first payment must be made with the submission of the Enrollment Agreement.
- Auto-payment by debit card or credit card is mandatory.
- Debit card or credit card will be charged for all subsequent payments on the 1st day of each month following the first month of study, thereafter until the tuition is paid in full.
- If a student pays on credit card, an additional credit card fee in the amount of 3.5% of the payment shall be due and payable at the same time tuition is paid.
- Balance of the tuition to be paid in equal monthly payments indicated above until paid in full.
- Payment plan may extend beyond the student's anticipated completion date and students shall continue to pay until balance is paid in full.
- Transcripts and degrees will not be released until tuition and fees are paid in full even if payments extend beyond program completion date.
- Students who fail to make payments may forfeit their ALU student rights and the total balance of the tuition deferred shall be due and payable immediately and are subject to collection.
- Additional fees or charges may be added to the balance for the period of attendance.

Cancellations & Refunds

The university policy for cancellation, withdrawal and refund complies with prescribed standards established by DEAC and BPPE.

ALU's refund policy, as stated below, is in compliance with California Bureau of Postsecondary Education (BPPE) state requirements. For those students who reside in a state other than California where ALU is authorized to operate, the student will receive an Enrollment Agreement Addendum specific to their state's requirements. If there is a conflict between another state agency's refund policy with the California Bureau for Private Postsecondary Education's guidelines, ALU will follow the policy that is more beneficial to the student. In the absence of such requirements, or a state where ALU has received exemption, ALU will follow the refund policy stated below.

Student's Right to Cancel

A student may cancel an Enrollment Agreement or withdraw from the University at any time. Any money due to the student will be refunded within 30 days. If the student cancels within five (5) calendar days after signing the Enrollment Agreement, the student has the right to a full refund of all monies paid to the institution. After five (5) calendar days upon signing the Enrollment Agreement through attendance at the first-class session or the seventh day of enrollment, whichever is later, the student has the right to cancel the enrollment agreement and obtain a full (100%) refund of all tuition paid less the non-refundable fees.

A student may withdraw from a course or program and receive a refund by providing a written notice to the ALU postal mailing address (100 West Broadway, Suite 600 Glendale, CA 91210) or via email to registrar@alu.edu.

The student will receive a full refund for paid courses that were not started at the time of withdrawal. If the student received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial program funds. For California residents, the amount of assessment for the Student Tuition Recovery Fund is nonrefundable and will not be returned to students who are California residents.

Notwithstanding non-refundable portion of tuition and fees, a refund of the remaining tuition will be based on the following table:

Length of Course	Refundable Tuition Due After Completing:	
8 weeks	1 st week	90%
	2 nd week	75%
	3 rd week	65%
	4 th week	50%
	5 th week	0%

An example of the refund policy: A student paid the total price of \$750 for an 8-week course and then withdrew *during* the 5th week. Since the student did not complete a full 5th week, ALU will refund the tuition based on the completion of the 4th week. This student will receive a refund of \$375 ($\$750 \times 50\%$).

For service members, reservists, and family members who stop attending due to service obligations, the University will return any unearned benefits administered by the institution to the source of the funds on a pro-rata basis through at least the 60 percent portion of the period for which the funds were provided.

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 is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan; or
2. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

CEC §94909(a) (12) Mandated Disclosure

Abraham Lincoln University does not have a pending petition in bankruptcy; it is not operating as a debtor in possession; it has not filed a petition within the preceding five years; nor has it had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States. Bankruptcy Code (11 U.S.C. §§ 1101 et seq.).

Programs of Study and Course Descriptions

The pages that follow describe each University program, including program objectives, degree or certificate awarded, program length, and program outlines that display program options and courses required for graduation. ALU reserves the right to change graduation requirements and to revise, add or delete courses. Applicants and students should consult admissions staff or student services when reviewing information regarding programs and courses such as:

Credit Hours

ALU follows the federal credit hour definition: *one hour (i.e., 50 minutes) of classroom or direct faculty/qualified instructor instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks (i.e., 45 hours of learning activities)*. Because ALU's sessions are online, eight weeks in length, one semester credit hour a minimum of four hours of out of class student work each week are expected.

Programs

Program outlines show the minimum credit hours required for graduation. In some programs, there may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Students should contact their student services for more information.

The University has identified job classifications each program prepares its graduates for using the United States Department of Labor's Standard Occupational Classification codes (See APPENDIX 1).



Business Administration Programs

ALU's Business Administration Department offers a variety of degree programs to help students meet their educational goals. Programs and courses are taught by faculty with real-world experience, who translate theory into practice and provide an enriching education through experiential learning, practitioner-based projects, case studies and more. ALU's Business Administration program is designed to prepare graduates to join the workforce as entry-level business professionals in a wide variety of industries. Through this program students can build a foundation in business by learning fundamental principles and gaining exposure to different specialties – such as, accounting, business administration, coaching, marketing, leadership, and management.

The following pages provide details on programs offered in **Business Administration** at ALU.

Undergraduate Certificates	Accounting	Marketing
	Business Administration	Management
	Homeland Security	
Graduate Certificates	Coaching	Adv. Leadership (Post-Graduate)
	Management	Adv. Management (Post-Graduate)
Associate Degree	Business Administration	
Bachelor Degree	Business Administration	
Graduate Degree	Business Administration	
Doctoral Degree	Business Administration	

Undergraduate Certificates

Program Description

The Accounting Certificate will provide students with a foundation in accounting principles and practices to prepare for them for entry-level accounting positions in the industry.

Program Objectives:

The Accounting Certificate program is designed to produce graduates who are able to:

- Interpret financial reports (i.e., income statements, balance sheets, statements of retained earnings, statements of cash flows) prepared for users external to businesses (i.e., owners, creditors, government, and investors).
- Describe the importance of capital investments and the capital budgeting process while understanding the components of the master budget.
- Identify the factors involved in the accounting and recording of depreciation and depletion and the methods of writing off the cost of tangible assets and natural resources.

Program Details

Program(s):

Accounting Certificate

Semester(s)

2 full-time

Min. credit hours for graduation

18

Time to complete*

1 year, assuming enrollment in 12 credits per semester and attending 2 semesters per year.

*There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Credit hours beyond the minimum may affect program length and cost. Students should contact student services for more information.

Accounting Certificate Program Plan

Semester	Course #	Course Name	Credit hours	Core	General Education	Required Elective
1	ACC 220	Financial Accounting Intermediate	3	X		
	ACC 300	Accounting I	3	X		
	ACC 320	Cost Accounting I Intermediate	3	X		
	ACC 301	Accounting II	3	X		
Total Semester 1			12			
2	ACC 321	Cost Accounting II Intermediate	3	X		
	ACC 302	Accounting III	3	X		
Total Semester 2			6			
Total Program Credit Hours			18			

Program Description

The Business Administration Certificate will teach students about business fundamentals, ethical business practice, marketing principles and simple financial accounting.

Program Objectives

The Business Administration Certificate program is designed to produce graduates who are able to:

- Evaluate and apply business trends to cultivate business in a diverse, global environment.
- Interpret financial reports (i.e., income statements, balance sheets, statements of retained earnings, statements of cash flows) prepared for users external to businesses (i.e., owners, creditors, government, and investors).
- Prepare and operate a financial budget

Program Details

Program(s):

Business Administration Certificate

Semester(s)

2 full-time

Min. credit hours for graduation

18

Time to complete*

1 year, assuming enrollment in 12 credits per semester and attending 2 semesters per year.

*There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Credit hours beyond the minimum may affect program length and cost. Students should contact student services for more information.

Business Administration Certificate Program Plan

Semester	Course #	Course Name	Credit hours	Core	General Education	Required Elective
1	BUS 110	Business Fundamentals	3	X		
	ACC 220	Financial Accounting	3	X		
	MGT 214	Principles of Management	3	X		
	ACC 225	Managerial Accounting	3	X		
Total Semester 1			12			
2	BUS 220	Principles of Marketing	3	X		
	BUS 254	Ethical Decision Making for Business	3	X		
Total Semester 2			6			
Total Program Credit Hours			18			

Program Description

The Marketing Certificate prepares students with the technical and analytical skills necessary to compete in a complex, ever changing and challenging market. Our program teaches students how to make strategic marketing decisions using digital and offline resources.

Program Objectives

The Marketing Certificate program is designed to produce graduates who are able to:

- Evaluate business trends and apply these trends to cultivating a business in a diverse, global environment.
- Identify the laws for entrepreneurship and small businesses, LLCs, LLPs, and global forms of business along with corporations and the Sarbanes-Oxley Act
- Analyze how information technology can be used to target individual customers with customized marketing presentations.

Program Details

Program(s):

Marketing Certificate

Semester(s)

2 full-time

Min. credit hours for graduation

15

Time to complete*

1 year, assuming enrollment in 9 credits per semester and attending 2 semesters per year.

*There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Credit hours beyond the minimum may affect program length and cost. Students should contact student services for more information.

Marketing Certificate Program Plan

Semester	Course #	Course Name	Credit hours	Core	General Education	Required Elective
1	BUS 110	Business Fundamentals	3	X		
	BUS 220	Principles of Marketing	3	X		
	BUS 434	Internet Marketing	3	X		
Total Semester 1			9			
2	BUS 325	Legal Environments in Business	3	X		
	CIS 490	Introduction to E-Business	3	X		
Total Semester 2			6			
Total Program Credit Hours			15			

Program Description

The Management Certificate is designed to introduce the fundamental elements of business management and practice.

Program Objectives

The Management Certificate program is designed to produce graduates who are able to:

- Assess how environmental forces influence organizations and how organizations can influence their environments.
- Identify the opportunities and threats inherent in an organization within strategic management, and discuss the nature of competitive positioning
- Examine the nature of strategic change and identifying the obstacles that may hinder managers' attempts to change a company's strategy and structure to improve its future performance.

Program Details

Program(s):

Management Certificate

Semester(s)

2 full-time

Min. credit hours for graduation

15

Time to complete*

1 year, assuming enrollment in 9 credits per semester and attending 2 semesters per year.

*There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Credit hours beyond the minimum may affect program length and cost. Students should contact student services for more information.

Management Certificate Program Plan

Semester	Course #	Course Name	Credit hours	Core	General Education	Required Elective
1	MGT 214	Principles of Management	3	X		
	MGT 494	Strategic Management	3	X		
	MGT 440	Operations Management	3	X		
Total Semester 1			9			
2	BUS 254	Ethical Decision Making for Business	3	X		
	BUS 395* or	International Business	3	X		
	ACC 200*	Principles of Accounting				
Total Semester 2			6			
Total Program Credit Hours			15			

*Student selects ONE of the two courses to complete certificate requirements.

Program Description

The Homeland Security Certificate will prepare students to enter a career field specialized in Homeland Security. This certificate is designed to ready students for Domestic and International terrorism. Knowledge gained in this certificate program will be useful to support such career paths as public safety.

Program Objectives

The Homeland Security Certificate program is designed to produce graduates who are able to:

- Compare trends in terrorism from the mid-1950's to present day and discussing historical, political and religious assassinations that have impacted the course of history
- Create security checklists to facilitate a proper risk analysis and know how to quantify risk using probability and estimated losses.
- Analyze recommended industry "best practices" regarding risk, threat, and vulnerability assessments to airports, ports, mass transit, trucks, and pipelines.
- identifying various governmental agencies in multiple countries that manage disasters in their respective countries.

Program Details

Program(s):

Homeland Security Certificate

Semester(s)

2 full-time

Min. credit hours for graduation

18

Time to complete*

1 year, assuming enrollment in 9 credits per semester and attending 2 semesters per year.

*There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Credit hours beyond the minimum may affect program length and cost. Students should contact student services for more information.

Homeland Security Certificate Program Plan

Semester	Course #	Course Name	Credit hours	Core	General Education	Required Elective
1	CJS 362	History Of Terrorism	3	X		
	CJS 382	Risk Analysis	3	X		
	CJS 342	Emergency Response Planning	3	X		
	CJS392	Transportation and Cargo	3	X		
Total Semester 1			12			
2	CJS 400	Crisis Management	3	X		
	CJS 372	International Disaster Management	3	X		
			6			
Total Program Credit Hours			18			

Graduate Certificates

Program Description

The Coaching Certificate is for leaders who want to learn to improve morale and remain calm in heightened situations, to build trust with others, and to facilitate team-building. Students have the chance to learn and improve upon problem solving, public speaking, and listening skills.

Program Objectives

The Coaching Certificate program is designed to produce graduates who are able to:

- Analyze the external and internal influences on business leaders and their practices
- Demonstrate effective written communication skills in a business environment
- Analyze complex challenges in working with C-level executives
- Compare and contrast different types of coaching approaches

Program Details

Program(s):

Coaching Certificate

Semester(s)

2 full-time

Min. credit hours for graduation

12

Time to complete*

1 year, assuming enrollment in 12 credits per semester.

*There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Credit hours beyond the minimum may affect program length and cost. Students should contact student services for more information.

Coaching Certificate Program Plan (Graduate)

Semester	Course #	Course Name	Credit hours	Core	General Education	Required Elective
1	COH 510	Coaching in the Workplace	3	X		
	COH 515	Personal Coaching	3	X		
Total Semester 1			6			
2	COH 520	Coaching Teams	3	X		
	COH 525	Executive Coaching	3			X
Total Semester 2			6			
Total Program Credit Hours			12			

Program Description

The Management Certificate is designed to deepen a professional's ability to build an effective team, create a positive workplace, and execute ethical business strategies.

Program Objectives

The Management Certificate program is designed to produce graduates who are able to:

- Analyze the challenges that face organizations in changing environments and relate how managers strive to find solutions to those problems and new challenges.
- Evaluate and discussing leadership practices of managerial work.
- Determine methods and tools for working with executive management.
- Discuss the global implications for managers in terms of ethical considerations.

Program Details

Program(s):

Management Certificate

Semester(s)

2 full-time

Min. credit hours for graduation

15

Time to complete*

1.5 years, assuming enrollment in 6 credits per semester and attending 2 semesters per year.

*There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Credit hours beyond the minimum may affect program length and cost. Students should contact student services for more information.

Management Certificate Program Plan (Graduate)

Semester	Course #	Course Name	Credit hours	Core	General Education	Required Elective
1	BUS 560	Business Ethics	3	X		
	MGT 620	Implementing Organizational Change	3	X		
Total Semester 1			6			
2	MGT 646	Project Management Organizational Framework	3	X		
	COH 525	Executive Coaching	3	X		
Total Semester 2			6			
3	MGT 570	Adv. Strategic Management	3	X		
Total Semester 3			3			
Total Program Credit Hours			15			

Program Description

The Real Estate Law Certificate provides students with the technical and analytical knowledge necessary to develop real estate industry specific skills.

Program Objectives

The Real Estate Law Certificate program is designed to produce graduates who are able to:

- Research deeds and property titles
- Write reports to assist lawyers at hearings and at trial
- Draft correspondence and other legal documents and contracts
- Prepare affidavits and formal statements as evidence in court
- Interact with mortgage lenders and government agencies and more

Program Details

Program(s):

Real Estate Certificate

Semester(s)

2 full-time

Min. credit hours for graduation

18

Time to complete*

1.5 years, assuming enrollment in 6 credits per semester and attending 2 semesters per year.

*There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Credit hours beyond the minimum may affect program length and cost. Students should contact student services for more information.

Real Estate Certificate Program Plan (Graduate)

Semester	Course #	Course Name	Credit hours	Core	General Education	Required Elective
1	BUS 600	Contract Law	3	X		
	BUS 523	Real Estate Fundamentals	3	X		
Total Semester 1			6			
2	LGS523	Real Estate Transaction Law	3	X		
	LGS 632	Legal Research	3	X		
Total Semester 2			6			
3	LGS 630	Legal Writing	3	X		
	LGS 532	Intellectual Property Law	3			X
Total Semester 3			6			
Total Program Credit Hours			18			

Program Description

The Human Resource Law Certificate prepares students for a career in compliance and the law as it pertains to employment. It is intended for those working in human resources and related fields who would benefit from focused legal knowledge regarding compliance, as well as those seeking a career change.

Program Objectives

The Human Resource Law Certificate program is designed to produce graduates who are able to:

- Apply the regulations that safeguard the protection of people against unlawful discrimination.
- Train in ethics and compliance
- Assess the legal and ethical climate of global HRM
- The study of crucial issues in human resources rules and regulation.
- Apply employment regulations with regard to privacy and theft

Program Details

Program(s):

Human Resource Law Certificate

Semester(s)

2 full-time

Min. credit hours for graduation

18

Time to complete*

1.5 years, assuming enrollment in 6 credits per semester and attending 2 semesters per year.

*There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Credit hours beyond the minimum may affect program length and cost. Students should contact student services for more information.

Human Resource Law Certificate Program Plan (Graduate)

Semester	Course #	Course Name	Credit hours	Core	General Education	Required Elective
1	BUS 600	Contract Law	3	X		
	LGS 625	Employment Law	3	X		
Total Semester 1			6			
2	MGT 514	Human Resource Management	3	X		
	LGS 632	Legal Research	3	X		
Total Semester 2			6			
3	LGS 630	Legal Writing	3	X		
	MGT 528	Alternative Dispute Resolution	3			X
Total Semester 3			6			
Total Program Credit Hours			18			

Program Description

The Business Law Certificate provides students with the diverse skills and knowledge required to represent clients in any area of business law, including organizational and financial aspects, as well as deal making. The programs expose students to the many legal and business issues that lawyers encounter regularly in the global market.

Program Objectives

The Human Resource Law Certificate program is designed to produce graduates who are able to:

- Understand the importance of contracts law.
- Utilize and apply Legal writing & Research skills.
- Understand global business strategies involving foreign entities and the regulation of multinational enterprises.
- Assess aspects of intellectual property law and apply them to case studies.

Program Details

Program(s):

Business Law Certificate

Semester(s)

2 full-time

Min. credit hours for graduation

18

Time to complete*

1.5 years, assuming enrollment in 6 credits per semester and attending 2 semesters per year.

*There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Credit hours beyond the minimum may affect program length and cost. Students should contact student services for more information.

Business Law Certificate Program Plan (Graduate)

Semester	Course #	Course Name	Credit hours	Core	General Education	Required Elective
1	BUS 600	Contract Law	3	X		
	LGS 525	Contemporary Business Law	3	X		
Total Semester 1			6			
2	LGS 620	International Business Law	3	X		
	LGS 632	Legal Research	3	X		
Total Semester 2			6			
3	LGS 630	Legal Writing	3	X		
	LGS 532	Intellectual Property law	3			X
Total Semester 3			6			
Total Program Credit Hours			18			

Post-Graduate Certificates

Program Description

The Advanced Leadership Certificate is designed for students from all disciplines who want to excel in their chosen field. Students will learn how to work effectively within an organization by mastering crucial leadership theories and business strategies.

Program Objectives

The Advanced Leadership Certificate is designed to produce graduates who are able to:

- Create original research (within a dissertation) that contributes to a larger professional body of knowledge through its publication.
- Utilize legal writing & research.
- Identify global business strategies involving foreign entities and the regulation of multinational enterprises.
- Integrate the fundamental concepts, functions and skills of management.

Program Details

Program(s):

Adv. Leadership Certificate

Semester(s)

4 full-time

Min. credit hours for graduation

21

Time to complete*

1.5 years, assuming enrollment in 12 credits per semester and attending 2 semesters per year.

*There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Credit hours beyond the minimum may affect program length and cost. Students should contact student services for more information.

Adv. Leadership Certificate Program Plan (Graduate)

Semester	Course #	Course Name	Credit hours	Core	General Education	Required Elective
1	DBA 717	Business Policies & Administration	3	X		
	DBA 710	Organization and Organization Change Theories	3	X		
Total Semester 1			6			
2	DBA 711	Understanding & Application of Management Theories	3	X		
	DBA 713	Leadership Theories, Models, Styles & Traits	3	X		
Total Semester 2			6			
3	DBA 714	Leadership & Change Management	3	X		
	DBA 715	Ethics of Business Management	3	X		
Total Semester 3			6			
4	DBA 721	Business Strategy & Decision Making	3	X		
Total Semester 4			3			
Total Program Credit Hours			21			

Program Description

The Advanced Management Certificate is designed to deepen a professional's understanding of business management through the intensive study of ethics, theories and practices that aid successful outcomes for employees and business development.

Program Objectives

The Advanced Management Certificate is designed to produce graduates who are able to:

- Generate methodologies to analyze leadership and management success and failure.
- Evaluate leadership practices of managerial work.
- Create original research (a dissertation) that contributes to the professional body of knowledge through its publication.
- Formulate research questions that are based on and build upon a critical appraisal of existing research.

Program Details

Program(s):

Adv. Management Certificate

Semester(s)

2.5 full-time

Min. credit hours for graduation

18

Time to complete*

1.5 year, assuming enrollment in 6 credits per semester and attending 2 semesters per year.

*There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Credit hours beyond the minimum may affect program length and cost. Students should contact student services for more information.

Adv. Management Certificate Program Plan (Graduate)

Semester	Course #	Course Name	Credit hours	Core	General Education	Required Elective
1	DBA 711	Understanding Application of Management Theories	3	X		
	DBA715	Ethics of Business Management	3	X		
Total Semester 1			6			
2	DBA 718	Business Management Theories in Practice	6	X		
	DBA 720	Strategic Management: Theories, Process & Application	3	X		
Total Semester 2			6			
3	DBA 723	Research Methods	3	X		
	DBA 724	Research and Design Analysis	3	X		
Total Semester 3			6			
Total Program Credit Hours			18			

Associate Degree

Program Description

The purpose of the Associate of Science Degree 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 acquire a complete framework in basic business concepts and skills in order to create solutions for contemporary business problems. Upon successful completion of general education and specific program courses, students will have acquired the knowledge and skills to apply management, marketing, and accounting concepts to improve operational performance and aid in decision-making skills.

Program Objectives

The Associate of Science Degree in Business Administration is designed to produce graduates who are able to:

- Demonstrate a foundation of business knowledge and technical skills that supports and facilitates lifelong professional development
- Utilize critical thinking, creative and logical analysis, strategies, and techniques to solve complex, real-world business problems
- Implement and apply current technical solutions to business activities, systems, and processes
- Apply sound management principles to the functions of planning, organizing, coordinating, and decision making in business operations

Program Details

Degree(s):	Associate of Science – Business Administration
Semester(s)	4 full-time
Min. credit hours for graduation	60
Time to complete*	2 years, assuming enrollment in 12 credits per semester and attending 2 semesters per year.

*There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Credit hours beyond the minimum may affect program length and cost. Students should contact student services for more information.

Associate of Science - Business Administration Degree Plan

Semester	Course #	Course Name	Credit hours	Prerequisites	Core	General Education	Required Elective
1	BUS 110	Business Fundamentals	3		X		
	ENG 160	English Composition I	3			X	
	COM 100	Introduction to Communications	3			X	
	MGT 214	Principles of Management	3		X		
Total Semester 1			12				
2	MAT 130	Concepts of Fundamental Math	3			X	
	ENG 170	English Composition II	3	ENG160		X	
	SCI 195	Study of Physical Science	3				X
	Open	Elective	3				X
Total Semester 2			12				
3	BUS 254	Ethical Decision Making in Business	3		X		
	CMP 101	Introduction to Computers	3		X		
	ACC 200	Principles of Accounting I	3		X		
	PSY 110	Introduction of Psychology	3				X
Total Semester 3			12				
4	BUS 220	Principles of Marketing	3		X		
	ACC 201	Principles of Accounting II	3		X		
	SOC 110	Introduction to Sociology	3		X		
	ACC 220	Financial Accounting	3				X
Total Semester 4			12				
5	BUS 240	Managing Perf/Dev Teams	3		X		
	Open	Elective	3				X
	BUS 205	Business Research & Communication	3				X
	ACC 225	Managerial Accounting	3				X
Total Semester 5			12				
Total Program Hours			60				

Bachelor's Degree

Program Description

Our Bachelor of Science Degree in Business Administration prepares students for entry-level management positions in business, industry and non-profit organizations. The program provides the foundational background for students seeking to acquire a high-level of knowledge from a broad base of business concepts to create solutions to contemporary business problems. Students will acquire 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 Objectives

The Bachelor of Science in Business Administration is designed to produce graduates who are able to:

- Analyze the external and internal influences on business institutions and practices
- Identify the structures in business organizations that can be managed for productivity
- Differentiate the roles and tasks of business leaders and professionals in business, industry, and non-profit organizations
- Use technology and other resources to remain current in the student's chosen business field
- Make effective business decisions using analytical and critical thinking skills
- Identify and analyze legal and/or ethical issues that arise in business practices and institutions
- Demonstrate effective written communication skills in a business environment 8. Enter a graduate level program without further academic preparation

Program Details

Degree(s):	Bachelor of Science – Business Administration
Semester(s)	10 full-time
Min. credit hours for graduation	60
Time to complete*	2 years, assuming enrollment in 12 credits per semester and attending 2 semesters per year.

*There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Credit hours beyond the minimum may affect program length and cost. Students should contact student services for more information.

Bachelor of Science - Business Administration Degree Plan

Semester	Course #	Course Name	Credit hours	Prerequisites	Core	General Education	Required Elective
1	BUS 110	Business Fundamentals	3		X		
	ENG 160	English Composition I	3			X	
	COM 100	Introduction to Communications	3			X	
	MGT 214	Principles of Management	3		X		
Total Semester 1			12				
2	MAT 130	Concepts of Fundamental Math	3			X	
	ENG 170	English Composition II	3	ENG160		X	
	SCI 195	Study of Physical Science	3				X
	Open	Elective	3				X
Total Semester 2			12				
3	BUS 254	Ethical Decision Making in Business	3		X		
	CMP 101	Introduction to Computers	3		X		
	ACC 200	Principles of Accounting I	3		X		
	PSY 110	Introduction of Psychology	3				X
Total Semester 3			12				
4	BUS 220	Principles of Marketing	3		X		
	ACC 201	Principles of Accounting II	3		X		
	SOC 110	Introduction to Sociology	3		X		
	ACC 220	Financial Accounting	3				X
Total Semester 4			12				
5	BUS 240	Managing Perf/Dev Teams	3		X		
	Open	Elective	3				X
	BUS 205	Business Research & Communication	3				X
	ACC 225	Managerial Accounting	3				X
Total Semester 5			12				
Total Credit Hours Semester 1-5			60				

Semester	Course #	Course Name	Credit hours	Prerequisites	Core	General Education	Required Elective
6	ECON 310	Principles of Macroeconomics	3		X		
	POLI 365	American Government	3				X
	BUS 395	International Business	3				X
	BUS 330	Human Resource Management	3		X		
Total Semester 6			12				
7	ECON 315	Principles of Microeconomics	3	CECON310	X		
	COM 420	Managerial Communications	3	COM100		X	
	BUS 350	Quantitative Methods	3	BUS110 & MAT130	X		
	MGT 315	Customer Relations Management	3				X
Total Semester 7			12				
8	MAT 201	Business Mathematics	3			X	
	MGT 440	Operations Management	3	MGT214	X		
	MGT 424	Leadership in Organizations	3	MGT214	X		
	BUS 325	Legal Environment in Business	3				X
Total Semester 8			12				
9	MGT 464	Organizational Behavior	3	MGT214	X		
	FIN 444	Finance for Managers	3	ACC200, MAT201	X		
	Open	Elective	3				X
	BUS 484	Entrepreneurship	3	BUS110			X
Total Semester 9			12				
10	MGT 494	Strategic Management	3		X		
	MGT 474	Fundamentals of Project Management	3		X		
	Open	Elective	3				X
	BUS 499	Senior Capstone	3	Completion of all required courses	X		
Total Semester 10			12				
Total Credit Hours Semester 1-5			60				
Total Credit Hours Semester 6-10			60				
Total Program Credit Hours			120				

Master's Degree

Program Description

The Master of Business Administration degree prepares students for management positions in public, private, and non-profit organizations. Students will acquire the critical knowledge and skills needed to integrate management, marketing, accounting, and finance concepts to develop strategies to improve short and long-term organizational performance. The MBA degree consists of 36 semester units completed over three semesters. Each semester contains two eight-week modules. Two courses can be taken concurrently within a module.

Program Objectives

The Master of Business of Administration is designed to produce graduates who are able to:

- Analyze external and internal influences on business institutions and practices.
- Identify the structures in business organizations that can be managed for productivity.
- Differentiate the roles and tasks of business leaders and professionals in business, industry, and non-profit organizations.
- Use technology and other resources to remain current in the student's chosen business field.
- Make effective business decisions using appropriate analytical and critical thinking processes.
- Identify and analyze legal and/or ethical issues that arise in business practices and institutions.
- Demonstrate effective written communication skills in a business environment.

Program Details

Degree(s):

Master of Business Administration

Semester(s)

6 full-time

Min. credit hours for graduation

36

Time to complete*

3 years, assuming enrollment in 12 credits per semester and attending 2 semesters per year.

*There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Credit hours beyond the minimum may affect program length and cost. Students should contact student services for more information.

Master of Business Administration Degree Plan

Semester	Course #	Course Name	Credit hours	Prerequisites	Core	General Education	Required Elective
1	BUS 560	Business Ethics	3		X		
	MGT 500	Modern Management	3		X		
Total Semester 1			6				
2	MGT 525	Marketing Research	3		X		
	MGT 530	Marketing Management	3		X		
Total Semester 2			6				
3	BUS 510	Managerial Accounting	3		X		
	MGT 514	Human Relations Management	3		X		
Total Semester 3			6				
4	BUS 540	Managerial Economics	3		X		
	BUS 580	Strategies for Change	3		X		
Total Semester 4			6				
5	Open	Elective	3				X
	MGT 590	Advanced Organizational Behavior	3		X		
Total Semester 5			6				
6	Open	Elective	3				X
	BUS 699	Graduate Capstone	3		X		
Total Semester 6			6				
Total Credit Hours Semester			36				

Program Description

The Master of Business Administration – Coaching degree provides students with the leadership skills expected in today’s business environment. Students have the opportunity to further their leadership skills by pursuing a concentration in coaching. This concentration is for leaders who want to learn to improve morale and remain calm in heightened situations, to build trust with others, and to facilitate team-building. Students have the chance to learn and improve upon problem solving, public speaking, and listening skills. ALU’s coaching courses cover material such as coaching in a workplace environment, personal interactions, team coaching, working with executives in a coaching relationship, and the unique challenges of coaching in a project-management setting.

Program Objectives

The Master of Business of Administration – Coaching is designed to produce graduates who are able to:

- Analyze external and internal influences on business institutions and practices.
- Identify the structures in business organizations that can be managed for productivity.
- Differentiate the roles and tasks of business leaders and professionals in business, industry, and non-profit organizations.
- Use technology and other resources to remain current in the student’s chosen business field.
- Make effective business decisions using appropriate analytical and critical thinking processes.
- Identify and analyze legal and/or ethical issues that arise in business practices and institutions.
- Demonstrate effective written communication skills in a business environment.

Program Details

Degree(s):	Master of Business Administration - Coaching
Semester(s)	3 full-time
Min. credit hours for graduation	36
Time to complete*	2 years, assuming enrollment in 12 credits per semester and attending 2 semesters per year.

*There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Credit hours beyond the minimum may affect program length and cost. Students should contact student services for more information.

Master of Business Administration Degree Plan - Coaching Concentration

Semester	Course #	Course Name	Credit hours	Prerequisites	Core	General Education	Required Elective
1	BUS 560	Business Ethics	3		X		
	MGT 500	Modern Management	3		X		
Total Semester 1			6				
2	COH 510*	Coaching in the Workplace	3		X		
	MGT 530	Marketing Management	3		X		
Total Semester 2			6				
3	BUS 510	Managerial Accounting	3		X		
	COH 515*	Personal Coaching	3		X		
Total Semester 3			6				
4	BUS 540	Managerial Economics	3		X		
	BUS 580	Strategies for Change	3		X		
Total Semester 4			6				
5	COH 520*	Coaching Teams	3		X		
	MGT 590	Advanced Organizational Behavior	3		X		
Total Semester 5			6				
6	COH 525*	Executive Coaching	3		X		
	BUS 699	Graduate Capstone	3		X		
Total Semester 6			6				
Total Credit Hours Semester			36				

Doctoral Degree

Program Description

The Doctor of Business Administration is designed for those who desire to advance their careers in management or consulting through high-quality, practice-focused research. Graduates of the Abraham Lincoln DBA program will be at the forefront of evidence-based management, enabling them to make contributions to the advancement of management practice. The DBA program offers a combination of both theoretical and applied research methodology courses. The program offers students a rigorous, research-focused curriculum that emphasizes assessment of the problems most relevant to managers. The DBA curriculum develops applied -research modules to create independent thinkers and problem-solvers. Managers equipped with these advanced research skills will be better prepared to discover and address the usual and unusual problems that face complex organizations, lead change initiatives, improve performance, and impact standard business practices.

Program Objectives

The Doctor of Business of Administration is designed to produce graduates who are able to:

- Contribute to advanced professional practices through critical thinking, conceptual communication, and analytical skills.
- Obtain a thorough knowledge of scientific and scholarly research methods and their application in business settings.
- Grasp both the seminal theories and the latest practices in business administration.
- Demonstrate an appreciation of cultural, ethical, and global issues, and their impact on business theory and practices.
- Make effective decisions in complex environments through integrating theories, insights, and practical knowledge.
- Engage in rigorous, independent and ethical dissertation research using applied research methodologies, design, and statistical analysis.
- Contribute to the professional body of knowledge through the publication of original research.

Program Details

Degree(s):	Doctor of Business Administration
Semester(s)	3 full-time
Min. credit hours for graduation	61 <i>39 units Business Core; 12 units Research and 10 units Dissertation</i>
Time to complete*	2 years, assuming enrollment in 12 credits per semester and attending 2 semesters per year.

*There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Credit hours beyond the minimum may affect program length and cost. Students should contact student services for more information.

Students must be continuously enrolled in DBA coursework until they have successfully completed their dissertation and it has been approved and posted.

Doctor of Business Administration Degree Plan

Semester	Course #	Course Name	Credit hours	Prerequisites	Core	General Education	Required Elective
1	DBA717	Business Policies & Administration	3		X		
	DBA710	Understanding Organizations through Organization and Organizational Change Theories	3	DBA717	X		
Total Semester 1			6				
2	DBA 711	Understanding and Application of Management Theories	3	DBA717	X		
	DBA 723	Business & Management Research Methods	3	DBA717	X		
Total Semester 2			6				
3	DBA 712	Financial Management	3		X		
	DBA 715	Ethics of Business Management	3	DBA717	X		
Total Semester 3			6				
4	DBA 720	Strategic Management: Theories, Process, & Applications	3	DBA717	X		
	DBA 724	Research Design & Analysis	3	DBA723	X		
Total Semester 4			6				
5	DBA 713	Leadership Theories, Models, Styles & Traits	3	DBA710	X		
	DBA 716	Corporate Responsibility & Economics	3	DBA723	X		
Total Semester 5			6				

Semester	Course #	Course Name	Credit hours	Prerequisites	Core	General Education	Required Elective
6	DBA 718	Business Management Theories in Practice	3	DBA711	X		
	DBA 725	Statistics for Business	3	DBA724	X		
	Total Semester 6		6				
7	DBA 714	Leadership and Change Management	3	DBA710	X		
	DBA 719	Human Resource Management	3	DBA717	X		
	Total Semester 7		6				
8	DBA 721	Business Strategy & Decision Making	3	DBA720	X		
	DBA 722	Applied Strategic Perspectives	3	DBA721	X		
	Total Semester 8		6				
9	DBA 726	Applied Statistical Analysis	3	DBA725	X		
	DBA 727	Dissertation Overview, Process & Proposal	1	DBA717	X		
	DBA 728	Dissertation I*	3	DBA727	X		
	Total Semester 9		7				
10	DBA 729	Dissertation II*	3	DBA728	X		
	DBA 730	Dissertation III*	3	DBA729	X		
	Total Semester 10		6				
Total Program Credit Hours			60				

*Students may be required to take additional courses to complete dissertation.

Criminal Justice Programs

The following pages provide details on programs offered in **Criminal Justice** at ALU.

Diploma	Criminal Justice
Undergraduate Certificates	Investigation
Associate Degree	Criminal Justice
Bachelor Degree	Criminal Justice
Graduate Degree	Criminal Justice

Diploma Program

Diploma programs allow students to focus on a topic of interest and are open to applicants who have at least a high school diploma or its equivalent. The program is 30 credits and credits may be applied toward a degree at a later time.

Program Description

The field of Criminal Justice centers on the control of criminal behavior in the maintenance of public order. It includes the primary functions of law enforcement, handling evidence, crime scene investigation and associated responsibilities. In addition, it covers the secure management, safe keeping, and control of suspects, which must be performed in a humane manner in compliance with the constitutional standards.

Program Objectives

The Diploma in Criminal Justice is designed to produce graduates who are able to:

- Explain the scientific study of crime, criminals, the law-making process, the criminal justice system and the treatment of offenders.
- Utilize critical thinking, analytical and interpersonal skills applicable to real-world problems.
- Implement solutions for law enforcement, criminal investigation, and management and administration of criminal justice related activities.

Program Details

Program(s):

Semester(s)	Diploma in Criminal Justice
Min. credit hours for graduation	2 full-time
Time to complete*	30
	1 year, assuming enrollment in 12 credits per semester and attending 2 semesters per year.

*There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Credit hours beyond the minimum may affect program length and cost. Students should contact student services for more information.

Criminal Justice Diploma Program Plan

Semester	Course #	Course Name	Credit hours	Core	General Education	Required Elective
1	CJS 110	Introduction to Criminal Justice	3	X		
	CJS 100	Ethics in Law Enforcement	3	X		
	CJS 130	Administration	3	X		
	CJS	Elective	3			X
Total Semester 1			12			
2	CJS 200	Criminal Law	3	X		
	CJS 205	Constitutional Law I	3	X		
	CJS 223	Criminal Procedure	3	X		
Total Semester 2			9			
3	CJS 225	Criminal Investigations I	3	X		
	CJS 230	Criminal Evidence	3	X		
	Open	Elective	3			X
Total Semester 3			9			
Total Program Credit Hours			30			

Undergraduate Certificates

Program Description – Certificate of Investigation

The Certificate of Investigation focuses on developing skills related to criminal investigation and criminalistics. Students will learn the rules and ethics of crime scene investigations in order to analyze diverse crime scenes and apply that knowledge to real life scenarios.

Program Objectives

The Certificate in Investigation is designed to develop a student's skill set to be able to:

- Develop critical thinking, oral and written communication skills while being able to Integrate technology into traditional criminal justice theories.
- Analyze the nature of the components targeted by detection techniques and the added value of detection sequences as opposed to a single treatment.
- Assess the types, value, and advantages of physical evidence in a crime investigation and validate the ethical, legal, and scientific requirements for the collection of that evidence.
- Assess the constitutionality tests for presumption and inferences and analyzing the issues surrounding the appropriate use of witness accounts and testimony.

Program Details

Program(s):

Investigation Certificate

Semester(s)

2 full-time

Min. credit hours for graduation

15

Time to complete*

1 year, assuming enrollment in 9 credits per semester and attending 2 semesters per year.

*There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Credit hours beyond the minimum may affect program length and cost. Students should contact student services for more information.

Investigation Certificate Program Plan

Semester	Course #	Course Name	Credit hours	Core	General Education	Required Elective
1	CJS 110	Introduction to Criminal Justice	3	X		
	CJS 225	Criminal Investigation I	3	X		
	CJS 105* or	Technology in Criminal Justice	3	X		X
	CJS 230*	Criminal Evidence				
Total Semester 1			9			
2	CJS 325	Criminal Investigation II	3	X		
	CJS 335* or	Crime Scene Investigation	3			X
	CJS 340* or	Fingerprinting				
Total Semester 2			6			
Total Program Credit Hours			15			

*Student selects TWO of the three courses to complete certificate requirements.

Associate Degree

Program Description

The Associate degree in Criminal Justice is a unique way to master the concepts of the legal system, law enforcement, evidence handling, and crime scene investigation. The field of Criminal Justice centers on the control of criminal behavior in the maintenance of public order. The program covers such skills as the secure management, safe keeping, and control of suspects and inmates, which must be performed in a humane manner in compliance with the constitutional standards. The Associate degree prepares students to think critically about issues such as criminology, administration, criminal investigation, evidence, and procedures.

Potential Careers:

Students who earn an Associate of Science in Criminal Justice typically pursue these careers:

- Police Patrol Officer
- Deputy Sheriff
- Transit Police
- Dispatchers

Program Objectives

This degree is designed to provide students a framework in basic criminal justice concepts and skills. Upon successful completion of the program, students will have acquired the knowledge and skills needed to:

- Explain the scientific study of crime, criminals, the law-making process, the criminal justice system, and the treatment of offenders.
- Utilize critical thinking, analytical, and interpersonal skills applicable to real-world problems.
- Implement solutions for law enforcement, criminal investigation, and the management and administration of criminal justice related activities.

Program Details

Degree(s):	Associate of Science – Criminal Justice
Semester(s)	5 full-time
Min. credit hours for graduation	60
Time to complete*	1 year, assuming enrollment in 12 credits per semester and attending 2 semesters per year.

*There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Credit hours beyond the minimum may affect program length and cost. Students should contact student services for more information.

Associate of Science - Criminal Justice Degree Plan

Semester	Course #	Course Name	Credit hours	Prerequisites	Core	General Education	Required Elective
1	PSY 110	Introduction to Psychology	3			X	
	CJS 110	Introduction to Criminal Justice	3		X		
	ENG 160	English Composition I	3			X	
	CJS 120	Introduction to Law Enforcement	3		X		
Total Semester 1			12				
2	CJS105	Technology in Criminal Justice	3			X	
	SCI 195	Study of Physical Science	3			X	
	MAT 130	Concepts of Fundamental Math	3		X		
	CJS 100	Ethics in Law Enforcement	3	CJS120	X		
Total Semester 2			12				
3	CJS 130	Introduction to Justice Administration	3		X		
	COM 202	Effective Professional Communication	3			X	
	ENG 170	English Composition II	3			X	
	CJS 140	Introduction to Criminology	3	CJS110	X		
Total Semester 3			12				
4	HIST 160	American History I	3			X	
	CJS 200	Criminal Law	3	CJS110	X		
	CJS 225	Criminal Investigation	3	CJS 110	X		
	Open	Elective	3				X
Total Semester 4			12				
5	SOC 100	Introduction to Sociology	3			X	
	CJS 223	Criminal Procedure	3		X		
	CJS 230	Criminal Evidence	3	CJS110, CJS200			X
	OPEN	Elective	3				X
Total Semester 5			12				
Total Credit Hours Semester 1-5			60				

Bachelor Degree

Program Description

The Bachelor of Science in Criminal Justice degree program includes developing an understanding of the advanced concepts of the primary functions of law enforcement, prosecution, trial, corrections, juvenile offenders, handling evidence, crime scene investigation, and associated responsibilities. In addition, the program builds skills in areas such as the secure management, safe keeping, and control of inmates committed to jail or prison custody, which must be performed in a humane manner in compliance with the constitutional standards. The Bachelor program provides a broad base of criminal justice concepts and problem-solving skills applicable to contemporary issues in the field.

Potential Careers:

Students who earn a Bachelor of Science in Criminal Justice typically pursue these careers

- Probation Officer
- Corrections Officer
- Private Detective
- Criminal Justice Teacher
- Federal Law Enforcement Agent

Program Objectives

The Bachelor of Science in Criminal Justice is designed to produce graduates who are able to:

- Explain the scientific study of crime, criminals, the law-making process, the criminal justice system, and the treatment of offenders.
- Utilize critical thinking, analytical, and interpersonal skills applicable to real-world problems.
- Implement solutions for law enforcement, criminal investigation, and management and administration of criminal justice related activities.
- Apply sound criminal justice principles and decision making to planning, organizing, and coordinating operations.

Program Details

Degree(s):

Bachelor of Science – Criminal Justice

Semester(s)

10 full-time

Min. credit hours for graduation

120

Time to complete*

4 years, assuming enrollment in 12 credits per semester and attending 2 semesters per year.

*There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Credit hours beyond the minimum may affect program length and cost. Students should contact student services for more information.

Bachelor of Science - Criminal Justice Degree Plan

Semester	Course #	Course Name	Credit hours	Prerequisites	Core	General Education	Required Elective
1	PSY 110	Introduction to Psychology	3			X	
	CJS 110	Introduction to Criminal Justice	3		X		
	ENG 160	English Composition I	3			X	
	CJS 120	Introduction to Law Enforcement	3		X		
Total Semester 1			12				
2	CJS105	Technology in Criminal Justice	3			X	
	SCI 195	Study of Physical Science	3			X	
	MAT 130	Concepts of Fundamental Math	3		X		
	CJS 100	Ethics in Law Enforcement	3	CJS120	X		
Total Semester 2			12				
3	CJS 130	Introduction to Justice Administration	3		X		
	COM 202	Effective Professional Communication	3			X	
	ENG 170	English Composition II	3			X	
	CJS 140	Introduction to Criminology	3	CJS110	X		
Total Semester 3			12				
4	HIST 160	American History I	3			X	
	CJS 200	Criminal Law	3	CJS110	X		
	CJS 225	Criminal Investigation	3	CJS 110	X		
	Open	Elective	3				X
Total Semester 4			12				
5	SOC 100	Introduction to Sociology	3			X	
	CJS 223	Criminal Procedure	3		X		
	CJS 230	Criminal Evidence	3	CJS110, CJS200			X
	OPEN	Elective	3				X
Total Semester 5			12				
Total Credit Hours Semester 1-5			60				

Semester	Course #	Course Name	Credit hours		Core	General Education	Required Elective
6	POLI 365	American Government	3			X	
	COM 275	Speech Communication	3			X	
	CJS 325	Criminal Investigation II	3	CJS225	X		
	CJS 205	Constitutional Law	3		X		
Total Semester 6			12				
7	CJS 305	Constitutional Law II	3	CJS205	X		
	SCI 295	Environmental Science	3				X
	CJS 345	Corrections	3	CJS140			X
	CJS 362	History of Terrorism	3				X
Total Semester 7			12				
8	CJS 440	Juvenile Justice	3	CJS130	X		
	CJS 335	Crime Science	3				X
	CJS 380	Computer Crime	3				X
	Open	Elective	3				X
Total Semester 8			12				
9	CJS 435	Kinetic Interviewing	3				X
	CJS 420	Criminalistics	3		X		
	Open	Elective	3				X
	CJS 400	Crisis Management	3				X
Total Semester 9			12				
10	CJS 368	Homeland Security	3				X
	CJS 455	Investigation of Organized Crime	3				X
	CJS 490	Investigation of White Collar Crime	3				X
	CJS 499	Senior Capstone	3	Completion of all required courses	X		
Total Semester 10			12				
Total Credit Hours Semester 1-5			60				
Total Credit Hours Semester 6-10			60				
Total Program Credit Hours			120				

Master's Degree

Program Description

The Master of Science in Criminal Justice degree prepares students for entry and advancement into a criminal justice related career. The field of Criminal Justice centers on the control of criminal behavior in the maintenance of public order. It includes the primary functions of law enforcement, prosecution, trial, corrections, juvenile offenders, handling evidence, crime scene investigation, and associated responsibilities. In addition, it covers the secure management, safe keeping, and control of inmates committed to jail or prison custody, which must be performed in a humane manner in compliance with the constitutional standards. Students will gain advanced knowledge of the justice system and law enforcement processes, from police patrol procedures, courts, terrorism, forensic science, correctional facilities, and probation and parole systems.

Potential Careers:

Students who earn a Master of Science in Criminal Justice typically pursue these careers

- Detective
- Manager of Corrections Officers
- Police Management
- Criminal Justice Teacher
- Federal Law Enforcement Agent

Program Objectives

Graduates of this program are prepared to provide leadership in agencies and institutions of the criminal justice system. Upon successful completion of the program, students will have acquired the knowledge and skills needed to:

- Evaluate the scientific study of crime, criminals, the law-making process, the criminal justice system, and the treatment of offenders.
- Utilize critical thinking, analytical, and interpersonal skills applicable to real-world problems.
- Implement innovative solutions for law enforcement, criminal investigation, and management and administration of criminal justice related activities.
- Advance in administrative and managerial positions in the criminal justice industry or related fields.
- Apply advanced research in the collection, analysis, and reporting of criminal justice related information and empirical data.
- Understand ethical practices as they apply in fields of criminal justice.
- Identify and implement solutions to issues confronting practitioners in areas of criminal justice.

Program Details

Degree(s):

Master of Science – Criminal Justice

Semester(s)

3 full-time

Min. credit hours for graduation

36

Time to complete*

2 years, assuming enrollment in 12 credits per semester and attending 2 semesters per year.

*There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Credit hours beyond the minimum may affect program length and cost. Students should contact student services for more information.

Master of Science Criminal Justice Degree Plan

Semester	Course #	Course Name	Credit hours	Prerequisites	Core	General Education	Required Elective
1	CJS 505	Criminal Justice Ethics	3		X		
	CJS 510	Adv. Criminal Procedure	3		X		
Total Semester 1			6				
2	CJS 520	Criminology	3		X		
	CJS 530	Law Enforcement Mgmt.	3		X		
Total Semester 2			6				
3	CJS 515	Technology in Law Enforcement	3		X		
	CJS 545	Drug Enforcement	3		X		
Total Semester 3			6				
4	CJS 565	Use of Force in Law Enforcement or	3		X		
	CJS 590	Interview and Interrogation					
	CJS 560	Dynamics of Family Violence	3		X		
Total Semester 4			6				
5	CJS 580	Terrorism and Homeland Security	3		X		
	RES 500	Research Methods	3		X		
Total Semester 5			6				
6	CJS 585	Corrections	3		X		
	CJS 699	Graduate Capstone	3	Completion of all required courses	X		
Total Semester 6			6				
Total Credit Hours Semester			36				

General Studies Program

The following pages provide details on programs offered in **General Studies** at ALU.

Undergraduate Certificates	Communication and Writing
Associate Degree	General Studies
Bachelor Degree	General Studies

Undergraduate Certificates

Program Description

The Certificate in Communication & Writing offers an opportunity for both personal and professional development through its combination of courses. This certificate will provide students with competence in effective writing and the ability to engage in effective communication.

Program Objectives

The certificate in Investigation is designed to develop a student's skill set to be able to:

- Develop proper grammar, spelling and sentence structure techniques to produce well-written ideas.
- Analyze text and being able to see arguments rhetorically
- Gather appropriate materials and information on a topic for a speech
- Employ key tactics of managerial negotiation and apply strategic questioning in instances of both employment and performance review interviews

Program Details

Program(s):

Program(s):	Communication and Writing Certificate
Semester(s)	2 full-time
Min. credit hours for graduation	18
Time to complete*	1 year, assuming enrollment in 12 credits per semester and attending 2 semesters per year.

*There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Credit hours beyond the minimum may affect program length and cost. Students should contact student services for more information.

Communication and Writing Certificate Program Plan

Semester	Course #	Course Name	Credit hours	Core	General Education	Required Elective
1	ENG 160	English Composition I	3	X		
	COM 100	Introduction to Communications	3	X		
	ENG 170	English Composition II	3	X		
	COM 275	Speech Communications	3	X		
Total Semester 1			12			
2	COM 420	Managerial Communications	3	X		
	RES 340	Research Methods & Writing	3	X		
Total Semester 2			6			
Total Program Credit Hours			18			

Associate Degree

Program Description

The General Studies Degree is a unique, career-oriented way to earn a liberal arts education and allows students to individually tailor their program. The purpose of the Associate of Arts Degree in General Studies is to prepare students for entry-level positions in business, industry, and non-profit organizations depending on the concentrations selected. Students combine a core set of general education courses with an emphasis on courses in career-related areas.

Program Objectives

The Associate degree in General Studies is designed to develop a student's skill set to be able to:

- Demonstrate a foundation in liberal arts through specific knowledge and technical skills that supports and facilitates lifelong professional development
- Utilize critical thinking, creative and logical analysis, strategies, and techniques to solve complex individual and social problems
- Implement and apply current technical solutions to individual and social activities, systems, and processes
- Apply sound general principles to the functions of planning, organizing, coordinating and decision making to individual and social operations

Program Details

Degree(s):

Associate of Arts – General Studies

Semester(s)

4 full-time

Min. credit hours for graduation

60

Time to complete*

2 years, assuming enrollment in 12 credits per semester and attending 2 semesters per year.

*There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Credit hours beyond the minimum may affect program length and cost. Students should contact student services for more information.

General Studies Associate Degree Plan

Semester	Course #	Course Name	Credit hours	Prerequisites	Core	General Education	Required Elective
1	CMP 101	Introduction to Computers	3		X		
	PSY 110	Introduction to Psychology	3		X		
	ENG 160	English Composition I	3		X		
	SOC 110	Introduction to Sociology	3		X		
Total Semester 1			12				
2	COM 100	Introduction to Communication	3		X		
	SCI 195	Survey of Physical Science	3		X		
	MAT 130	Concepts of Fundamental Math	3		X		
	HIST 160	American History I	3				X
Total Semester 2			12				
3	HIST 165	American History II	3		X		
	Open	Elective	3				X
	ART 100	World of Art	3		X		
	COM 202	Effective Professional Communication	3				X
Total Semester 3			12				
4	ENG 170	English Composition II	3		X		
	SOC 210	Diversity and Culture	3				X
	CHEM 210	Survey of Chemistry	3		X		
	Open	Elective	3				X
Total Semester 4			12				
5	ECON 205	Introduction to Economics	3		X		
	PHIL 225	Ethics	3				X
	COM 275	Speech Communication	3		X		
	ENG 182	Literary Studies	3				X
Total Semester 5			12				
Total Program Credit Hours			60				

Bachelor Degree

Program Description

The Bachelor of Arts in General Studies prepares students for entry-level positions in business, industry, and nonprofit organizations. Students 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 academic and personal development goals. Students will learn concepts and skills from a variety of fields to create solutions to contemporary problems. Students will acquire the critical skills needed to integrate and complement their individual interests, abilities, and intellectual and practical concerns.

Program Objectives

The Bachelor of Arts in General Studies is designed to produce graduates who are able to:

- Analyze social, economic and political influences on personal and social behavior.
- Identify the structures in organizations that interact in social and professional environments.
- Differentiate the roles and tasks of leaders and professionals in a variety of disciplines and fields.
- Use technology and other resources to remain current in the student's chosen field of personal and professional interest.
- Make effective personal and professional decisions using appropriate analytical and critical thinking processes.
- Identify and analyze legal and/or ethical issues that arise in individual and social practices and institutions.
- Demonstrate effective writing skills in professional environments.

Program Details

Degree(s):	Bachelor of Arts – General Studies
Semester(s)	10 full-time
Min. credit hours for graduation	120
Time to complete*	4 years, assuming enrollment in 15 credits per semester and attending 2 semesters per year.

*There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Credit hours beyond the minimum may affect program length and cost. Students should contact student services for more information.

General Studies Associate Degree Plan

Semester	Course #	Course Name	Credit hours	Prerequisites	Core	General Education	Required Elective
1	CMP 101	Introduction to Computers	3		X		
	PSY 110	Introduction to Psychology	3		X		
	ENG 160	English Composition I	3		X		
	SOC 110	Introduction to Sociology	3		X		
Total Semester 1			12				
2	COM 100	Introduction to Communication	3		X		
	SCI 195	Survey of Physical Science	3		X		
	MAT 130	Concepts of Fundamental Math	3		X		
	HIST 160	American History I	3				X
Total Semester 2			12				
3	HIST 165	American History II	3		X		
	Open	Elective	3				X
	ART 100	World of Art	3		X		
	COM 202	Effective Professional Communication	3				X
Total Semester 3			12				
4	ENG 170	English Composition II	3		X		
	SOC 210	Diversity and Culture	3				X
	CHEM 210	Survey of Chemistry	3		X		
	Open	Elective	3				X
Total Semester 4			12				
5	ECON 205	Introduction to Economics	3		X		
	PHIL 225	Ethics	3				X
	COM 275	Speech Communication	3		X		
	ENG 182	Literary Studies	3				X
Total Semester 5			12				
Total Program Credit Hours			60				

Semester	Course #	Course Name	Credit hours	Prerequisites	Core	General Education	Required Elective
6	HIST 150	World History I	3			X	
	ECON 310	Principles of Macroeconomics	3				X
	ANTH 350	Cultural Anthropology	3				X
	Open	Elective	3			X	
Total Semester 6			12				
7	ECON 315	Principles of Microeconomics	3			X	
	POLI 365	American Government	3				X
	PSY 315	Abnormal Psychology	3				X
	Open	Elective	3				X
Total Semester 7			12				
8	COM 420	Managerial Communications	3	COM 100		X	
	Open	Elective	3				X
	Open	Elective	3				X
	Open	Elective	3				X
Total Semester 8			12				
9	Open	Elective	3				X
	Open	Elective	3				X
	RES340	Research Methods and Writing	3			X	
	Open	Elective	3				X
Total Semester 9			12				
10	PHIL 430	Religious Studies	3			X	
	Open	Elective	3				X
	Open	Elective	3				X
	Open	Elective	3				X
Total Semester 10			12				
Total Credit Hours Semester 1-5			60				
Total Credit Hours Semester 6-10			60				
Total Program Credit Hours			120				

Legal Studies/Law Programs

The following pages provide details on programs offered in **Legal Studies/Law** at ALU.

Diploma	Paralegal Studies
Undergraduate Certificates	Legal Assistant
Associate Degree	Paralegal Studies
Bachelor Degree	Legal Studies
Graduate Degree	Law

Diploma

Program Description – Diploma in Paralegal Studies

The Diploma in Paralegal Studies program provides the foundation in the field of law necessary to obtain an entry level position as a legal assistant or paralegal in a law-related setting. Our online program is accessible and practical, focusing on solving real-world problems. Paralegal students are given a student-account with Westlaw and our online classes will help you become efficient in online legal research.

Program Objectives

Upon successful completion of the Diploma in Paralegal Studies, graduates will have acquired the knowledge and skills needed to:

1. Utilize critical thinking, analytical, and interpersonal skills applicable to real-world problems
2. Identify primary and secondary sources of the law
3. Use research tools and techniques necessary to find the law
4. Prepare written legal analysis identifying issues in a case, the rule of law, application, counterarguments, and conclusions
5. Prepare professional legal documents
6. Demonstrate core knowledge in the following areas of law: business law, criminal law, real property, and contracts

Program Details

Program(s):

Diploma in Paralegal Studies

Semester(s)

3 full-time

Min. credit hours for graduation

30

Time to complete*

1.5 years, assuming enrollment in 12 credits per semester and attending 2 semesters per year.

*There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Credit hours beyond the minimum may affect program length and cost. Students should contact student services for more information.

Paralegal Studies Diploma Program Plan

Semester	Course #	Course Name	Credit hours	Core	General Education	Required Elective
1	LGS 100	Introduction to the Legal Profession	3	X		
	LGS 103	Criminal Law	3	X		
	LGS 107	Contracts	3	X		
	LGS	Elective	3			X
Total Semester 1			12			
2	LGS 108	Legal Research	3	X		
	LGS 206	Business Organizations	3	X		
	LGS 208	Legal Analysis and Writing	3	X		
Total Semester 2			9			
3	LGS 204	Real Property	3	X		
	LGS 110	Litigation and Trial Practice I	3	X		
	Open	Elective	3			X
Total Semester 3			9			
Total Program Credit Hours			30			

Certificates

Program Description – Legal Assistant Certificate

The Legal Assistant Certificate helps students to develop the skills necessary for effective legal writing, document processing, and legal research. The certificate will prepare students for an entry level legal assistant position in legal services, and law offices.

Program Objectives

Upon successful completion of the Legal Assistant Certificate, graduates will have acquired the knowledge and skills needed to:

1. Explain legal analysis and the use of authorities and summarizing the uses of statutory law.
2. Analyze a client's case for key facts and issues.
3. Communicate with others about technology as it relates to the legal community.
4. Identify the functions of a complaint and appropriate service of process.

Program Details

Program(s):

Legal Assistant Certificate

Semester(s)

2 full-time

Min. credit hours for graduation

24

Time to complete*

1 year, assuming enrollment in 12 credits per semester and attending 2 semesters per year.

*There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Credit hours beyond the minimum may affect program length and cost. Students should contact student services for more information.

Legal Assistant Certificate Program Plan

Semester	Course #	Course Name	Credit hours	Core	General Education	Required Elective
1	LGS 100	Introduction to the Legal Profession	3	X		
	LGS 108	Legal Research	3	X		
	LGS 105	Law Office Technology	3	X		
	LGS 208	Legal Analysis and Writing	3	X		
Total Semester 2			12			
2	LGS 110	Litigation and Trial Practice I	3	X		
	OPEN	Elective*	3			X
	LGS 210	Litigation and Trial Practice II	3	X		
	LGS 303	Ethics for the Legal Profession	3	X		
Total Semester 4			12			
Total Program Credit Hours			24			

* Students select from LGS 200 or LGS 402 for the required elective.

Associate Degree

Program Description – Paralegal Studies

The Paralegal Studies program offers students the opportunity to study legal principles online at a depth that will give them a competitive edge in the paralegal field and advance their careers. Upon completion of the fifteen courses in the degree program, students can sit for the National Association for Legal Assistants (NALA) Certificate exam. Paralegal students are given a student-account with Westlaw and our classes will help you become efficient in online legal research. Students will also take specialty courses and general education courses for a well-rounded education.

Program Objectives

Upon successful completion of the Associate degree in Paralegal Studies, graduates will have acquired the knowledge and skills needed to:

1. Take and pass the CLA/CP exam given by the National Association of Legal Assistants and earn the designation Certified Paralegal / Certified Legal Assistant
2. Perform advanced legal research and writing tasks using online and in-person library resources for a wide variety of legal problems.
3. Prepare and write legal memoranda, motions, and other court documents for review by an attorney.
4. Draft interoffice memoranda for the purpose of advising or informing supervising attorneys
5. Edit and refine previously prepared legal documents to accommodate changes in circumstances and changes in law
6. Exhibit proficiency in writing letters, memoranda, and other communications in a corporate or law firm environment
7. Apply concepts from a wide variety of legal disciplines, as well as other disciplines such as business, mathematics, and psychology, to their assigned tasks in a law firm or corporate environment

Program Details

Degree(s):

Associate – Paralegal Studies

Semester(s)

5 full-time

Min. credit hours for graduation

60

Time to complete*

2.5 years, assuming enrollment in 12 credits per semester and attending 2 semesters per year.

*There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Credit hours beyond the minimum may affect program length and cost. Students should contact student services for more information.

Associate of Science – Paralegal Studies Degree Plan

Semester	Course #	Course Name	Credit hours	Prerequisites	Core	General Education	Required Elective
1	LGS 100	Introduction to the Legal Profession	3		X		
	CMP 101	Introduction to Computers	3			X	
	PSY 110	Introduction to Psychology	3			X	
	LGS 107	Contracts	3		X		
Total Semester 1			12				
2	ENG 160	English Composition I	3			X	
	LGS 103	Criminal Law	3		X		
	MAT 130	Concepts of Fundamental Math	3			X	
	LGS 108	Legal Research	3		X		
Total Semester 2			12				
3	COM 202	Effective Professional Communication	3			X	
	LGS	Elective	3				X
	LGS 204	Real Property	3		X		
	LGS 206	Business Organizations	3		X		
Total Semester 3			12				
4	LGS 208	Legal Analysis and Writing	3		X		
	HIST 160	American History I	3			X	
	LGS 110	Litigation and Trial Practice I	3		X		
	LGS 201	Immigration Law	3				X
Total Semester 4			12				
5	LGS 200	Administrative law	3		X		
	LGS 203	Intellectual Property	3			X	
	Open	Elective	3				X
	LGS210	Litigation and Trial Practice II	3	LGS 110	X		
Total Semester 5			12				
Total Program Credit Hours			60				

Bachelor's Degree

Program Description – Bachelor of Science in Legal Studies

The Bachelor of Science in Legal Studies provides students with a comprehensive understanding of the legal system. The program covers major topics in legal studies in core courses, after which students can then focus on specific areas of interests through electives. For students who wish to become paralegals at law firms, corporate legal departments, government agencies, and non-profit organizations, or to proceed further to legal graduate study, this program will provide a foundation for career and academic advancement.

Program Objectives

Upon successful completion of the Bachelor of Science in Legal Studies, graduates will have acquired the knowledge and skills needed to:

1. Communicate effectively and apply concepts from a wide variety of legal disciplines, as well as other disciplines such as business, sociology and communications, to their assigned tasks in a law-related environment.
2. Perform legal research and writing tasks using online and in-person library resources for a wide variety of legal problems.
3. Edit and refine previously prepared legal documents to accommodate changes in circumstances and changes in law.
4. Exhibit proficiency in writing letters, memoranda, and other communications.
5. Prepare and write legal memoranda, motions, and other court documents for review by an attorney.
6. Draft interoffice memoranda for the purpose of advising or informing supervising attorneys.

Program Details

Degree(s):

Bachelor of Science – Legal Studies

Semester(s)

10 full-time

Min. credit hours for graduation

120

Time to complete*

3.5 years, assuming enrollment in 12 credits per semester and attending 2 semesters per year.

*There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Credit hours beyond the minimum may affect program length and cost. Students should contact student services for more information.

Bachelor of Science – Paralegal Studies Degree Plan

Semester	Course #	Course Name	Credit hours	Prerequisites	Core	General Education	Required Elective
1	LGS 100	Introduction to the Legal Profession	3		X		
	CMP 101	Introduction to Computers	3			X	
	PSY 110	Introduction to Psychology	3			X	
	LGS 107	Contracts	3		X		
Total Semester 1			12				
2	ENG 160	English Composition I	3			X	
	LGS 103	Criminal Law	3		X		
	MAT 130	Concepts of Fundamental Math	3			X	
	LGS 108	Legal Research	3		X		
Total Semester 2			12				
3	COM 202	Effective Professional Communication	3			X	
	LGS	Elective	3				X
	LGS 204	Real Property	3		X		
	LGS 206	Business Organizations	3		X		
Total Semester 3			12				
4	LGS 208	Legal Analysis and Writing	3		X		
	HIST 160	American History I	3			X	
	LGS 110	Litigation and Trial Practice I	3		X		
	LGS 201	Immigration Law	3				X
Total Semester 4			12				
5	LGS 200	Administrative law	3		X		
	LGS 203	Intellectual Property	3			X	
	Open	Elective	3				X
	LGS210	Litigation and Trial Practice II	3	LGS 110	X		
Total Semester 5			12				
Total Program Credit Hours			60				

Semester	Course #	Course Name	Credit hours	Prerequisites	Core	General Education	Required Elective
6	ENG 170	English Composition II	3		X		
	COM 275	Speech Communication	3			X	
	POLI 365	American Government	3				X
	CJS 205	Constitutional Law I	3		X		
Total Semester 6			12				
7	LGS 303	Ethics for the Legal Professional	3		X		
	SOC 110	Intro. To Sociology	3				X
	LGS 301	Torts I	3		X		
	LGS 302	America's Courts & Criminal Justice System	3				X
Total Semester 7			12				
8	LGS 401	Torts II	3		X		
	LGS 305	Employment Law	3				X
	CJS 440	Juvenile Justice	3				X
	LGS 310	Education Law	3				X
Total Semester 8			12				
9	Open	Elective	3				X
	LGS 404	Laws of Criminal Evidence	3		X		
	LGS 409	Criminal Procedure for the Legal Profession	3				X
	LGS 407	Business Law	3				X
Total Semester 9			12				
10	LGS 402	Alternative Dispute Resolution	3		X		
	LGS 406	Elements of Contract Drafting	3				X
	LGS 410	Elder Law	3				X
	LGS 499	Senior Capstone	3	Completion of all required courses	X		
Total Semester 10			12				
Total Credit Hours Semester 1-5			60				
Total Credit Hours Semester 6-10			60				
Total Program Credit Hours			120				

Master's Degree

Program Description

The Master of Science in Law program provides students with a comprehensive understanding of the legal system. The program covers major topics in legal studies through courses such as Contemporary Business Law, Communication Law, Environmental Law, Employment Law, Immigration Law, Intellectual Property, International Business Law, and more. For students who wish to become paralegals at law firms, corporate legal departments, government agencies, and non-profit organizations, or to pursue a Juris Doctor, this program will provide a foundation for career and academic advancement.

Program Objectives

Upon successful completion of the Master of Science in Law, graduates will have acquired the knowledge and skills needed to:

1. Communicate effectively and apply concepts from a wide variety of legal disciplines, as well as other disciplines such as business, sociology, and communications, to their assigned tasks in a law-related environment.
2. Perform legal research and writing tasks using online and in-person library resources for a wide variety of legal problems.
3. Edit and refine previously prepared legal documents to accommodate changes in circumstances and changes in law.
4. Prepare and write legal memoranda, motions, and other court documents for review by an attorney.
5. Draft interoffice memoranda for the purpose of advising or informing supervising attorneys.

Program Details

Degree(s):

Master of Science in Law

Semester(s)

3 full-time

Min. credit hours for graduation

36

Time to complete*

2 years, assuming enrollment in 6 credits per semester and attending 2 semesters per year.

*There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Credit hours beyond the minimum may affect program length and cost. Students should contact student services for more information.

Master of Science in Law Degree Plan

Semester	Course #	Course Name	Credit hours	Core	General Education	Required Elective
1	LGS 600	Contracts	3	X		
	LGS 632	Legal Research	3	X		
Total Semester 1			6			
2	LGS 601	Contracts II	3	X		
	LGS 630	Legal Writing	3	X		
Total Semester 2			6			
3	LGS 620	International Business Law	3			X
	LGS 610	Torts I	3	X		
Total Semester 3			6			
4	LGS 542	Elder Law	3			X
	LGS 611	Torts II	3	X		
Total Semester 4			6			
5	Open	Elective	3			X
	LGS 640	Immigration Law	3	X		
Total Semester 5			6			
6	Open	Elective	3			X
	LGS 699	Graduate Capstone	3	X		
Total Semester 6			6			
Total Program Credit Hours			36			

Course Descriptions

Within this section are descriptions of courses. To learn which courses apply to the chosen curriculum, see Programs of Study. Course descriptions are presented alphabetically, by course designator and are all 3-credit hours; unless otherwise indicated.

<i>Course Designator and Number</i>	<i>Course Title</i>	<i>Course Description</i>	<i>Prerequisite</i>
Business Administration			
ACC200	Principles of Accounting I	The purpose of accounting is to provide a means of recording, reporting, summarizing, and interpreting economic data.	
ACC201	Principles of Accounting II	A continuation of Principles of Accounting I, this course extends the accounting principles and procedures to corporate accounting, budgeting, managerial accounting, and automated accounting systems are introduced.	ACC200
ACC220	Financial Accounting	This course equips students with the basic concepts, principles, methods and procedures underlying the accounting process. It covers the nature and scope and function of accounting, accounting theory and practices; and the accounting cycle.	
ACC225	Managerial Accounting	The course introduces a business-management approach to the development and use of accounting information. Topics include cost systems, break-even analysis, profit planning and control measures. Accounting for decentralized operations, capital budgeting decisions, and ethical challenges in managerial accounting are also covered.	ACC220
ACC300	Intermediate Accounting I	This is the first of three in-depth financial accounting courses. The conceptual framework, development of generally accepted accounting principles, and applications are stressed. Topics include financial accounting functions, recognition of assets and asset management, the income statement, the statement of cash flows and the balance sheet, specifically asset accounts.	ACC220
ACC301	Intermediate Accounting II	This is the second of three in-depth financial accounting courses. Theory, concepts and applications are stressed. Topics include external reporting, property, plant and equipment, intangible assets, investments, liabilities, and leases.	ACC300
ACC302	Intermediate Accounting III	This is the third of three in-depth financial accounting courses. The topics in ACC300 and ACC301 are continued, along with income taxes, pensions, shareholders' equity, share based compensation, accounting changes and statement of cash flows.	ACC301
ACC320	Cost Accounting I	This course begins the topic of cost which includes the managerial use of accounting data to plan and control personnel and operations. In addition to students in accounting, the course is designed for those who plan careers in management at all levels and in all functions and who will need to motivate other employees and evaluate both managers and business units in the organization.	ACC220 ACC225

ACC321	Cost Accounting II	This is the second of two courses covering cost accounting. This course covers product-cost determination and cost-control elements as applied to basic job order, process and standard cost systems. Manufacturing costs and using relevant accounting data to improve decision-making are also emphasized.	ACC320
ACC400	Auditing I	This course focuses on the study of the planning, evidence gathering, internal control review, sampling, and application of procedures used to audit assets, liabilities, equity and related income statement accounts of a profit-oriented enterprise. Includes an evaluation of the audit profession including professional standards, ethics and liability of CPAs.	ACC220
ACC401	Auditing II	This is the second of two courses on auditing. This course focuses on reporting requirements for compilation and review services and a thorough study of the types of audit opinions will also be studied. In addition, an audit research paper is required.	ACC400
ACC415	Advanced Accounting	This course focuses on the GAAP and tax implications of transactions frequently encountered in the area of corporate finance, including mergers, acquisitions, divestitures, spinoffs, IPOs, and leveraged buyouts. Students gain an understanding of the GAAP and tax advantages and disadvantages associated with the different methods of structuring such transactions. Other topics covered include deferred tax issues associated with mergers and acquisitions, foreign currencies, derivatives, and fund accounting in non-business entities.	ACC220 ACC302
ACC480	Forensic Accounting I	This focuses on an examination of the investigative process as well as extensive array of tools and techniques used to investigate fraud and financial forensic issues. It challenges the students' abilities to sharpen their critical thinking skills through analysis of actual case studies.	
ACC481	Forensic Accounting II	This course offers a timely opportunity for students interested in the field of fraud examination and forensic accounting to acquire the knowledge, tools and skills set necessary to enter this professional specialization. The course provides a detailed examination of the investigative process as well as extensive array of tools and techniques used to investigate fraud and financial forensic issues. It challenges the students' abilities to sharpen their critical thinking skills through analysis of actual case studies.	ACC480
BUS110	Business Fundamentals	This course will provide an overview of the world of business by exploring both the external and the internal environments that impact a business. Basic business aspects such as organizational structures and forms, marketing, management, human resource development, finance, and operations will be evaluated. Each of these concepts will be applied to real-life situations for further understanding. The class will culminate with a fictitious business outline incorporating each of the fundamental areas of business.	

BUS205	Business Research and Communication	This course provides students with techniques, strategies and forms of writing used in the professional world in order to achieve business goals. This course also provides an understanding of business research. Through library research and online information gathering, this course will increase your knowledge of organizational writing and communications including case analysis, data interpretation, problem solving, and report writing.	ENG160
BUS220	Principles of Marketing	This is a survey course designed to provide the student with a comprehensive understanding of marketing concepts; focusing on the basic principles of marketing, forming internal partnerships, enhanced capabilities of marketing organizations, and the impact of the Internet.	BUS110
BUS240	Managing Performance/Dev. Teams	This course is introduces managing performance and team management in organizational success. This course addresses managing performance toward achieving the organization's strategic objectives and creating, developing, and leading high-performance teams.	
BUS254	Ethical Decision Making for Business	This course is designed to acquaint the student with the unique challenges of resolving ethical dilemmas and making ethical decisions is today's complex business organizations. This course relies upon applying a stakeholder perspective and value-based management approach to situations that involves groups and individuals who often have competing demands and interpretations of a problem, crisis, or opportunity.	BUS110
BUS315	Business Information Systems	This course focuses on understanding the nature of the digital firm and the key issues in organizing and managing it. The focus will be on how to identify challenges; understand the technologies that will help them meet these challenges; design business processes to take advantage of the technologies; and create management procedures and policies to implement the required changes.	
BUS325	Legal Environment of Business	This course provides a comprehensive introduction to the legal and regulatory environment of business. Topics include law as a foundation of business, litigation, contracts, intellectual property, criminal law, securities regulations, agency and employment laws, discrimination, consumer protection, and more.	BUS110
BUS330	Human Resources Management	This course will provide overview of all aspects of human resource management including acquiring, preparing, developing, and compensating employees can help companies meet their competitive challenges and create value. Also, effective human resource management requires an awareness of broader contextual issues affecting business such as changes in the labor force, legal issues, and globalization.	MGT214

BUS350	Quantitative Methods	The quantitative approach involves using numbers to help define, describe, and resolve a wide range of business problems. This course is an overview of statistical techniques used in business decision-making. Students examine research design, statistics, data analysis, and research methodology.	BUS110 MAT130
BUS395	International Business	This course introduces key concepts defining today's competitive global environment, including various cultural, political, economic and legal systems and their impact on international business. In addition, students examine various international business issues, trends, monetary systems, trade policies and institutions, as well as regional economic integration.	
BUS434	Internet Marketing	The course presents a customer-centric view of marketing, one that focuses on how firms can create tangible customer relationships by using a practitioner focused, seven-stage framework for the conception, design and implementation of marketing programs.	
BUS484	Entrepreneurship	This course is an introductory course intended to provide students with a solid foundation in terms of the vital role played by entrepreneurs and entrepreneurship in the 21 st century global economy. Students will assess, explore, critique, and celebrate 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.	BUS110
BUS499	Senior Capstone	The purpose of this individualized learning experience is to enable the student as an Abraham Lincoln University undergraduate student well along the way toward the completion of undergraduate degree requirements, to develop an original comprehensive management research project on a topic of professional or personal interest. This project-based course is designed to encourage the student to draw upon knowledge and experience gained over the course of studies with Abraham Lincoln University. The project also allows you to integrate your other related educational or professional development activities.	Must have completed or be concurrently enrolled in last course of program.
BUS510	Managerial Accounting	This course introduces how managers use accounting information in business decision-making. Topics include standard cost systems, budgeting, breakeven analysis, relevant cost issues, and the effect of state and federal taxes on decision-making. These principles apply to all types of businesses, including the service industry, manufacturing and merchandising. Students are also exposed to legal and ethical issues in accounting.	
BUS523	Real Estate Law	This course will provide students with an understanding of real property, its forms of ownership and interests. the various rights that can exist in land ownership, from mineral to riparian and the differences in ownership forms. The appropriate property disclosures and disclaimer statements are covered. Title abstraction, agreements of sale, conditions, and contingencies are explained. The elements and types of deeds are discussed along with mortgages and closings.	

BUS540	Managerial Economics	This course draws on the principles of economics and applies them to managerial decisions. It is incumbent on the student to be well versed in economic theories, models, and concepts so that their applications are pertinent, appropriate, and well-reasoned.	
BUS550	Business Finance	This course explores financial statement and cash flow analysis and the time value of money. It presents information on bonds and stock valuation and risk, return, and value. There are also discussions on capital budgeting processes and techniques, cash flow and capital budgeting, and cost of capital and project risk. Options and the international financial market are discussed as well.	
BUS551	Corporate Financial Management	This course guides students to develop intuition about decision making that will hold true through future evolutions in the financial world. It provides an integrated view of the theory of finance providing timely, real word examples and connecting the theory with practice. The course covers important corporate financial management topics and theories including options, agency theory, corporate governance, capital budgeting, long-term financing, risk analysis, and international corporate finance.	
BUS552	Innovative Finance and Venture Capital	This course provides a connection between finance theory and venture capital practice. It explores cutting edge financial tools applied to venture capital and research and development investing. Various techniques are explored, including Monte-Carlo analysis, real options, binominal trees, and game theory.	
BUS553	Corporate Global Finance	This course is designed to provide an overview of the global financial environment, such as motives for foreign trade and investment, the balance of payments, and the international monetary system. It deals with the forces that affect the relative prices of currencies in international markets. The course goes on to describe sources of global corporate finance and discusses the management of assets.	
BUS560	Business Ethics	This course focuses the inherent values of future managers, how ethics is an integral aspect of an organization's value-creation activities and aspirations. Is also allows for further study of business ethics as a fundamental of business management.	BUS550
BUS580	Strategies for Change	This course focus on issues related to how complex, large-scale change initiatives can be managed to ensure planned changes are implemented quickly and effectively and addresses the many organizational issues facing companies - the organizational context in which these changes will take place.	BUS550
BUS600	Contract Law Fundamentals	This course covers the basics of contract law including relevant terminology, procedures and contexts of contract law in practice. Students will learn effective methods for drafting contracts as well as components and procedures associated with contract usage under a variety of governing bodies.	BUS550

BUS620	International Business Law	This course provides a comprehensive look at critical issues and functions in the global legal environment; focusing on global legal issues in intellectual property, foreign investment, money and banking, sales, transportation, and financing.	
BUS623	Communications Law	This course examines the federal, state, and local laws that most directly affect mass communication in the United States and presents the ongoing conflicts over media rights and our constitutional rights to freedom of expression by examining how the courts rendered their rulings.	
BUS625	Employment Law	This course presents the principles of employment law at work through real-world applications. It approaches the practice of employment law with a focus on procedures, discrimination and employment regulation.	
BUS699	Graduate Capstone	The capstone project allows students to apply the knowledge and skills acquired in their courses to the work environment. This project is completely individualized; students are encouraged to select work-related projects that are of interest to them and that will result in professional growth and benefit the organization. Due to the extensive evaluation process, and the quantity of work and research involved, the Capstone course has a time limit of 6 months.	Must have completed or be concurrently enrolled in last course of program.
COH510	Coaching in the Workplace	This course introduces students to the basic concepts, principles, methods and procedures underlying the coaching process and leadership skills. It covers the nature and scope and function of methods specifically developed and proven in business and equips students with the fundamentals of coaching and prepares them for other coaching courses in the degree program.	
COH515	Personal Coaching	The course introduces a personal approach to the development and use of coaching. Topics are packed with all the information, tools, and techniques students need to take personal coaching to another level. These include building rapport, different levels of listening, using intuition, behavioral barriers, identifying goals.	
COH520	Coaching Teams	This course focuses on understanding what it takes to be a great agile coach, mastering all of the agile coach's roles: teacher, mentor, problem solver, conflict navigator, and performance coach, creating an environment where self-organized, high-performance teams can emerge, coaching teams past cooperation and into full collaboration, evolving your leadership style as your team grows and changes, staying actively engaged without dominating your team and stunting its growth, recognizing failure, recovery, and success modes in your coaching and getting the most out of your own personal agile coaching journey.	

COH525	Executive Coaching	This course exposes students to the wide variety of topics involved in being a leader and coach. The material includes effective leadership behavior, leading change, participative leadership, contingency theories, power & influence tactics, dyadic relations, and cross-cultural leadership. Students will be equipped to become ethical transformational leaders.	
COH530	Group Theory & Skills	This course introduces student to the theory and research needed to understand how to make groups effective and, through exercises and thorough explanations, equips them with the skills required to apply that knowledge to practical situations. Students will focus on valuing diversity, cooperative learning, leading counseling groups, and team development and training.	
COH535	Group Work Practice	This course prepares students to function as leaders in group work. Students receive a thorough grounding in areas that vary from treatment to organizational and community settings. Numerous case studies, practice examples, and guiding principles add to the ease and readability of this popular text and content is tied to the competencies needed for generalist and specialized social work practice with groups.	COH530
COH540	Project Management Coaching	This course supplies the student with skills and knowledge to be a coach for business projects. It covers the common management challenges and how to start off in the right direction on projects. The course equips the student to deal with the realities of managing projects and helps students understand and successfully handle project management. <i>The course is mapped to the exam topics of the PMP Certification Exam.</i>	
DBA710	Understanding Organizations through Organization and Organizational Change Theories	This course discusses how continual change within an organization affects its ability to compete in the global economy. It addresses emerging trends in organizational development and the positive impact they can make in the knowledge-worker era. Incorporating the best of the seminal work from behavioral sciences, along with proven change management techniques, the course will also integrate new criteria for creating learning organizations that remain flexible and adaptable.	DBA717
DBA711	Understanding & Application of Management Theories	This course is designed to provide a focus on the fundamental concepts, functions and skills of management through an analysis of the foundations of scientific management and a practice theory of management. It is designed to enhance students' understanding of effective management; to focus on a thorough and systematic coverage of relevant management theory and practice; to cover fundamental management skills and abilities required to run companies and organizations successfully; and to review the foundations of modern management thought.	DBA717

DBA712	Financial Management: Theory & Practice	This course explores how financial management can inform and then direct the application of sound financial principles that maximize the wealth of any company and provides students a thorough understanding of the theories, concepts, and practices needed in today's business environments.	DBA717
DBA713	Leadership Theories, Models, Styles & Traits	This course explores how leadership theory can inform and then direct the way leadership is practiced thereby providing a strong foundation for future leadership discussions. Cognitive Models of Behavior, Personal Traits, Vision, Situational Differences, Strategic, Virtual and Transformational Leadership (and many others) are reviewed.	DBA710
DBA714	Leadership and Change Management	This course is designed to address a variety of leadership and change management issues including: Expectations that managers are change leaders (whether trained or not); managers' readiness to lead change (directional or organizational) as opportunities arise; exploration of new methods to respond to emerging issues and developments; and how successful leaders practice. The intent of this curriculum is to provide learning outcomes that are advanced, focused, and scholarly, and that students contribute to the practical and scholarly body of knowledge in Business Administration.	DBA710
DBA715	Ethics of Business Management	This course is designed to provide an exploration of business ethics. It examines how ethical concepts have evolved over the recent decades, and how they must be incorporated as part of any organization's business operations. The course examines several ethical constructs, including morals, stakeholder and social expectations, strategic dimensions of corporate responsibility, strategic approaches addressing global ethical issues, and evaluation of the political processes by which social problems are created and the new ethical and/or legal processes that result.	DBA717
DBA716	Corporate Responsibility & Economics	This course explores an organization's economic responsibility (or the return on its investments) and how CSR (corporate social responsibility) impacts that responsibility. Additionally, the course discusses business practices and economic assumptions that bring contemporary challenges to the level of professional standards, corporate decision-making structures, and the interface between CSR communication and business practice.	DBA725
DBA717	Business Policies & Administration	The course is concerned with the policies developed by senior management. The specific topics covered in this course are the elemental aspects of business administration, specifically the relationships between organizational design, strategy, environments, marketing, production and operations management, human resources, and the management of information. Because these relationships are complex, uncertain, and subject to change, the course will focus on the strategies that senior management uses to shape and guide the organization.	

DBA718	Business Management Theories in Practice	This course is designed to provide an opportunity to approach management from a critical management perspective. Many aspects of modern life are increasingly subject to a managerial or economic approach, in which, for instance, the efficient allocation of resources assumes predominance over humanistic or ethical concerns. The proponents of critical management studies posit that management be approached from a wider perspective including labor process theory to postcolonial work, feminism and gender studies, sustainability, anthropology, sociology and cultural studies.	DBA711
DBA719	Human Resources Management	This course is designed to provide a theoretical and applied discussion associated with the management of human resources within organizations. It examines the different facets of HRM and explores a range of theoretical and applied perspectives on how human resource management impacts performance at both the organizational and individual levels. Topics include staffing for quality, developing and managing, outsourcing, compensation, managing workforce commitment and performance, legal issues, and organizational protection and expansion. Analysis of the contemporary requirement to leverage and manage knowledge and intellectual capital is also explored.	DBA717
DBA720	Strategic Management: Theories, Process, & Applications	This course is designed to provide an exploration of strategic management theory, research, and practice in organizations. It identifies the business strategies necessary for gaining an in-depth understanding of strategy formulation, implementation, and evaluation for optimal business results. Because strategy is a plan that guides managerial decision making, the course focuses on developing an understanding of, evaluation of, and implement of successful organization strategies. Additionally, the course requires assessment organizations' internal and external environment to analyze the nature and sources of their competitive advantages.	DBA717
DBA721	Business Strategy & Decision Making	This course is designed to provide an examination of critical issues in making strategy and decision-making in contemporary organizations. Because the essence of making strategy is concerned with decision making (both individual and group) the course also explores the theoretical basis of decision making. Through causal mapping software (Decision Explorer®) the theories of making strategy are applied to real world simulations. The framework for making strategy (issue management, purpose, and stakeholder management) is analyzed with strategic insight utilizing traditional decision-making elements.	DBA720
DBA722	Applied Strategic Perspectives	This course is designed to provide students the opportunity to consider the practice of business strategy from two distinct perspectives and will do an in-depth analysis of what actually takes place in strategic planning, strategy implementation and other activities that deal with strategy.	DBA721

DBA723	Business & Management Research Methods	This course provides a comprehensive review of research methods in management and business research. It covers both the practical technologies for conducting research, and the philosophies and assumptions underlying those techniques. It addresses the process of formulating appropriate research questions, objectives, and hypotheses, techniques for reviewing literature, and the ethics and politics of business research.	DBA717
DBA724	Research Design & Analysis	This course identifies methods to construct conclusions based on raw data review and statistical analysis. Students develop a research design that identifies the overall strategy chosen to integrate the different components of a study in a coherent and logical way, thereby ensuring an effective response to the research problem; it constitutes the blueprint for the collection, measurement, and analysis of data.	DBA723
DBA725	Statistics for Business	This course is designed to provide the tools and methods needed for analyzing, presenting, and interpreting data. In the business community, managers must make decisions based on what will happen to such things as demand, costs, and profits. These decisions are an effort to shape the future of the organization. If managers make no effort to look at the past and extrapolate into the future, the likelihood of organizational success is limited. Through a three-element approach: (1)the demystification of statistics (with theory discussions where appropriate); (2) emphasis on the value of accurate interpretation; and (3)computational procedures discussed step by-step, the rationale for why statistics are computed the way they are is provided. These elements enhance and lay the foundation for DBA726, Applied Statistical Analysis.	DBA724
DBA726	Applied Statistical Analysis	This course is concerned with the understanding and purpose of statistics in business. Statistics in the 21st century is mostly driven by software that takes inputted raw data, applies computational requirements, and produces results based on which test selected.	DBA725
DBA727	Dissertation Overview, Process & Proposal	This course is designed to provide an overview of the dissertation process and dissertation proposal preparation. Additionally, the course prepares students for the development of a qualitative, quantitative, or mixed method research proposal with a focus on the organization and design of a formal proposal including a substantive research topic of original work. An accepted proposal constitutes the framework for the Dissertation.	DBA717
DBA728	Dissertation 1	This course is one of directed study in which the students work closely with their Chair and Committee to revise their approved research study. Regardless the revisions required by the Chair and Committee, this course must be completed before or in conjunction with DBA729.	DBA727

DBA729	Dissertation II	This course is one of directed study in which the students work closely with their Chair and Committee to collect their data and describe their findings. Regardless of any revisions required by the Chair and Committee, this course must be completed before enrollment in course DBA730.	DBA728
DBA730	Dissertation III	This course is one of directed study in which the students work closely with their Chair and Committee to complete their dissertation in preparation for their Oral Defense. Regardless of any revisions required by the Chair and Committee, this course must be completed before any Oral Defense.	DBA729
FIN245	Personal Finance	This course provides comprehensive coverage of personal financial planning in the areas of money management, career planning, taxes, consumer credit, housing and other consumer decisions, legal protection, insurance, investments, retirement planning, and estate planning.	MAT130
FIN444	Finance for Managers	This introduction to corporate financial management and investments provides the framework, concepts, and tools for analyzing financial decisions by applying the fundamental principles of modern financial theory. Major topics include the time value of money and capital budgeting.	ACC200 and MAT130
FIN460	Federal Taxation I	This course is designed to provide students with a basic understanding of the fundamentals of federal income tax law. The course emphasizes individual taxation. The course is intended for students who need some technical knowledge of tax law, as well as for those students who wish to pursue further tax law education.	ACC220
FIN461	Federal Taxation II	This course is designed to provide students with a technical familiarity in a wide range of tax topics, including complex corporate and individual topics, estate and gift taxation, tax issues associated with not-for-profit entities, and selected other topics. The course is intended for those considering a career in accounting or taxation.	FIN460
MGT214	Principles of Management	This course trains on managing in the new competitive landscape, how business operates on a global scale, what types of technology is advancing online and offline, and managing for competitive advantage through environmental analysis and responding to the environment.	BUS110
MGT315	Customer Relationship Management	This course explores the aspects and impacts of CRM. It examines how Web 2.0 technologies and social media tools are being woven into CRM strategies. The course identifies the new business models being used by the most successful companies and also provides guidance on how other companies can and should adopt these innovations. Students will explore companies that are providing the best tools, provide various recommendations and insights and present insightful interviews with industry leaders on how to establish and maintain customer relationships.	

MGT424	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.	MGT214
MGT440	Operations Management	This course examines recent developments in operations management including revenue management, bullwhip effect, supply chain coordination and manufacturing flexibility. Quantitative topics are explained using real-world examples with data from actual companies. It introduces the topics including process flow, estimating, labor costs, batching, the impact of variability, projecting uncertain demand, reactive capacity, risk pooling and others.	
MGT464	Organizational Behavior	This course focuses on the people in the organization and how they work and behave in the work environment. It examines the behavior of individuals, the dynamics of teamwork, the processes of small groups, decision-making, problem-solving, conflict management, and ways to eliminate barriers to effective communications within the workplace.	MGT214
MGT474	Fundamentals of Project Management	This course introduces students to the fundamental elements of effective project management. In the context of the typical project life cycle, the required tools and techniques used to plan, measure, and control projects and the methods used to organize and manage projects are presented.	MGT214
MGT494	Strategic Management	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.	MGT214
MGT500	Management	This course introduces the fundamental management functions of planning, decision making, organizing, leading, and controlling, as well as the tools and techniques of managing people, processes, projects, and the work environment. Students explore current issues in management and gain insights into how successful organizations operate.	
MGT504	Sales Management	This course is an analysis of professional selling practices with emphasis on the selling process and sales management, including the development of territories, determining potentials and forecasts, and setting quotas. Case Study Analysis and Exercises are assigned throughout the course and discussion of the cases is required.	
MGT514	Human Relations Management	This course is designed to assist students in becoming more effective in professional as well as personal life through the development of human relations skills. Emphasizing different aspects of human relations. This course is ideal for managerial, professional, and technical workers who want to improve workplace and personal relationships.	

MGT525	Marketing Research	This course takes an application-oriented approach towards understanding marketing research and of methods used, providing students with the tools and skills necessary to solve business problems and exploit business opportunities. It will focus on both the qualitative and quantitative aspects of marketing research.	
MGT530	Marketing Management	This course provides the students exposure to specialized models, tools, and processes from the perspective of the manager who is responsible implementing a coordinated marketing program.	
MGT570	Advanced Strategic Management	This course is designed to help students effectively guide an organization toward a profitable and dynamic future. It 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.	
MGT590	Advanced Organizational Behavior	This course focuses on the people in the organization and how they work and behave in the work environment. It examines the behavior of individuals, the dynamics of teamwork, the processes of small groups, decision-making, problem-solving, conflict management, and ways to eliminate barriers to effective communications within the workplace.	
MGT620	Implementing Organizational Change	This course provides students with the most up-to-date and contemporary treatment of the way managers attempt to increase organizational effectiveness. By making organizational change the centerpiece in a discussion of organizational theory and design, this course provides excellent content to the adoption of new technology.	
MGT645	Project Management Essentials	This course introduces students to the fundamental elements of effective project management. It provides students with the opportunity to apply these elements using exercises and examples based on real-time projects. The required tools and techniques used to plan, measure, and control projects and the methods used to organize and manage projects are also discussed.	
MGT646	Project Management Organization Framework	This course introduces the fundamental concepts of scope, time management, human resource planning and project communications as presented in the Project Management Institute's Project Management Body of Knowledge. Emphasizing both theory and practical application, this course provides students with an opportunity to apply these concepts using real-life exercises, examples, and software tools.	MGT645
MGT647	Project Management Integration Framework	This course completes the topics presented in the MGT646 and includes project cost, quality, procurement, and risk management. This course also provides students with additional opportunities to apply these concepts using real-life exercises, examples, and software tools. <i>Special consideration is given to preparing students for the Project Management Professional (PMP) certification exam.</i>	MGT646

Criminal Justice			
CJS100	Ethics in Law Enforcement	This course explores ethical standards and codes in criminal justice professions as well as explores roles of professional organizations and agencies, ethics and community relations, and civil liability in law enforcement and correctional environments. Students will study cases to illustrate ethical issues and derive solutions to ethical dilemmas using critical thinking.	
CJS105	Technology in Criminal Justice	This course provides a framework of information about technology and computers and specifically how they are used by criminals and law enforcement agencies. It examines basic computer concepts and design, networking and information exchange, and then delves into more advanced and crime specific technologies such as wiretaps, surveillance, and the use of technology in high-tech crimes, disaster response, and police protection.	
CJS110	Introduction to Criminal Justice	This introductory course focuses directly on the crime picture in America and the three traditional elements of the criminal justice system: police, courts, and corrections. The course is divided into eight modules corresponding with the major issues of criminal justice including an introductory study of the definition of criminal justice, the crime picture in America, and the nature and purpose of criminal law and how the guilty are handled.	
CJS120	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 the policing of America. This course reflects the changing times in which we live and the tremendous challenges facing law enforcement officers each day.	
CJS130	Introduction to Justice Administration	The purpose of this course is to introduce the justice administration system, encompassing police, 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.	
CJS140	Introduction to Criminology	This course introduces the student to the dynamic field of criminology that changes constantly with each release of major research studies, Supreme Court rulings, and governmental policy, not to mention the current events of everyday life. This introductory course will provide insights into the answers 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.	CJS110
CJS200	Criminal Law	The purpose of this course is to equip the criminal justice student with a practical set of procedures and techniques that are needed for understanding the code of criminal law that police officers must deal with as an integral part of their career.	CJS110

CJS205	Constitutional Law I	This course provides the overview of legal guidelines and protections enshrined in the US Constitution, from which all American criminal law is derived. Students will explore the theory of governmental authority that underpins the Constitution, and the evolution of Constitutional rights as codified in the Constitutional amendments.	CJS110 and CJS200
CJS223	Criminal Procedure	This course provides a guide to the U.S. Supreme Court cases that students are likely to encounter in a criminal procedure course and is designed for those taking a criminal procedure course whose main interest consists of U.S. Supreme Court cases. Students will review the reasoning process by which constitutional rules are formulated and sharpen critical thinking skills through the analysis of the justices' written opinions and improving students' reading comprehension levels and writing skills.	CJS200
CJS225	Criminal Investigation I	This course presents the fundamentals of criminal investigation and their application to the more important felonies. It also explains how detective work should be performed in order to demystify the investigative process. Because criminal investigation must be conducted within the framework of our democratic system, U.S. Supreme Court decisions that affect the investigative function are quoted extensively. In this course, students will find that the ability to conduct any type of inquiry can be mastered by studying the investigative process.	CJS110
CJS230	Criminal Evidence	This course explores principles and rules associated with the management of criminal evidence. Topics covered in this course include the collection of evidence, how to handle evidence to prevent contamination, chain of custody, and preparation of evidence for presentation in the courtroom to attain criminal convictions. The rules of evidence are thoroughly discussed. The scope of the course encompasses physical evidence, witness testimony, polygraphs and technical evidence.	CJS110
CJS245	Community Policing	This course focuses on one of the most revolutionary models of policing we have seen in many decades; community policing. The course investigates the Community Police Officers (CPOs) in important roles of advisors, facilitators, and supporters of new community-based initiatives.	CJS120 & ENG160
CJS295	Police Patrol	This course covers patrol operations, goals, and strategies. Each module focuses on a specific aspect of police patrol operations. It combines management theory with case study examples taken from small police departments in addition to coverage of community and problem-oriented policing.	CJS130

CJS305	Constitutional Law II	This course builds on the foundations established in Constitutional Law I by taking the students through a series of legal case studies to gain an appreciation of how the legal system works in practice. The objective of these case studies is to provide the students with the insights that come from courtroom experience so that they are better prepared to find, collect, and handle evidence in a way that will facilitate criminal conviction.	CJS205
CJS310	Police Management	This course is designed to be an introduction to a wide variety of issues that confront today's modern police manager. The complex nature of policing in modern society mandates a thorough understanding of such issues as organizational culture, leadership styles, transactional analysis, problem identification and decision making, management by objectives, productivity, fiscal management, civil liability, accreditation, and ethics, to name but a few.	CJS295
CJS315	Supervision of Police	This course explores what a modern police supervisor is and what that person should know and do, as well as when and how to do it. The course addresses the issue of role conflict and provides an understanding of the group behaviors and organizational dynamics necessary to understand the fundamentals of police administration.	CJS130
CJS325	Criminal Investigation II	This course builds on the fundamentals of criminal investigation that were studied in Criminal Investigation I and illustrates their application to some of the special issues presently plaguing law enforcement worldwide (e.g. terrorism and enterprise crime).	CJS225
CJS335	Crime Scene Investigation	This course covers the skills necessary for gathering evidence from a crime scene and reconstructing what occurred. The course focuses on the different types of evidence, including fingerprints, hair, fiber, glass, paint, soil, arson accelerant, biological fluid stains, firearms, impressions, drugs, alcohol, and document evidence.	
CJS340	Fingerprint Detection and Analysis	This course explores the latest techniques and findings in the science of fingerprinting. Students study how a fingerprint is formed, the techniques necessary for detecting fingerprints on a wide variety of surfaces, how to identify the fingerprint and issues related to fingerprint evidence.	
CJS342	Emergency Response Planning	This course addresses effective emergency response planning, coordination among a large diversity of governmental agencies, response services, community support resources and the private sector and the implications to industrial and municipal planning and response.	
CJS345	Corrections	This course introduces students to the corrections system, the historical development of corrections, and examines the goals of criminal sentencing, the management of jails and prisons, the concept of alternative sentencing, guidelines on prisoner rights, and issues associated with parole and probation.	CJS140

CJS350	Homicide Investigations I	The purpose of this course provides a complete and practical set of methods for processing a homicide investigation. This course guides the student through the procedure used by investigators upon arriving on the scene of a violent and sudden death. Guidelines are provided on how to manage the scene, analyze evidence to determine the likely cause of death, and initiate the process of identifying the perpetrator.	CJS225
CJS355	Drug Enforcement	This course explores a variety of drug enforcement methods and the methods criminals use to avoid detection. Students study how to conduct investigations in hotels/motels, airports, storage units, trains, commercial buses, parcels, and rental vehicles.	
CJS360	Investigation of Terrorism	This course offers students the latest information on the technology, weapons (including weapons of mass destruction), transportation modes of terrorists, and profiles of terrorists themselves. Trends in 21st Century terrorism and the law enforcement response are also discussed.	CJS225
CJS362	History of Terrorism	This course will introduce the student to the history, forms and features of terrorism from earliest days to the modern era. The course is designed to provide the student with a basic understanding and broad overview of the history of terrorism and prepares them to exhibit and discuss basic comprehension of the major roles and ideas of terrorism throughout history.	CJS140
CJS368	Homeland Security	This course introduces students to the field of terrorism. It is designed to understand the world of terrorism and provide knowledge as a foundation for further understanding. The course is designed to provide students with a knowledge of complex subjects on terrorism, nature of terrorism and investigate scholarly works.	
CJS370	Patrol Procedures	This course will provide students with an understanding of police field operations. This course will cover various topics including community policing, communications, field procedures, traffic direction and enforcement, preliminary investigations, interviewing, arrest, search, custody, and use of force, reporting and records, and stress in the workplace.	
CJS372	International Disaster Management	This course focuses upon disaster management both in a general way and concentrating upon the international aspects of disaster management. It will investigate the four basic tenets of disaster management – mitigation, preparedness, response and recovery and how they are applicable to international disasters.	
CJS380	Computer Crime	The purpose of this course will students with a complete and practical set of technological procedures and techniques for digital crime; while helping tackle the challenging process of seeking scientific truth through objective and thorough analysis of digital evidence. Students will be part of advancing this developing field as a forensic science discipline in your chosen law enforcement career.	CJS105

CJS382	Risk Analysis	This course investigates risk (that is things that could go wrong), vulnerabilities (weaknesses in an organization that may make it difficult to address risks), and losses (when something actually does go wrong). Students will compare this to the cost of countermeasures needed to avoid or mitigate the loss allows us to, using cost benefit analyses, decide whether the countermeasures in question are worthwhile economically.	
CJS385	Traffic Law and Accident Investigation	This course will investigate property damage and other direct and indirect costs of traffic collisions, as well as traffic supervision, traffic control schemes and techniques, serving as a guide for traffic enforcement responsibility.	CJS295 & CJS230
CJS392	Transportation and Cargo Security	This course will closely examine the industry from an historical perspective and then analyze the interaction necessary to create adequate security inside the vast network of intermodal operations. The course explores the actual threat to each component of the transportation industry and concentrates on appropriate counter terrorism measures within each component from a domestic and global perspective. The course also includes a review of emerging technology in the field of transportation security.	
CJS397	First Responders	This course will investigate all aspects of the role of a first responder as well as discuss issues about <u>staying safe while at the scene of an emergency</u> .	CJS245
CJS400	Crisis Management	This course will investigate all aspects of crisis management and negotiating. It will examine the people and roles involved in a crisis team, as well as on negotiating skills needed to deal with various types of people and in special circumstances.	
CJS420	Criminalistics	This introductory course explores the history and scope of forensic science, which includes discovery at a crime scene, the most important location of evidence; physical evidence; analytical techniques for organic and inorganic materials; forensic toxicology; and firearms, ammunition, unique tool marks, and various impressions (e.g., shoe prints, fabric properties, and bloodstains).	CJS420
CJS435	Kinesic Interviewing	This course focuses on the practical set of procedures and techniques needed for conducting effective interviews and interrogations, from victims, witnesses, and informants, and confessions from suspects in such a way as to stand up to court scrutiny.	CJS325
CJS440	Juvenile Justice	This course provides students with a solid overview of the juvenile justice system in the United States. It reviews the historical background of the U.S. juvenile justice system, its current status, as well as contemporary societal and legal debates. An examination of various policies, programs, and practices is provided throughout the text. The course includes coverage of juvenile law and procedure, juvenile corrections, juvenile delinquency, delinquency prevention, and the future of juvenile justice in the United States.	CJS130

CJS450	Homicide Investigations II	The purpose of this course is to equip students with a complete and practical set of procedures and techniques that are needed after a homicide scene has been processed. The student proceeds through information relevant to the follow-up work necessary for preparing a solid case for presentation in court and the attainment of a homicide conviction.	CJS350
CJS455	Investigation of Organized Crime	This course provides student with an overview of organized crime and investigates organized crime from a social perspective and provides background in topics of emerging groups, redefining organized crime (OC), drug-trafficking cartels, Chinese OC, Nigerian drug traffickers, Albanian drug smuggling networks, organized crime and the Bushes, Tri-border Area OC activity.	CJS325
CJS465	Clandestine Laboratory Investigation	This course explores the many people involved in identifying the clandestine lab, the proper collection and preservation of the physical evidence followed by the complete analysis of the evidentiary samples. It reveals how the information gathered is the cornerstone on which the forensic expert's opinion is based and if it is handled properly, the Court will have all the information it needs to make a fully informed decision.	CJS325
CJS475	Investigation of Arson	This course exposes students to arson in the United States, the rate of detection, and arrest and conviction. Although this course is not tied to a certification requirement, it does support the standards or guidelines for the proper fire scene investigation.	CJS325
CJS490	Investigation of White Collar Crime	This course exposes students to the investigation and prosecution of white collar crime, the problem of corporate liability and the difference between criminal law and civil law as crucial aspects of the study of white collar crime.	CJS325
CJS493	Security Systems, Procedures and Developments	This course equips students with a complete and practical set of procedures and techniques that are needed to understand and succeed in the field of private and public security. In this course students will review changes in security protocols and procedures that have occurred in the aftermath of the September 11, 2001 attacks on the World Trade Center and the Pentagon, both private and governmental.	CJS230
CJS499	Senior Capstone	The purpose of this individualized learning experience is to enable the student as an Abraham Lincoln University graduate student well along the way toward the completion of undergraduate degree requirements, to develop an original comprehensive management research project on a topic of professional or personal interest. This project-based course is designed to encourage the student to draw upon knowledge and experience gained over the course of studies with Abraham Lincoln University. The project also allows you to integrate your other related educational or professional development activities	Must have completed or be concurrently enrolled in last course of program.

CJS500	Criminal Law	This course examines the 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, crimes affecting judicial process and organized crime.	
CJS505	Criminal Justice Ethics	This course provides students with the philosophical materials necessary to analyze ethical dilemmas and covers research and current events that are relevant to ethics in criminal justice. Current events are explored to show the practical implications of ethics discussions, especially themes of discretion and due process throughout the justice system.	
CJS510	Advanced Criminal Procedure	This course provides a clear and legally based exploration of the criminal procedure. It takes an in-depth look at conducting searches and what goes in to obtaining a search warrant, conducting plain view, open fields and consent searches and frisk searches. It covers all aspects of confessions, suspect identifications, and entrapment. This course concludes with pretrial matters and the trial and jury process.	
CJS515	Technology in Law Enforcement	This course provides a comprehensive outline of the use of technology by both criminals and law enforcement agencies. Advanced law enforcement-specific technologies are explored in depth. Topics include wiretaps, surveillance, high-tech crimes, disaster response, and police protection. Ethical and legal implications of technology are explored, as well as technology's place in the community-based policing model; and how technology impacts traditional criminal justice theories.	
CJS520	Criminology	This course explores criminology and the factors that affect it including Supreme Court rulings, and governmental policies. This course examines the nature and causes of crime, and the effects of crime on issues of law, community, and law enforcement. Students will explore the nature, extent, and patterns of crime; victims and victimization; and theories of crime causation.	
CJS530	Law Enforcement Management	This course explores the behavioral and functional aspects of police management, and issues associated with modern law enforcement. Students study leadership styles, the organizational environment, workforce development, management planning, problem identification, management by objectives, productivity, and fiscal management. Additionally, there is focus on special topics, such as the use of power and force, civil liability, establishing a police presence in schools, and identifying promotion candidates.	

CJS545	Drug Enforcement	This course explores a variety of drug enforcement methods and the methods criminals use to avoid detection and study how to conduct investigations in hotels/motels, airports, storage units, trains, commercial buses, parcels, and rental vehicles.	
CJS550	Forensic Science	This course takes a comprehensive look at the field of forensic science, or criminalistics. Students learn how to evaluate crime scene evidence by developing fingerprints, examining documentation, and identifying bullets. Students also explore the history and scope of forensic science and how it applies to laws that are enforced by police agencies in a criminal justice system.	
CJS560	Dynamics of Family Violence	This course is meant to expose students to the dynamics of family violence and evaluate the myths about Family Violence from both victims and offender's perspective.	
CJS565	Use of Force in Law Enforcement	This course provides students with an understanding of the police use of force and focuses on the extraordinary events that develops when physical force is used by the police. Students will tackle research and summaries of a close statistical look into the use of force in law enforcement.	
CJS575	Police Administration	This course explores the basic duty of the police administrator and takes an in depth look at the challenges of police administration in an increasingly diverse culture.	
CJS580	Terrorism and Homeland Security	This course introduces students to the field of terrorism. It is designed to understand the world of terrorism and provide knowledge as a foundation for further understanding. Students will examine issues such as the Israeli-Palestinian conflict or the controversy surrounding the USA Patriot Act.	
CJS585	Corrections	This course will provide students with an understanding of the American correctional system. It covers various topics including the history and law of corrections, punishment and rehabilitation of offenders, correctional practices ranging from probation to prison, and correctional trends.	
CJS590	Interview and Interrogation	This course equips students with a complete and practical set of procedures and techniques needed for interviewing and interrogation at the graduate level. Students will become familiar with become acquainted with the kinesic interrogation process and will examine proper interview and interrogation of suspects, analyze the process of kinesics, and understand the risk of obtaining false confessions.	
CJS699	Graduate Capstone	The capstone project allows students to apply the knowledge and skills acquired in their courses to the work environment. 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 and benefit the organization. Due to the extensive evaluation process, and the quantity of work and research involved, the Capstone course has a time limit of 6 months.	Must have completed or be concurrently enrolled in last course of program.

General Studies			
ANTH 350	Cultural Anthropology	This course provides an up-to-date introduction to cultural anthropology and carefully balances coverage of core topics with contemporary changes in the field. No single theoretical perspective orients this course, so a wide range of views and approaches can be applied effectively.	
ART100	World of Art	This course puts the humanities in perspective by discussing the arts and ways of knowing art's main concerns, purposes, and functions. The course also discusses artistic style and how to apply critical skills. This course is designed for students with little or no background in the arts.	
BIO100	Introduction to Biology	This course provides a foundation of factual knowledge about biology in order to help students build a cognitive framework for critical scientific thinking. Students will learn key biological terms and theories and exhibit understanding of these terms through assignments that incorporate case studies, essays and ethics questions concerning current biological issues.	
CHEM210	Survey of Chemistry	This course is designed to help students learn chemical skills and concepts by studying the connection between key concepts and key problem-solving skills through critical thinking. Basic math and problem-solving skills will be covered in order to lay a foundation for the study of a variety of diverse chemistry concepts including the periodic table, chemical bonding, and stoichiometry of gases.	
CMP101	Introduction to Computers	This course serves as an introduction to computer terminology and computer equipment and provides fundamental concepts for using PC-based software. Topics covered include computer hardware and its operation, operating systems, application software, networks and computer communications, and the Internet and the World Wide Web. Emphasis is placed on the use of computers to assist with business issues. The impact of computers on modern life is also explored.	
COM100	Introduction to Communications	This course provides a study of human communication by covering major communication concepts, theories, research, and trends. This introduction communications course will help students to understand their own communication behavior as well the communication behavior of others. Concepts covered include basic theories of communication, understanding individual communication styles, the use of communication across cultures, and listening and critical thinking skills.	
COM101	Communications for Personal Development	This course is designed to prepare students for the challenges of work in the constantly changing job environment and teaches students to become competent professionals, particularly with goal setting and planning, and communication skills - both oral and written, and interpersonal - the ability to self-reflect on one's skills and ethical standards and strategies for long-term success.	

COM202	Effective Professional Communications	This course provides an 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. Through library research and online information gathering, this course will increase students' knowledge of organizational writing and communications including case analysis, data interpretation, problem solving, and report writing. Students will also learn presentation techniques using Microsoft PowerPoint.	
COM275	Speech Communications	This course explores the relationship between the sense of self and how one communicates. It explores the relationship between communication and perception, the process of assigning meaning to sensory information and experiences. It explores good listening skills, which are important in both our professional and personal lives and offers strategies for using language responsibly.	
COM420	Managerial Communications	This course focuses on the skills and strategies that managers need in today's workplace. The role of communications will be explored, as well as an examination of effective communications in hiring and promoting, conflict management, presentations, routine messages, and reporting and proposals. Studies consistently report the importance of communication to business success, and managers frequently correlate communications proficiency with career satisfaction and progress. This course builds that ability central to managers as they pursue goals and objectives.	COM100
ECON205	Introduction to Economics	This course focuses on resource-allocation, strategic, and tactical decisions that are made by analysts, managers, and consultants. The techniques discussed here seek to achieve the objectives of the organization in the most efficient manner, while considering both explicit and implicit constraints. This course emphasizes real-world business applications – not just theories and concepts.	
ECON310	Principles of Macroeconomics	This course includes a study of institutions that help develop the national and international economy. Supply and demand, theory of prices, government spending and taxation, business cycles, fiscal and monetary policy, banking system and economic development are examined through class discussion and analysis of current economic events.	
ECON315	Principles of Microeconomics	This course focuses on economic decision making, production, competition and market structures, government, labor markets, unions and the distribution of income. The principles of scarcity, choice, and the laws of supply and demand are examined through class discussions and analysis of current economic events.	ECON310

ECON490	Managerial Economics	This course provides students with an understanding of how resources are allocated, the use of economic theory in addressing business-decision-making problems and focuses on making profitable business decisions.	
ENG110	Introduction to Writing	This course is designed to develop the student's ability to write clearly. Emphasis is on effective writing and revising techniques including purpose, organization, and mechanics. Various modes and strategies of descriptive, narrative and illustrative essays are covered. The culminating assignment is a research paper.	
ENG160	English Composition I	This course is designed to help students master the traditional five-paragraph essay and variations of this essay. Four principles are presented as keys to effective writing: unity, support, coherence, and sentence skills.	
ENG170	English Composition II	This course incorporates all the approaches to argumentation and includes a rigorous introduction to the concepts and language of argument. Students will write on common subject matter as designated for most of the course. Writing process time is built into the course: for invention exercises and for revision exercises.	ENG160
ENG180	Introduction to Literature	This course will introduce students to the many ways in which literature achieves this goal. During the course, students will; discuss, analyze, and interpret a wide variety of literary texts; culminating with the study of literary criticism and how to adapt an approach to a particular literary genre.	
ENG185	Literary Studies	This course is intended to enrich student learning through their active engagement with ideas in written text. This course provides students with multi-genre reading experiences designed to immerse them in critical and creative thinking as they address problems and issues from multiple perspectives. Students will be encouraged to see language as a way to create meaning in their lives and to see themselves as writers with a purpose and an audience.	
HIST150	World History I	This course will explore the essential ideas, themes, and issues that have shaped the development of world civilizations from prehistoric times to the advent of European expansion during the beginning of the 16th century. The course will include a review of civilizations in the Middle East, Asia, Africa, the Americas, and Europe.	
HIST160	American History I	This course covers American History from the 1500s to post Civil War Reconstruction. The student will study a diverse range of cultures from these time periods and how migrations, social and economic changes and interactions between cultures have shaped the history of America. The student will study the shifting frontiers and political landscapes of the land before and after the Revolution and examining associated patterns to form a big picture of the historical story of America.	

HIST165	American History II	This course continues the study of American History from European discovery through the Colonial, Revolutionary, early national and Antebellum periods, concluding with the Civil War.	HIST 160
HUM125	Critical Thinking	This course prompts students to question their own assumptions and to enlarge their thinking through the analysis of the most common problems associated with everyday reasoning. Three main concepts include the fundamentals of critical thinking, common barriers to critical thinking, and strategies for overcoming those barriers. Students will delve into perspectives in moral reasoning, consequentialism, legal morality, religious relativism and religious absolutism are covered along with virtue ethics.	
MAT130	Concepts of Fundamental Math	The purpose of the course is to provide students with important foundational skills that will prepare them to be successful in higher level courses. This course will be a review of fundamental math concepts.	
MAT201	Business Mathematics	This course will help you develop math skills used in personal and business applications. This course is a basic review of mathematical skills including terminology, checking accounts, taxes, and payroll.	
MAT280	Business Statistics	This course is designed to provide students an overview of the field of statistics and its many applications. This course is application-oriented and written with the needs of the nonmathematician in mind. Although the course is applications-orientated, care has been taken to provide a sound methodological development and to use notation that is generally accepted for the topic being covered.	MAT130
ORT100	Orientation	This non-credit course equips students with learning strategies, study skills and resources and site navigation materials as they encounter ALU's Learning Management System. Students will learn how to communicate online effectively and to become familiar with the requirements, challenges and advantages of online learning.	
PHIL225	Ethics	This course forms the basic foundational ethics course for all the other higher-level and profession specific ethics courses.	
PHIL430	Religious Studies	This course examines the full spectrum of religions, from small-scale societies to full-blown "world religious movements." The course provides an in-depth treatment of Islam, Hinduism and is includes study of real life field projects directly related to material covered in the course.	
POLI110	Introduction to Political Science	This course introduces students to the basic concepts and themes of political science. It presents this vital field of the study of politics from a wide variety of viewpoints, through diverse real-world examples, cautioning students about the value of avoiding simplifications in politics. The course discusses the relevance of government and the importance of participation in politics through application of concepts in the political issues of the day.	

POLI365	American Government	This course will familiarize students with the structures, functions, and processes of American government and politics. The course explores the philosophical and historical roots of American politics, the three branches of government, and various political institutions like the media and political parties.	
PSY110	Introduction to Psychology	This course provides an overview of psychology and explores the field of psychology. It includes human development, social psychology, learning, perception, cognition, motivation, personality, psychological testing, and nervous system functioning.	
PSY305	Developmental Psychology	This course presents the theories and principles of modern developmental psychology. Students learn about the different branches of psychology and the practical application of psychological tenets to functional behavior.	
PSY315	Abnormal Psychology	This course is designed to provide you with an overview of the range of human behaviors described as “abnormal.” Students will be exposed to the definition of normality and abnormality, how these definitions have changed over time, and models of understanding human behavior and suffering. We will also discuss specific syndromes and diagnostic categories of psychopathology and will survey some of the treatments used for these disorders.	PSY110
RES340	Research Methods and Writing	This course introduces students to a number of research methods useful for academic and professional investigations of information practices, texts and technologies. By examining the applications, strengths and major criticisms of methodologies drawn from both the qualitative and quantitative traditions, this course permits an understanding of the various decisions and steps involved in crafting (and executing) a research methodology, as well as a critically informed assessment of published research.	
RES500	Research Methods	This course is designed to expose students to the basic research process from idea to research design to written paper. Students will discuss ethical issues in research, compare and contrast research designs, actively analyze and critique research articles and produce research papers upon the completion of the course.	
SCI195	Study of Physical Science	This course is on thinking about and understanding your physical surroundings. It is a straightforward but substantial introduction to the fundamental behavior of matter and energy. It is intended to serve the needs of non-science majors who are required to complete one or more physical science course and will introduce basic concepts and key ideas while providing opportunities to learn reasoning skills and a new way of thinking about your environment.	

SCI295	Environmental Science	This course integrates natural and social science concepts and explores the interrelatedness of living things. The course focuses on possible solutions to environmental problems. Topics include sustainability, ecosystems, biodiversity, population dynamics, natural resources, waste management, energy efficiency and pollution control, as well as ethics and politics.	
SOC110	Introduction to Sociology	This introductory course in sociology gives students the opportunity to use sociological imagination to master their social world. It examines aspects of the social environment that students might otherwise ignore, neglect, or take for granted. It looks beneath the surface of everyday life to help students understand and anticipate human behavior in a variety of environments.	
SOC210	Diversity and Culture	This course explores cross-cultural issues and diversity to help create a positive foundation for understanding and working effectively with others. Issues, including values, beliefs and practices that affect individuals, groups and communities are discussed.	
SPAN110	Introduction to Spanish I	This course provides an introduction to basic conversational Spanish. Students will study vocabulary, verb conjugation and sentence structure with a focus on practice of Spanish speaking in real life situations.	
SPAN115	Introduction to Spanish II	This course continues with basic conversational Spanish. Students will study vocabulary, verb conjugation, and sentence structure with assignments geared towards speaking Spanish in real life settings.	SPAN110

Legal Studies/Law			
LGS100	Introduction to the Legal Profession	This is a survey course designed to introduce students to the paralegal profession and the role of a paralegal as member of the legal team. A basic introduction to the skills required of a successful paralegal, such as legal vocabulary, critical reading, thinking and writing, interviewing, investigation, legal research, law office administration, and technologies. Throughout this course, as well as the entire paralegal program, an emphasis will be placed on legal ethics, professional regulation, and current trends and issues in the paralegal field.	
LGS102	Family Law	This course prepares students for the area of family law. Students are introduced to the legal principles and processes involved in the law of marriage, divorce, separation, support, custody and visitation, annulment and adoption, and tax consequences of separation and divorce. Students learn to draft common agreements, pleadings and other documents applicable to these topics.	
LGS103	Criminal Law	This course explores the general principles of criminal liability, the defenses to criminal liability, and the elements of crimes against persons, property, and	

		society, while it encourages critical thinking about these topics. Special emphasis is given to both the law and the procedural aspects of criminal justice.	
LGS105	Law Office Technology	This course explores the increased use of technology in the law office and in the courtroom. The increased use of technology and computers in the law office, the court system and the courtroom has changed the way many traditional procedures are performed. The computer and the Internet are increasingly used, not just for traditional document preparation, but also for maintaining client databases, keeping office and client accounting records, engaging in electronic communications, research and filing documents within the court and trial presentation.	
LGS106	Wills, Trusts and Estates	This course focuses on the basics of property law and its application to the main themes of wills, trusts, and estate administration. The laws that govern construction and administration of wills and trusts are covered in detail along with the roles of various participants in the process. Students will learn to develop an estate plan to dispose of assets and diminish or eliminate estate taxes through the effective use of wills and trusts.	
LGS107	Contracts	This course provides paralegal students with a well-organized, functional approach to the law of contracts. Paralegal students learn an approach for analyzing contract problems that they will need for their professional assignments. Topics include the type of law to apply to contract transactions, when a contract is formed, when it is enforceable, a plaintiff's allegation of breach, a defendant response to an allegation of breach, and the remedies available for a breach of contract.	

LGS108	Legal Research	This course is designed to teach the fundamentals of Legal Research. The student will learn research tools and techniques necessary to find the actual law and also how to use the various secondary materials, which assist in the research process. Some of the topics covered are: Case Reporters, Digests, Codes, Annotated Codes, Annotated Reporters, Citators, Loose-Leaf Services, Legal Encyclopedias, Treatises and Computerized Research Services. As part of the course, students enrolled in Legal Research receive a subscription to Westlaw online legal library. <i>Upon successful completion, students receive a Paralegal Training Certificate from Westlaw.</i>	
LGS110	Litigation and Trial Practice I	This course provides comprehensive coverage of the civil litigation practice for paralegals. It provides detailed information on the litigation process from the pre-suit investigation to the appeal. Special emphasis is made on the role of the lawyer and those responsibilities that may be delegated to the legal assistant. Attention is given to litigation principles, lawyer and client relationship and ethics, gathering evidence, deposition, preparation for a civil trial, structure of a civil trial, judgments, and appeals.	

LGS200	Administrative Law	The continuing growth of administrative law and regulations make this course fundamental and essential to most law practices. The course covers the delegation of authority to agencies, legislative oversight, judicial review, disclosure of information, the administrative process, procedural due process, formal adjudication, rules and rulemaking, obtaining judicial review and more.	
LGS201	Immigration Law	This course covers the law of immigration and the changes that have taken place in immigration law since September 11, 2001. It walks the student through the entire background, process, and tools essential for a legal professional's mastery of immigration law.	
LGS202	Environmental Law	This course provides an overview of the role other areas of law play in the development and implementation of these policies. Students will learn principles of American property law and examine common law theories and remedies for environmental harms and liabilities, as well as land use and regulation and constitutional issues in environmental regulation.	
LGS203	Intellectual Property	This course covers four fields of intellectual property: law; trademarks, copyrights, patents, and trade secrets. It covers topics such as the duration of rights, protection from infringement, and new and international developments in each field.	
LGS204	Real Property	This course is directed toward the training and practice of legal assistants in the area of modern real estate transactions. Topics covered are property ownership, surveys and legal descriptions of real property, easements, contract forms and standard provisions found in real estate contracts, deeds, real estate finance, real estate lending, mortgages and foreclosures, title examinations and title insurance, real estate closings, condominiums, cooperatives and time-shares, and residential and commercial leases.	
LGS205	Social Security Disability	This course provides insight to the disability appeals process and complex administrative procedures that ultimately appear before a federal administrative law judge. Students will learn to understand and apply key legal issues in the successful representation of clients before the Social Security Administration generally, and the Office of Hearing and Appeals specifically.	
LGS206	Business Organizations	This course prepares paralegal students for the practical aspects of the law of business organizations. It covers all issues that are typically encountered in working with business clients. Topics include the types of business organizations, formation of a corporation, corporate financial structure, employment and compensation, operating and maintaining business entities.	
LGS207	Bankruptcy	This course gives a brief history of bankruptcy law, research aids, alternatives to bankruptcy, discussion of the role of the various parties involved in the bankruptcy process, and overview concerning eligibility and the selection of the appropriate bankruptcy chapter under which a bankruptcy should be filed.	
LGS208	Legal Analysis and Writing	This course provides the student with in-depth knowledge of the fundamentals of legal analysis and	

		writing. Students will first examine an overview of the legal system, including analytic principles and the legal process. They will learn the specifics of legal analysis, including statutory analysis, case law and briefing, identifying and stating the issue, case application and counter analysis. Emphasis on application of these key principles in legal writing will allow students to prepare interoffice memorandums, court briefs and general legal correspondence. Students enrolled in Legal Analysis and Writing receive a subscription to Westlaw online legal library. Students have the opportunity to take a series of tutorials to learn effective online research skills. <i>Upon successful completion, students receive a Paralegal Training Certificate from Thomson-West.</i>	
LGS210	Litigation and Trial Practice II	This course is the second part to Litigation and Trial Practice I. The course provides comprehensive coverage of the civil litigation practice for paralegals. It provides detailed information on the litigation process from the pre-suit investigation to the appeal. Special emphasis is made on the role of the lawyer and those responsibilities that may be delegated to the legal assistant. Attention is given to litigation principles, lawyer and client relationship and ethics, gathering evidence, deposition, preparation for a civil trial, structure of a civil trial, judgments, and appeals.	LGS110
LGS301	Torts I	This course explores civil wrongs and will illustrate and explain the different types of tort recoveries that are allowed by law. Students learn the elements required to prove each tort, defenses that may be posed, and a step-by-step strategy for the preparation and settlement for each type of action. Topics include tort theory based upon negligence, products liability, libel, slander & malpractice.	

LGS302	America's Courts and the Criminal Justice System	This course teaches the fundamentals of the legal system in America and includes an overview of the federal courts, state courts, appellate, lower and juvenile courts. It covers the dynamics of courthouse justice, prosecutors, defense attorneys, judges, defendants and victims and the processing, sentencing of the guilty.	
LGS303	Ethics for the Legal Professional	This course provides the student with an in-depth look into the various types of ethical challenges faced by the legal professional. The student will be able to recognize an ethical issue, classify it and research possible courses of action. The emphasis is on spotting ethical challenges and applying appropriate law.	
LGS304	Survey of the Legal Profession	This course helps students learn the past, present and future of the paralegal profession, including the paralegal defined, educational options, techniques for marketing skills and career opportunities. Students receive a formal introduction to law by examining sources of American law, the court system and alternative dispute resolution, substantive law in its various forms, as well as administrative law and government regulation. Legal procedures and advanced	

		skills involving civil litigation and trial procedures, criminal law, conducting interviews and investigations, using primary and secondary sources to legal research, the emerging technology of computer-assisted legal research, in addition to legal analysis and writing provide valuable insight and a solid foundation for the future legal assistant.	
LGS305	Employment Law	Employment law is a big business concern and is a field that is dynamic and constantly changing the parameters of selection, discrimination, privacy and termination in employment. This course presents the principles of employment law at work through real-world applications. It approaches the practice of employment law with a focus on procedures, discrimination and employment regulation. Students are engaged to solve human resources dilemmas with regard to employment law as well to respond with critical thinking to questions brought about by real word cases.	
LGS308	Communication Law	This course covers the legal regulations that are the foundations of media and telecommunications law and policy. It deals with media law and ethics in the historical and philosophical context of the First Amendment freedoms of speech and the press. Topics include libel; privacy laws; free press and fair trial, protection of news sources; obscenity, regulation of advertising and electronic media. It presents students with legal questions concerning situations that may confront graduates in their careers.	
LGS310	Education Law	This course provides students with an overview of educational law covering the legal system and how it can be used to assist schools and avoid expensive litigation. There are details about educational rights and responsibilities, including topics such as mandatory reporting and exemption from personal liability in certain situations.	

LGS401	Torts II	This course is the second part of Torts II. Students learn the elements required to prove each tort, defenses that may be posed, and a step-by-step strategy for the preparation and settlement for each type of action. Topics include tort theory based upon negligence, products liability, libel, slander and malpractice.	LGS301
LGS402	Alternate Dispute Resolution	This course introduces the student to the field of Alternative Dispute Resolution. It is an expanding area both in the courts and in private disputes. It covers conflict diagnosis, arbitration and mediation. The student learns hands-on skills to become more adept as a conflict manager. Non-binding evaluations and resolutions are also explained. The ability to engage in dispute resolution is a valuable tool for the legal professional.	
LGS404	Laws of Criminal Evidence	This course provides student with an understanding of evidence law working side-by-side with law enforcement of the trial attorney. Students will be provided with the fundamentals: the definition of the law of evidence, its origin, as well as the relevant application of such-when, and by whom. Examination and admissibility of evidence to support or disprove facts is critical in any case;	

		therefore, consideration will be given to actual cases as students learn evidentiary rules and the part they play in the recognition, gathering and presentation of evidence deemed admissible at trial.	
LGS406	Elements of Contract Drafting	This course provides an overview of the issues and processes involved in drafting contracts and transactional documents. This should give students a framework of principles to analyze the basic structure of contracts and ways to structure transactional documents in order to prevent and plan for future litigation.	LGS107
LGS407	Business Law	This course will introduce the legal frameworks applying to business organizations. Emphasis is placed on the ethical and social responsibilities of businesses as well. Topics range from entrepreneurship, proprietorship, partnerships, corporate formations, governance, government regulations and international law. Businesses that are organized in the United States are subject to its laws.	
LGS409	Criminal Procedure for Legal Professionals	This course assumes students know basic criminal law. Much of this course is based on the Bill of Rights, the first ten amendments to the U.S. Constitution. It begins with the suspect's right during the investigation and arrest processes. It includes evidentiary procedural protections and sanctions. The course covers a convicted criminal's rights under the Eight Amendment.	
LGS410	Elder Law	This course is an introduction to the emerging field of elder care law, covering the areas of advance directives, wills, and guardianships. Special attention is focused on patients' rights in healthcare decision-making and the entitlement programs of Medicare and Medicaid. The subjects of diseases of aging, managed care, long-term-care insurance, living facilities for the elderly, and financial planning for aging and elderly clients are also significant features of the course. The course also includes new material on diseases of aging, marriage among the elderly, and abuse of the elderly, including identity theft.	
LGS499	Senior Capstone	The purpose of this individualized learning experience is to enable the student as an Abraham Lincoln University undergraduate student well along the way toward the completion of undergraduate degree requirements, to develop an original comprehensive management research project on a topic of professional or personal interest. This project-based course is designed to encourage the student to draw upon knowledge and experience gained over the course of studies with ALU.	Must have completed or be concurrently enrolled in last course of program
LGS520	Health Care Law	This course provides students with an understanding of medical law and applied ethics, which is necessary for healthcare professionals who often face dilemmas that are not experienced by the general population.	
LGS523	Real Estate Fundamentals	This course will provide students with an understanding of real property, its forms of ownership and interests. In addition, the course will investigate the various rights that can exist in land ownership, from mineral to riparian and the differences in ownership forms. The appropriate property disclosures and disclaimer statements are covered. Title abstraction, agreements of sale, conditions, and contingencies are explained.	LGS601

LGS525	Contemporary Business Law	This course presents the “real world” involving real legal dispute between real people. It offers an opportunity to develop critical thinking skills that will serve the student in addressing legal and other issues. Learning subject matter of this course will help students make more informed and confident decisions in business.	
LGS527	Banking Law	This course will cover subjects such as increased competition, deregulation, bank and thrift failures, large-scale bailout, and restructuring efforts. Unresolved challenges include budget stimulus, deficits, and renewed supervision by regulators. It will guide students through today's system of financial regulation that is unlike anything else in the world.	LGS601
LGS530	Securities Law	This course provides students with an analysis of the underlying rationales of Article 9 of the Uniform Commercial Code, the federal Bankruptcy Code as it relates to Article 9, and other relevant state and federal legislation. The course also covers: attachment of security interests; Perfection of security interests; Priorities among competing claimants (including extensive treatment of the effects of bankruptcy on security interests); and Enforcement of security interests.	LGS601
LGS532	Intellectual Property Law	This course will review intellectual property and will go into further depth on topics such as: copyright (the expression of an idea), patents (inventions), trademarks (names and logos that identify products or services) and other forms of intellectual property.	
LGS540	Wills & Trusts	This course covers intestate succession, wills, trusts, estate administration, non-probate assets, wealth transfer issues and death planning. Its material is presented in a lively, lucid style to hold the student's interest while building knowledge and skills in the trusts and estates legal area. Students should come to appreciate the value of being able to know how to identify which wills and trusts avert legal problems and help alleviate some emotional stress and financial costs surrounding the death of a person.	LGS611

LGS542	Elder Law	This course is an introduction to the emerging field of elder care law, covering the areas of advance directives, wills, and guardianships. Special attention is focused on patients' rights in healthcare decision-making and the entitlement programs of Medicare and Medicaid. The subjects of diseases of aging, managed care, long-term-care insurance, living facilities for the elderly, and financial planning for aging and elderly clients are also significant features of the course. The course also includes new material on diseases of aging, marriage among the elderly, and abuse of the elderly, including identity theft.	
LGS600	Contracts I	This course will provide expose students to the common law contract principles relating to contracts for services and the Uniform Commercial Code contract principles relating to contracts for goods. They will learn the rules governing the formation of contracts such as offer, acceptance, consideration and defenses, such as, the statute of frauds, incapacity, illegality, misrepresentation/fraud, duress, unconscionability, undue influence and mistake. Students will also study	

		contractual conditions, third-party rights, assignments, delegations and the law pertaining to the enforcement of contracts, liability and remedies for breach of contract.	
LGS601	Contracts II	<i>Continuation of Contracts I</i> ; furthering the study of the rules governing the formation of contracts such as offer, acceptance, consideration and defenses, such as, the statute of frauds, incapacity, illegality, misrepresentation/fraud, duress, unconscionability, undue influence and mistake. Students will also study contractual conditions, third-party rights, assignments, delegations and the law pertaining to the enforcement of contracts, liability and remedies for breach of contract	LGS600
LGS610	Torts I	This course is a survey of civil causes of action for which an injured party may seek redress and compensatory relief in court. Students will learn various theories of tort liability including intentional torts to person and property such as assault, battery, false imprisonment, trespass and infliction of emotional distress. Students will also examine the law relating to causes of action for ordinary and professional negligence, wrongful death, products liability, and dignitary torts such as invasion of privacy, defamation, constitutional torts and nuisance. They will also examine strict liability causes of action such as pet ownership and products liability. Finally, students will examine tort defenses of privilege, mistake, self-defense, consent, necessity, immunity, contributory and comparative negligence and assumption of the risk.	
LGS611	Torts II	<i>Continuation of Torts I</i> with studies completing the topics listed under Contracts I.	LGS610

LGS615	Agency & Partnership	This course is a survey of the law of various unincorporated business associations. This course will focus on the laws of agency, partnership and LLCs, including formation, termination, fiduciary responsibilities and raising capital concern. Finally, this course will examine some of the types of commercial practices and economic policies that have shaped this area of business entities law.	
LGS620	International Business Law	This course provides a comprehensive look at critical issues and functions in the global legal environment. It provides business and law students an overview of the overall structure of the legal environment in which international business operates today; nation-to-nation relations, multinational enterprises, dispute settlement across national borders, and rules for global trade in goods and services. This course focuses on global legal issues in intellectual property, foreign investment, money and banking, sales, transportation, and financing. It emphasizes the diversity and similarity of how firms are currently regulated and governed around the world.	
LGS623	Communications Law	This course examines the federal, state, and local laws that most directly affect mass communication in the United States. What is communicated, how it is communicated, to whom it is communicated, when and where it is communicated and the effects of that communication all may raise important legal concerns for	

		people throughout the communications industry. This course presents the ongoing conflicts over media rights and our constitutional rights to freedom of expression by examining how the courts rendered their rulings. Throughout the course, a hypothetical problem is presented at the beginning of each textbook chapter which will be used as the basis of class discussions for students' greater understanding of the field of communications law.	
LGS625	Employment Law	This course presents the principles of employment law at work through real-world applications. It approaches the practice of employment law with a focus on procedures, discrimination and employment regulation.	
LGS630	Legal Writing	This course will focus on predictive legal writing and students will practice a wide variety of new skills: reading cases and statutes; synthesizing the law from a number of different sources into a unified understanding; finding and updating case law and statutes; and writing one of the most common forms of predictive legal writing: the interoffice memorandum.	
LGS632	Legal Research	This course covers basic citation forms as established by the Bluebook, including the citation of constitutions, statutes, cases, books and periodicals, journals & law review articles, and web resources. Professional Skills IIB provides practical instruction in legal research, including research involving treatises, statutes, Restatements, uniform codes and laws, federal regulation, rules, digests, state and federal cases, and practice guides commonly used in state and federal court. The course also instructs students in conducting research using physical publications and electronic based legal research using Westlaw, including use of the Key Cite features to update legal authority.	

LGS640	Immigration Law	This course covers the law of immigration and the changes that have taken place in immigration law since September 11, 2001. It walks the student through the entire background, process, and tools essential for a legal professional's mastery of immigration law.	
LGS699	Graduate Capstone	The capstone project allows students to apply the knowledge and skills acquired in their courses to the work environment. 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 and benefit the organization. Due to the extensive evaluation process, and the quantity of work and research involved, the Capstone course has a time limit of 6 months.	Must have completed or be concurrently enrolled in last course of program.

General Student Information

Hours of Operation

The administrative office hours at ALU are Monday through Friday 9 am to 6 pm PST. The office is administrative offices are closed Saturday and Sunday.

Primary Program of Enrollment

A student's first program of study is considered the primary program unless the student requests a program change.

New Student Orientation

ALU's new student orientation (NSO) help incoming students prepare for classes and being a student at the university. The NSO will acquaint students with services, technology, policies and systems that will be used during their time at ALU. NSO is mandatory for all students.

Library

ALU University's library supports the educational goals and instructional needs of our students. The university provides library resources through the Library and Information Resources Network (LIRN). Detailed information related to the breadth and depth of the LIRN collection may be found at <http://www.lirn.net/files/files/LIRNcollection2010.pdf>.

As described on their website, LIRN is a consortium of over 140 educational institutions at more than 500 campuses. LIRN was created to provide online library resources for students and faculty. LIRN provides a core library collection with access to over 60 million journal articles, books, encyclopedias, newspapers, magazines and audio and video clips that support all academic programs. The core collection includes databases from Gale/ InfoTrac with Informe, Proquest, eLibrary, Credo, RCL Web and Books in Print. Comprehensive online research featuring complete articles with full-text and graphics is available 24 hours a day.

Technology Requirements

Because technology changes rapidly in certain fields, students should note that PCs used to complete certain coursework may need to be upgraded during the course of their program. Students are responsible for checking hardware/software requirements before registering for courses.

The computer equipment utilized to access our online program must meet the minimum requirements below. Note that the minimum computer and software requirements may evolve during a student's course of studies, as third-party vendors discontinue support for older versions of a product. Also, we do not account for tablets or phones (Android, iOS) at this time.

Minimum Hardware and Operating System

For PC (Desktops & Laptop)

- 1.86 GHz Intel Core 2 Duo or greater
- 2 GB RAM or more
- Hard Drive: 1GB of available space
- Screen Resolution should be at least 1024x768 or higher.
- Operating System:
 - Windows Vista, Windows 7, Windows 8, Windows 10.
 - Only genuine, U.S.-English versions of Windows Operating Systems are supported.
 - Alternate versions of Windows 10, such as Windows RT and Windows 10 S, are NOT supported at this time. (Exemplify)
- Web camera, microphone and speakers

For Apple Macintosh (Desktop & Laptop)

- CPU: Intel processor
- RAM: 2 GB or higher
- Hard Drive: 1 GB or higher free disk space
- Operating System:
 - Mac OS X 10.9 Mavericks
 - Mac OS X 10.10 Yosemite
 - Mac OS X 10.11 El Capitan
 - Mac OS X 10.12 Sierra
 - Mac OS X 10.13 High Sierra
- Server version of Mac OS X is not supported
- Screen Resolution must be 1024 x 768 or higher

Software

- Google Chrome or Firefox with Adobe Flash Player 11.0 or higher
- MS Word 2003 or higher or a word processor that can create files with any of the following extensions: .doc (MS Word 2003), .docx (MS Word 2007 or higher), or a standard .rtf (rich text format)
- Adobe Reader 9.0 or higher (free download is available on the Internet)

Internet Connection

- A reliable broadband Internet connection, either cable or DSL of at least 5Mbps download speed (constant) for adequate audio video quality
- An email address that will accept all emails, including attachments, from the domain name alu.edu
- Note: Students are presumed to receive the messages sent to designated email addresses. It is the responsibility of the student to ensure that messages from ALU are not blocked and that the mailbox is not too full to receive messages.

Academic Affairs and Instruction

The Chief Academic Officer is the senior academic leader of the university and the institutional voice for all academic functions. The Chief Academic Officer develops academic policies and principally manages curriculum research and selection, instructional design, course development, faculty and outcomes assessment for the university.

Distance Education Course Structure and Delivery

Abraham Lincoln University's goal is to provide accessibility and academic accountability to students through online, distance learning course and services delivery. The course structure and delivery format used by the university is designed to provide a quality educational experience to students through professional instructional design and innovative online technology.

The enrollment process is comprised of the following components:

- Enrollments are processed at six starts per year utilizing 8-week modules per course.
- Each enrollment has a fixed start date and end date.
- The student interacts with the instructor in cohorts and may be assigned based upon the program and/or course objectives.

The content delivery is based on the course structure and assessment schedule:

- Courses consist of eight modules that are identified in the course syllabus.
- Allowable completion time is eight weeks – one week per module; no early completion.
- Extension requests may be granted based upon the student's needs.
- Students are required to participate weekly by completing an academic event.
- Selected exams are proctored. The number of proctored exams is based upon the level of the program.

Academic Instruction and Faculty Office Hours

Each session, instruction ends at 11:59 pm PT on Saturday of week eight. No instruction occurs on holidays or during breaks. Online instruction, professor feedback and student-student interaction in the virtual classroom are continuous processes during each session. Faculty office hours are scheduled at the discretion of each faculty member. Faculty email addresses are included on course syllabi, which indicate when and how students can contact professors.

Students from States Other Than California

Abraham Lincoln University is required to meet other states' requirements to offer online programs to citizens where it is not physically located. The regulations for authorization vary from state to state and could change at any time affecting a student's enrollment. ALU, located in California, has a list provided on its website of the states the university is authorized or exempt to offer distance education. Students who reside outside California should review the list and regulations regarding authorization of a specific state before enrolling into an ALU program.

Student and Faculty Interaction

Student-faculty interaction is mandatory throughout the course of study and managed through the Student Learning Center (SLC) portal. Students receive support through e-mail, chats and discussion board postings that are tailored to their individual needs and learning styles. The primary academic goal is that students master the course objectives and complete all module assignments within the eight-week course schedule. Instructors are responsible for initiating substantive contact with students throughout the course and to monitor students' progress throughout their program. Monitoring and evaluation is accomplished by assignment submission and grading, discussion boards and through student and faculty surveys.

Course Delivery

ALU offers courses in a session format, with two eight-week sessions offered each semester. All courses draw from the learning management system, which reinforces active learning; provides a common course structure and communication vehicle; and offers centralized student resources, including course syllabi, objectives, assignments, tutorials, discussions, weekly milestones and grade updates. Session-based courses are delivered online, students select the time to join online class activities and to access materials and announcements. With support of online professors, students are guided through textbook readings and assignments, then participate in related weekly discussions through electronic posts. Via the learning management system, students ask questions, access additional resources, submit work and receive feedback.

Curriculum Changes

Students are generally governed by graduation requirements in effect at the time of initial enrollment, provided their enrollment has been continuous. However, curriculum changes may occur, as ALU reserves the right to change graduation requirements and to revise, add or delete courses. Consequently, curriculum changes may affect current and returning students. If a change occurs, an alternate individual degree plan may be established for students to complete in lieu of the original requirements. Alternate plans may result in additional coursework requirements and financial obligations. Program or policy changes that affect students already enrolled are announced at least 60 days prior to the effective date of the change.

Students who for any reason withdraw from, are dismissed from, or fail courses or programs may require additional coursework and incur additional financial obligations when they resume their studies.

The University also reserves the right to cancel a section of a course if enrollment is insufficient.

Curriculum Review and Outcomes Assessment

Each course in a program provides for a variety of both formative and summative assessments to evaluate student learning. The majority of courses require written assignments in the form of essays or short responses to discussion questions that cognitively engage the learner in achievement of the performance objectives specified for each course. Summative evaluations take the form of either written essays or final exams. Courses may also include case studies analyses.

Each course is designed to run eight weeks in length and typically consists of eight modules. Each week has at least two assessments. One of the assessments includes discussion board questions with required interaction between student and faculty. Other assessments may include longer essays, mid-term exams and final exams.

Students are required to complete an end of course survey. The responses provide feedback on the student's learning experience for that course. Responses cover the range of questions about the instructional materials, instructor facilitation, support materials, student service support, technology and demographic questions.

The students' assessment grades, course grades and end of course survey responses provide a continuous feedback loop into course development and instruction that allows for continual improvement.

The following procedural and analytical criteria are at the heart of the assessment process:

- Clearly identify what the institution, program and course should accomplish.
- Establish measurable goals and performance indicators to assess the level of success in achieving the outcomes.
- Utilize appropriate quantitative and qualitative tools and techniques to isolate the variables that impact the outcomes.
- Analyze the results with a focus on intended and unintended consequences.
- Continuously follow-up and analyze changes to improve results.

All ALU curricula are guided by an ongoing curriculum review and outcomes assessment process using input from students, faculty, alumni and employers. Results of such evaluations are used to enhance the curricula, student learning, and academic and administrative processes. This process is handled by the Chief Academic Officer and the department of Academic Affairs.

Class Size

Online class size is generally limited to 20 students. Class size varies by course.

Proctored Exams (updated April 2018)

Students are required to successfully pass, up to two proctored exams during the completion of their academic program. The number of proctored exams by program includes:

Courses are selected to measure a student's mastery of the subject matter and to help ensure academic honesty. Proctored courses are chosen from required core or major courses. Students are notified of proctored exams through the course syllabus.

Students must arrange to take a proctored exam at an approved testing center, via online live proctoring, or with a pre-approved off-site proctor. Students select the proctor and submit the qualifications to the Student Services department. The proctor must certify that he/she is not a relative or close friend of the student and that there is no relationship with the student that would prevent the exam from being objectively administered.

Exams are primarily taken online through the Student Learning Center (SLC). Printed paper exams may also be taken when requested. Proctored exams may be closed or open book and timed depending upon the course and program. A typical proctored exam would be open book and timed at two hours. The time, and other accommodations, may be adjusted to allow for documented special needs.

Detailed written instructions are provided to both the student and proctor when a proctored examination is due. Student Services will assist in the process. To comply with live mandatory proctored exam requirements, students may incur costs depending on what option that they

select, but they are free to arrange for no-cost live proctoring options as well, as long as it meets ALU's proctoring requirements.

Student Progress and Participation

Students must progress through each course at a steady pace to ensure course completion within eight weeks. Since ALU students study online, traditional attendance is not recorded; however, ***academic events*** are recorded for the purpose of determining attendance status. Academic events include, but are not limited to, submission of a class assignment, participation in a threaded discussion, completion of a quiz or exam, or completion of a tutorial.

Attendance in online courses is defined as completing an academic event within a seven-consecutive calendar-day period. Students who do not complete an academic event at least once in any seven consecutive-calendar-day period are sent, via email, a notification, which indicates students must complete an academic event within the next seven consecutive calendar days or they will be withdrawn from the course. In this case, an academic event is referred to as completion of a discussion board, submission of homework assignment, case study or completion of a quiz/exam.

Student Learning Sessions via Adobe Connect

Students in courses with two or more student will be expected to participate in a ***one-hour live student engagement session*** which is meant to provide an opportunity to go further with the material, check their understanding and extends the learning. The live student engagement session can be activities that require students to apply their knowledge, review difficult concepts or topics and allow students the opportunity to further engage with their classmates in the material. ****Please note: this approach will be changing in to a Flipped Classroom Model.****

Academic Policies & Graduation Requirements

Grade Point System and Grade Point Averages

GPA's are computed by dividing total grade points by total credit hours for which grades A, B, C, D and F are received. For each course, grade points are calculated by multiplying course credit hours by the grade index points corresponding to the grade earned. The following GPA's are maintained on student records:

The term GPA (TGPA) is calculated at the end of each session. A student's overall academic standing is stated in terms of a cumulative GPA (CGPA), which is calculated at the end of each session and is based on all grades and credit hours earned to date as a ALU undergraduate student. The CGPA, the GPA upon which award conferral is based, becomes fixed at graduation.

All GPA's exclude grades earned in non-GPA courses.

Grades and Designators

ALU uses the grading system outlined below. Designators indicate academic action rather than grades and are not included when computing academic averages. Grades are posted and made available via the student portal at the end of each session. Final grades are based on the percentage equivalent in the chart below and are not rounded to the next higher letter grade. Term, semester and cumulative grade point averages (GPA's) are calculated at the end of the session. Academic honors and academic progress evaluations – including academic standing – are calculated at the completion of each student's semester. GPA's are calculated using grades from undergraduate-level courses taken at ALU University only. Grades and designators are assigned as follows:

Grade	% Equivalent	Quality Points
A+	97-100	4.00
A	94-96	4.00
A-	90-93	3.67
B+	87-89	3.33
B	84-86	3.0
B-	80-83	2.67
C+	77-79	2.33
C	74-76	2.00
C-	70-73	1.67
D+	67-69	1.33
D	65-66	1.00
D-	60-64	0.67
F	Below 60	0.00
AU	N/A	0.00
P	Credit Earned/Pass	0.00
I	Incomplete	0.00
W	Withdraw	0.00

Grade of F – Failing

A student who receives an F in a required course must repeat and pass the course, or receive transfer credit for the course, prior to graduation. The failed ALU course is included in grade point averages (GPAs); however, if the student passes the course or receives transfer credit, the cumulative GPA (CGPA) is adjusted accordingly (see Grade Point System and Grade Point Averages). Additionally, the F is excluded from the term and semester GPAs for the session and semester in which the F was received.

Designator of I – Incomplete

An Incomplete (I) signifies that required coursework was not completed during the session of enrollment. Designators of I are counted in attempted hours but are not counted in any GPA computations. All required work must be completed and submitted to the professor by Sunday of week four of the subsequent session. The I must be converted to an A, B, C, D, F, S or U by Wednesday of the fifth week. If course requirements are not satisfied by the deadline, the I is converted to an F. When the I is converted to a final grade for the course, the grade is applied to the session in which the student took the course. The GPA is recalculated for that session, resulting in different term, semester and cumulative GPAs. A designator of I in a prerequisite course does not satisfy the course requirement; thus, the student is administratively dropped from the course for which the prerequisite course was required. Students are notified of dropped courses by email. A reduction in enrolled hours may affect financial aid eligibility and/or awards. An I may be assigned only when all the following conditions are met:

- The student has been making satisfactory progress in the course, as determined by the faculty member.
- The student is unable to complete some coursework because of unusual circumstances beyond personal control.
- The student must submit a Request for Course Incomplete form and obtain approval from the professor and the appropriate academic administrator prior to the grade roster deadline in order for an incomplete to be granted.

Designator of AUDIT – Course Audit

Students who wish to audit courses must receive approval to do so from the appropriate academic administrator prior to the beginning of the session. Tuition is charged for audited courses; however, financial aid may not be applied to audited courses. Thus, changing to audit status may affect financial aid awards. Though evaluation and class participation are optional, class attendance is required. If, in professors' opinions, audit students do not fulfill the above obligations, audit status may be revoked, and students may be removed from class.

Not all courses are eligible for audit status.

Designator of W – Course Withdrawal

W designators, Withdrawals, appear on transcripts of students who attend all courses during the add/drop period and then withdraw from a course or courses, or who are administratively withdrawn from a course or courses because of an attendance violation. Students who remain enrolled in a course or courses after the course drop deadline and wish to withdraw from a course must contact their student support advisor or academic advisor, or an appropriate academic administrator. Students may withdraw at any time prior to the withdrawal deadline, which is Saturday of week seven at 11:55 pm PT.

Students with no attendance activity in a course during the 14 consecutive calendar days immediately prior to the last day of the session are withdrawn from the course. Students who are withdrawn may request a grade change if they wish to receive the grade they earned in the course rather than receiving a W. Students requesting a grade change must provide supporting documentation and receive approval from the appropriate academic administrator.

Missing Grades

Semester GPAs (when applicable), and academic standing, are not calculated for students with missing grades for the session.

Grade Changes

Grade changes (including converting Incompletes to final grades, and changes resulting from student appeals and retroactive grade changes) affect the most recently calculated academic standing. In addition:

- If a ALU course is repeated, the highest grade earned is used for computing the CGPA.
- Withdrawal from a course being repeated does not affect GPAs.
- If the student completes a ALU course for which he/she has transfer credit, and grades earned for each course were the same, the ALU grade is used in any applicable GPA calculation.
- If a student completes a ALU course for which he/she previously or subsequently transferred an equivalent course, and the grade for the transferred course is higher, the grade earned at ALU is excluded from GPA calculations.

Students who want to appeal their grade from a specific course must first contact their professor by Sunday of week four of the session immediately following the session in which they took the course. If issues remain unresolved after reviewing the grade with the professor, students may appeal the grade by submitting a request to Student Services for review by the Academic Standards Committee. Grade appeal requests must be made during the session immediately following the session in which students were enrolled in the course. Students should consult the student handbook for more information.

Credit for Previous College Coursework

An applicant seeking to transfer credit from another institution must request a credit evaluation prior to beginning the first class at ALU and must provide an official transcript from the institution where the credit was earned. ALU may require a catalog or additional material or, if credits were earned at a foreign institution, a credit evaluation by an approved external evaluation service. A maximum of 80 ALU credit hours may be awarded for lower-division or community college courses. Students attending ALU who seek to earn credit at another institution for transfer to ALU must have approval to do so in advance from a ALU academic administrator (see Grade Point System and Grade Point Averages).

Students may request a transcript evaluation through the Registrar's office.

Credit for Military Coursework and Training Experience

Military coursework and educational experiences are evaluated based on American Council on Education (ACE) recommendations, which may indicate that military coursework and educational experiences qualify for either transfer credit or proficiency credit. Additional information on workforce and military training recommendations is available via the National Guide to College Credit for Workforce Training and the ACE Military Guide Online, respectively.

Credit for Professional Certifications and Training

As appropriate, ALU applies proficiency credit for professional certifications and training toward students' program requirements. To determine appropriate application of proficiency credit, ALU uses guidelines established by the American Council on Education (ACE). The University does not accept courses completed at the vocational level. Certain restrictions apply.

Students may be eligible for proficiency credit if they hold current, specific industry-recognized professional licenses or certificates such as, but not limited to:

- Certain Cisco certifications
- Certain CompTIA certifications
- Microsoft Certified Systems Engineer (MCSE)
- Microsoft Certified IT Professional (MCITP) • RHIT Certification

Students may also be eligible for proficiency credit if they have successfully completed certain specialized training such as Cisco Networking Academy coursework. Documentation of certifications and licenses must be provided and validated prior to students' transfer credit evaluations. ALU admissions advisors/representatives, student support advisors and academic advisors are available to assist students in this process.

Credit for Military Coursework and Training Experience

Military coursework and educational experiences are evaluated based on American Council on Education (ACE) recommendations, which may indicate that military coursework and educational experiences qualify for either transfer credit or proficiency credit.

Credit by Examination

Students may earn proficiency credit for a course by successfully completing one of the following:

University Challenge Exam

Students may wish to attempt a challenge exam if they feel course material has been mastered, either through coursework completed outside ALU for which transfer credit cannot be given or through self-study. Students who have never been enrolled in the course at ALU and have not previously attempted the challenge exam may request a challenge exam by contacting Student Services. Students can receive proficiency credit for a course when they score 80 percent or higher on a challenge exam. Proficiency credit is not included in grade point averages. *Note: Challenge exams are not available for all courses.*

External Standardized Exam

Students may qualify to receive proficiency credit for a course by successfully completing a nationally recognized exam such as:

- Advanced Placement (AP) test
- College Level Examination Program (CLEP) test
- International Baccalaureate (IB) exam

Program Transfers

A student's first program of study is considered the primary program unless the student submits a program transfer request to the appropriate academic administrator. Students who wish to transfer programs may request to do so at any time; however, they are encouraged to submit a program transfer request as soon as possible. In general, transfers requested by Sunday of the first week of the session are effective that session. Program transfers are not applicable to sessions already completed. Transfers are permitted between sessions and semesters. Financial aid eligibility for coursework not applicable to the current program may be limited (see Financial Aid Applicability to Elective and/or Alternate Courses). Students should contact the Director of Financial Aid for more information.

Program transfers may result in students having to take additional coursework to fulfill graduation requirements of the new program. Students transferring programs may be required to sign an enrollment agreement addendum before beginning classes in the new program and are evaluated for admission and placement under the new program's admission requirements.

Mandated Disclosures

CEC §94909(a) (15) / CEC §94909(a)(8)(a)

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Abraham Lincoln University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the credits you earn in an ALU educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Abraham Lincoln University to determine if your credits will transfer.

NOTICE CONCERNING TRANSFER OR ARTICULATION AGREEMENTS

Abraham Lincoln University has not entered into an articulation or transfer agreement with any other college or university at this time.

Registration and Course Scheduling

Registration is the process of enrolling in and paying for a course. Students are enrolled, by the registrar, in courses based on their degree plan. Students may request to change courses or change the number of credits taken by completing the *Change of Degree Plan form* and submitting it to the Registrar's office.

Students must submit official high school or baccalaureate academic transcripts by the end of their second session of enrollment. Students who do not meet this deadline are dropped from all courses in which they are enrolled for future sessions. Until official transcripts are received, such students may not enroll.

Students whose ALU University accounts are past due are not permitted to register until their accounts are current or until they have made satisfactory payment arrangements.

Students seeking to add or drop courses from their schedules after a session begins must obtain permission to do so from an academic administrator by Sunday of the first week of the session (see *Withdrawal from a Course*).

Academic Integrity Policy

Abraham Lincoln University expects mature and responsible behavior from students and strives to create and maintain an environment of social, moral and intellectual excellence. ALU reserves the right to suspend or permanently expel students whose work or conduct is deemed unsatisfactory.

Ideas and learning form the core of the academic community. In all centers of education, learning is valued and honored. No learning community can thrive if its members counterfeit their achievements or seek to establish an unfair advantage over their fellow students. The academic standards at DeVry University are based on a pursuit of knowledge and assume a high level of integrity in each of its members. When this trust is violated, the academic community suffers and must act to ensure its standards remain meaningful. The vehicle for this action is the Academic Integrity Policy.

VIOLATION OF ACADEMIC INTEGRITY

Violations of academic integrity are those which permit a student to gain an unfair advantage over other students. The academic integrity policy applies to every aspect of coursework including discussions, exams, quizzes, essays, assignments, and any other assigned work.

A. Copying

Examples of copying include, but are not limited to:

- Any act of copying information from another student or alumni (of any institution) by any means to obtain an advantage for one's self.
- Any act of conveying information to another student for the purpose of providing unfair advantage to that student.
- Any act of representing another's work, whether copyrighted or not, as one's own. Another's work includes, but is not limited to, homework, written papers, examinations, laboratory assignments, published works, graphics, images, software, etc.

B. Plagiarism

Examples of plagiarism include:

- A submitted paper or other written assignment that contains word-for-word passages of others' work without proper acknowledgment.
- The paraphrasing of others' works which contains specific information or ideas and which is not properly acknowledged.

- Two or more submitted papers, lab assignments, computer programs, etc., that contain a resemblance beyond the bounds of reasonable coincidence.
- A submitted paper, examination, or assignment that contains data or conclusions which, upon questioning, the student cannot explain, support, or demonstrate direct knowledge of.
- Computer piracy, which includes any act of copyright infringement (prohibited by federal, state, or local law); the use of software which has otherwise been expressly prohibited; copying; duplicating software code; and copying of notes, specifications, or technical descriptions of any software code whether copyrighted or not.

C. Collaboration

The following are examples of collaboration violations:

- Any act of two or more students actively cooperating on any assignment when the professor has not expressly permitted such cooperation. This may include, but is not limited to, homework, papers, threaded discussions, assignments, laboratory exercises or reports, and examinations.
- The actions of any individual representing another student or being represented by another person for the purpose of taking an examination; authoring a paper or assignment, including homework, for another student; or in any other way fulfilling the obligation of another student.
- Students who collaborate with others by sharing their work when not permitted are subject to the same sanctions and review processes as students who use others' work.

D. Alteration of Records

The following are examples of alterations:

- Any act by which the signature of a professor or any authorized agent of the professor (including student faculty assistants) is changed or forged for the purpose of misrepresenting the signature of the professor or his/her authorized agent.
- Any act which changes or alters the time or date of a submitted assignment for the purpose of misrepresenting an established due date or time.
- Any act of altering any previously completed examination, record of an examination, or any other assignment which has been returned to the student, in an attempt to claim professor error. This includes any attempt to gain an improved grade or additional credit for work not originally demonstrated.

E. Aids

Aids include, but are not limited to the following examples: calculators, notes, books, electronic recording devices, photocopied materials, files stored on a hard drive, or "flash drive," cell phones, the Internet, PDAs, etc.

F. Proprietary Material

This includes, but is not limited to the following examples: examinations; problem solutions; copyrighted or patented materials; computer piracy; or unauthorized use of any other material regulated by federal, state, or local law.

G. Offering of Money or Other Incentives

The following are examples of offering money or other incentives:

- Offering money, items of value, or acts or services to a professor, student, or any other person to gain academic advantage for one's self or another.
- Offering, giving, receiving, or soliciting any unauthorized information in exchange for anything of value.

H. Lying

The following are examples of lying: lying is the deliberate misrepresentation by words, actions, or deeds of any situation or fact, in part or in whole, for the purpose of enhancing one's academic standing or for the purpose of avoiding or postponing the completion of any assignment, quiz, examination, or other duties in a course, internship, or cooperative education assignment or program.

I. Other Violations

The following are examples of other types of violations:

- Misrepresenting the facts regarding an absence, or work that has not been completed, for the purpose of gaining an extension of an established due date or for taking a make-up examination.
- Using the material of others, however obtained, for the purpose of gaining advantage or credit, unless the use of such material is expressly authorized.
- Entering online discussion threads under false pretenses or not complying with professor or DeVry University authorship rules.
- Current use of any work previously submitted for credit or other recognition unless the use of such previously completed work is expressly authorized.
- Stealing, as theft of grade books or other documents, from professor offices or elsewhere.
- Knowingly using, buying, selling, stealing, or unauthorized transporting or soliciting, in whole or in part, the contents of a test.
- Intentionally or knowingly helping, or attempting to help, another to commit any act of academic dishonesty.
- Inappropriately accessing, or attempting to access, students' academic records.

PROCEDURES

Complaint

Any member of the University community may report a violation of standards of conduct as described in this policy. Any violation should be reported as soon as the violation is observed or immediately after the event has taken place.

Responsibilities

Upon report of a violation to the professor, the **professor** then notifies the student of the violation and requests to discuss the incident with the student.

Appeal Process

The outcome of the violation may be appealed by the student by completing, signing and submitting an **Academic Integrity Appeal** form to the Conduct Administrator or designee within three (3) business days of receipt of the sanction notification.

Once the appeal is received, the Appropriate Academic Administrator will inform the professor that the student is appealing and form a Hearing Panel, set a time and date for the hearing and notify the student in writing of the appeal hearing date. If the student does not appear at the hearing, the hearing will proceed without the student's further input.

Hearings

The student at their own expense, has the right to be assisted by any advisor they choose. The advisor may be an attorney, but it should be understood that this is an administrative action of the University and *not* a legal proceeding. The student is responsible for presenting their own case, and advisors are *not* permitted to speak or to participate directly in any part of the process.

- The student and the University shall have the privilege of presenting witnesses, subject to questioning by the Hearing Panel or Conduct Administrator/designee.
- Pertinent records, exhibits, and written statements may be accepted as evidence for consideration at the discretion of the Conduct Administrator/designee.
- All procedural questions are subject to the final decision of the Conduct Administrator/designee.
- After the hearing, the Hearing Panel determines by majority vote whether the student has violated one or more provisions of the Academic Integrity Policy and if so, what sanctions are appropriate. The Hearing Panel's determination is made on the basis of whether it is more likely than not that the accused student(s) violated the Academic Integrity Policy.
- The student will be notified regarding the decision made by the Hearing Panel. If the Hearing Panel determines that sanctions are to be revoked, no indication of the incident is placed in the student's permanent academic record. If the Hearing Panel determines that sanctions are to be upheld, the decision is noted on the Academic Integrity Incident Report form, the violation is recorded in the student's permanent academic record, and the sanctions are imposed.

APPEAL OF HEARING PANEL DECISION

A student can appeal a Hearing Panel's decision or imposed sanctions based on one of the criteria listed below by completing, signing and submitting an **Academic Integrity Appeal** form within seven business days of the decision.

The criteria for appeal of a hearing panel decision are limited to the following:

- To determine whether the original hearing was conducted fairly in light of the charges and prescribed procedures, giving the student a reasonable chance to prepare and present evidence that the Academic Integrity policy was violated, and giving the student a reasonable opportunity to prepare and present a rebuttal of those allegations.
- To determine whether the decision reached regarding the accused student was based on substantive evidence; that is, whether the facts in the case were sufficient to establish that a violation of the Academic Integrity Policy had occurred.

- To determine whether the sanction(s) imposed were appropriate for the violation.
- To consider new evidence sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known at the time of the original hearing.

The decision on the appeal is final.

SANCTIONS

First Recorded Offense

Mandatory

Students are assigned a grade of zero for the entire paper, exam, quiz, threaded discussion assignment, homework, lab, or other work in which the incident of academic dishonesty occurred, and the students' grade in the course is adjusted accordingly. No partial grade will be given.

*If the incident involves a graded assignment that would be one the student could request be "dropped" for grading purposes, the student may not exercise that option.

**If the incident involves a graded assignment that has been so compromised that the assignment must be voided for the entire class, the offending individual's grade for the course will be based on inclusion of a grade of zero for the voided assignment for undergraduate students and a failing grade for the course for graduate students, even though the assignment has been voided for the rest of the class.

Discretionary

Students receive a failing grade for the course, lab course, etc., in which the first offense occurred and are precluded from withdrawing from the course.

Second Recorded Offense

Mandatory

Students receive a failing grade for the course, lab course, etc., in which the second offense occurred and are precluded from withdrawing from the course.

Students' records of violations of academic integrity are carried forward, and violations are cumulative per level (undergraduate or graduate), even if the student is dismissed or withdraws and returns.

Discretionary

Students are suspended for up to one academic year (six consecutive sessions) from the University or permanently expelled. Such students are precluded from withdrawing from the course(s) or the University in order to avoid suspension.

RETROACTIVE SANCTIONS

The sanctions previously described for first or second offenses may be applied retroactively if the offenses are discovered after grades or degrees, diplomas or certificates have been awarded on the basis that all previous work had been completed within and subject to ALU's academic integrity standards.

If the incident results in a course failure or if the retroactive zero grade for an assignment leads to a failure in the course, the student's GPAs are recalculated, and the student is required to make up the failed course as a condition of award conferral and recognition.

If a violation leading to a failed course is discovered after a student's degree, diploma or certificate is conferred, the student is contacted and given one chance to make up the course at his/her own expense. If the student refuses to do so, his/her degree, diploma or certificate is subject to revocation.

The decision on revocation of a degree, diploma or certificate is adjudicated using procedures specified in the Code of Conduct. The decision to revoke a student's degree, diploma or certificate is made by the provost/chief academic officer. The process for rescinding conferrals as defined in academic policy will be implemented.

If a degree, diploma or certificate is revoked, the student may not return to the University.

Student Identity Verification

Based on the United States Federal Higher Education Opportunity Act (HEOA), Public Law 110-315, and in compliance with DEAC standards, ALU has processes in place through which we establish that the student who registers in a distance education course or program is the same student who participates in and completes the course or program and receives the academic credit.

ALU meets this requirement by doing the following:

1. Verify the identity of a student who participates in class or coursework by using at least one of the following options in all Distance Education courses or programs
 - a. Every enrolled student will be given a secure login and password, which will change annually.
 - b. Proctored Examinations
Students in the degree programs at ALU are required to take two proctored exams during a program of study. Students in the diploma programs must take three proctored exams online. A qualified proctor, which must be approved by ABTU, has to verify the identity of the student taking the exam.
 - c. Copy of Driver license and Personal Photo are kept on file at the school, the personal photo and the driver's license are compared by the registrar to verify the identity of the student, before issuing the student a Photo Student ID.
2. Make every possible attempt to protect student privacy

How identity is verified:

Verifying the identity of students in our courses and programs is a significant, multifaceted, and ongoing process. Identity verification begins when a student applies for admission to the college and continues through his/her graduation, transfer, or withdrawal from study. Procedures related to student identity verification include but are not limited to: our registration, advising and transcript procedures, and our course management system login and security functions wherein we create a unique username and password for each individual student. This unique set of login credentials consists of data which the student is likely to know, and which others are unlikely to know. The student is forced to use these credentials to access our course

management system and reset their password to one which is entirely confidential. Data transmission of login information is secured using appropriate encryption technology.

The student is responsible for maintaining current contact information such as email address(es) and phone number(s) in the student account because the email address or phone number along with the student ID are used as primary means of identification for communication purposes.

The student is responsible for safeguarding email account login information and student password. ALU shall not be responsible for the misuse of password by any person.

Graduation Requirements

Undergraduate Programs

The following graduation requirements apply to *Diploma, Certificate, Associate, and Bachelor's* degree programs at ALU.

- Students must successfully complete all courses within their respective program, as outlined in the University Catalog, at the time of their enrollment.
- Students must complete the program with a minimum overall GPA of 2.0.
- Students can complete a course with a grade of “D”, however the student’s cumulative GPA must be at least a “C” average, or 2.0 in order to graduate.
- Students must have a minimum course completion rate of 67%
- Students must complete all course requirements for their program, within 150% of the stated program length.

Graduate Programs

The following graduation requirements apply to *Master's and Doctorate* programs at ALU.

- Students must successfully complete all courses within their respective program, as outlined in the University Catalog, at the time of their enrollment.
- Students must complete the program with a minimum overall GPA of 3.0.
- Students can complete a course with a grade of “C”, however a student’s overall GPA must be at least a “B” average, or 3.0 in order to graduate. Students who complete a course with a grade of “D” will need to retake the course.
- Students must have a minimum course completion rate of 67%
- Students must complete all course requirements for their program, within 150% of the stated program length.

Student Enrollment Status

Enrollment status is determined separately for each semester and is based on all courses in which the student was enrolled during the two sessions comprising the student's semester. Enrollment status is determined as of the first scheduled class in the student's earliest session (first day of the earliest session for online students). Enrollment status is not affected by the date of application.

Enrollment status is determined as follows:

Undergraduate

Credit Hours Enrolled per Semester	Enrollment Status
12 or more	Full-time
9-11	Three-quarter time
6-8	Half-time
Less than 6	Less than half-time

Graduate

Credit Hours Enrolled per Semester	Enrollment Status
6 or more	Full-time
Less than 3	Less than half-time

Course Loads

Students in good standing may register for as many as 6 semester-credit hours per session (there are TWO sessions per semester). Students may not register for more than the allowed semester-credit hours. Students whose academic histories indicate academic difficulties may be required to take a reduced academic load. Students may petition to increase their credits per hour by completing the appropriate form for review by the appropriate academic administrator.

Repeated Courses

A course can be repeated two times only. Thus, a given course can be taken three times at most (i.e., the first attempt of the course and two repeats of the same course). A student may repeat a course once without permission. The third attempt must be approved by the appropriate academic administrator; subsequent attempts are not permitted (see Standards of Academic Progress). If a course is repeated, the highest grade earned is used for computing the CGPA. Withdrawal from a course being repeated does not affect the CGPA.

Attendance

Attendance is directly tied to academic performance; therefore, regular attendance is required. Thus, students who do not attend class regularly risk earning lower or failing grades. Absenteeism may also result in warning, advising or withdrawal. Students may be withdrawn from ALU or from individual courses for attendance violations.

Students who never complete an academic event (see Academic Events) during the first two weeks of the session are dropped for non-attendance. Students dropped from all courses because of non-attendance should note that they are also dropped from courses in which may be enrolled for future sessions. Additionally, students dropped from a course or courses for non-attendance during the first two weeks are precluded from appealing.

Attendance is taken for all eight weeks of the session. Attendance is recorded daily based on each academic event to ensure the last date of attendance is available for the purpose of determining the timeframe of attendance as well as the amounts of earned and unearned financial aid. Students whose expected absence may be in violation of the published limits should contact the Student Services Department as soon as possible to discuss options (See Leave of Absence).

Attendance Monitoring

Attendance in online courses is defined as completing an academic event within a seven-consecutive calendar-day period. Students who do not complete an academic event at least once in any seven consecutive-calendar-day period are sent, via email, a notification, which indicates students must complete an academic event within the next seven consecutive calendar days or they will be withdrawn from the course. In this case, an academic event is referred to as completion of a discussion board, submission of homework assignment, case study or completion of a quiz/exam.

Attendance Appeal

Students in online courses who have been absent for seven consecutive calendar days, and who are unable to complete an academic event within the next seven-consecutive-calendar-day period, must submit an Academic Exception Request form to Student Services within five calendar days of receipt of their attendance withdrawal notification. Students whose appeals are approved, but who do not complete an academic event in the appropriate period, are withdrawn from such courses.

Students who have no attendance activity in a course during a period of 14 consecutive calendar days are notified of an attendance violation and automatically withdrawn.

Students are limited to one appeal for each course during the session.

Academic Events

Academic events are recorded for determining attendance status. Academic events include, but are not limited to, submission of a class assignment, participation in a discussion board, completion of a quiz or exam, or completion of a tutorial.

Assignment Extensions/Make-Up Work

Each course should be completed in eight-weeks and assignments within the courses should be completed within the specified time frames; however, there are circumstances that could present students from completing assignments within the allotted time, at which time an extension can be requested. To request an extension, students must submit a request for extension form to the Student Services department with explanation and any supporting documentation. ***The extension will then be forwarded to the faculty for review and decision by Student Services and must be responded to within 24 hours.*** Approval of an extension is solely at the discretion of ALU; however, faculty should take into consideration the following when approving an extension: a) explanation of the request, b) number of requests in the course and c) will student benefit from the extension and be academically successful if granted. If faculty deem appropriate they can approve and notify Student Services. *Please note: Student must complete the Academic Exception Request form in order to receive the extension.

Missed Exams

Students are expected to take quizzes and exams at regularly scheduled times. When this is not possible because of circumstances beyond their control, such as documented illness or work-related travel, students may arrange to take a make-up quiz or exam by contacting their professor.

Final exams must be taken during week eight of the session. For all other types of exams and quizzes, the professor and student agree upon an appropriate day and time to make-up the missed exam or quiz.

Late Examinations

Petitions for late examinations can be requested and will ONLY be considered timely if filed at least seven days of the date of the examination. Failure to take an examination within the module or course completion time may result in the student receiving a zero grade for that examination.

If there is an emergency situation preventing the student from taking a final exam on the designated date, the student must file a petition for a late exam with the university within one week of the exam. All petitions should be supported by documentation explaining the emergency.

Withdrawal from a Course

Students may withdraw from a course by making a formal request. Withdrawal requests must be communicated to Student Services, or to an appropriate academic administrator, verbally, by email or by submitting a request through the interactive student communication system.

Students who inquire about a withdrawal are contacted to confirm their intention to withdraw. Students inquiring about withdrawing who cannot be reached, or who do not respond, regarding their inquiry are withdrawn from their course if they have not attended the course in accordance with ALU's attendance policy (see Attendance). In addition, withdrawal requests for students who complete an academic event, after submitting and/or confirming a withdrawal request are considered to have revoked their withdrawal request.

Military Withdrawal

Active Duty, Reserve and National Guard students deployed or participating in required training for more than 14 consecutive days are granted special consideration.

The student must notify student services of a deployment situation that would require special consideration. For additional information contact student services.

Interruption of Study - Withdrawal

Students who must interrupt studies during a semester or who defer starting the next semester must follow the University's official withdrawal procedure, which includes completing loan exit counseling. Students should contact Student Services as soon as possible to complete the official documentation for withdrawal.

Leave of Absence

Students who require an extended period away from their studies may request a Leave of Absence, which allows them to take up to ***180 days in a 12-month period*** from their studies and still remain in their program. Students must settle all tuition accounts before a Leave of

Absence becomes effective. Approval of a Leave of Absence request is solely at the discretion of ALU if there is a reasonable expectation the student will return.

To request a Leave of Absence, students must complete the Leave of Absence form and provide any additional supporting documentation requested by the university. The LOA form should include an explanation of the circumstances, an expected return date, as well as a statement detailing how they intend to continue and successfully complete the program in the future. Failure to submit this document can result in administrative withdrawal from the University.

To ensure students are not adversely affected because of their military status, a natural disaster or a national emergency, and to minimize the administrative burden placed on such individuals, if an affected student has difficulty providing a written LOA request because of affected status, a verbal LOA request may be approved. Affected students include those who:

- Are serving on active duty during a war or other military operation, or national emergency;
- Are performing qualifying National Guard duty during a war or other military operation, or national emergency;
- Reside or are employed in an area that is declared a disaster area by any federal, state or local official in connection with a national emergency

ALU will document the decision for granting an approved LOA to an affected student if that student has difficulty providing a written LOA request because of affected status. The documentation will include both the reason for the LOA and the reason for waiving the requirement that the LOA be requested in writing.

During an approved LOA, the student is not considered withdrawn and no refund proration/calculation will be performed.

Resumption of Study

Students who resume after an interruption of studies should note that course availability may vary by session. Because program requirements may change periodically, an academic administrator will assess resuming students' academic records to determine whether an alternate plan of study is required. Alternate plans may result in additional coursework requirements and financial obligations.

Students who have missed at least **three consecutive sessions** must request readmission through standard admission procedures.

Students previously pursuing an associate degree who wish to resume and pursue a bachelor's degree must submit a new application and are evaluated for admission and placement under the desired program's admission requirements. Students with an outstanding balance on their ALU student account are not permitted to resume.

Academic Honors

An honors graduate from a baccalaureate program is eligible for one of the following recognitions:

Cum Laude 3.50–3.69
Magna Cum Laude 3.70–3.89
Summa Cum Laude 3.90–4.00

A graduate from a non-baccalaureate program who has a CGPA of at least 3.50 graduates "with Distinction."

Standards of Academic Progress

Students must demonstrate satisfactory academic progress toward completing their academic programs by meeting ALU's established standards of academic progress in each of five specific measurable areas:

- Grade point averages
- Course repeats
- Maximum coursework allowed
- Pace of progress toward graduation

Grade point averages and pace calculations used to determine academic standing are based on all courses the student completes as a ALU undergraduate. The calculation for maximum coursework allowed is based on the required credit hours of the student's primary program. All areas of academic progress are evaluated at the end of each student's semester, and academic standing is assigned according to the evaluation. A summary of academic progress standards follows. Students should consult Student Services or the registrar for policy details.

Requirements for Students Starting the Semester in Good Standing

New students, and all other students who start the semester in good standing, are subject to requirements noted below:

Grade Point Averages

To remain in good academic standing, a student must maintain a Cumulative Grade Point Average (CGPA) of 2.00 or higher (3.00 or higher for Graduate students). If at the end of the semester the CGPA is below 2.00 (3.00 for Graduate students), the student is placed on academic warning.

Course Repeats

To remain in good academic standing, a student must successfully complete all courses by the second attempt. A student who attempts a course a second time and at the end of the semester does not pass the course is placed on academic/financial aid warning. A student who attempts a course a third time and at the end of the semester does not pass the course is dismissed.

Maximum Coursework Allowed

To remain in good academic standing, a student may attempt no more than 1.5 times the number of credit hours in the current program. A student who exceeds this maximum and has not graduated is dismissed.

Pace of Progress Toward Graduation, Including Withdrawal from All Courses

To remain in good academic standing, a student must earn credit toward graduation at a pace (rate of progress) that ensures successful program completion within the maximum coursework allowance. The pace of progress is the ratio of credit hours passed to credit hours attempted. Pace is measured using a specific percentage established for incremental ranges of attempted credit hours. In addition, at least one course must be completed during the semester. A student must ultimately pass at least 67 percent of attempted credit hours. A student who fails to maintain the minimum pace and has not graduated is placed on academic warning. In addition, if the student withdraws from all courses during the semester, the student is placed on academic warning.

For example:

<u>If you enroll in:</u>	<u>You must complete:</u>
15 credit hours	10 credit hours
12 credit hours	8 credit hours
9 credit hours	6 credit hours
6 credit hours	4 credit hours

****An F will not count as a completed course, but it will be calculated in the semester GPA.***

Students starting the semester in good standing who do not meet all requirements are placed on academic warning or dismissed, as noted above. Students placed on academic warning may continue their studies for one semester without an appeal. However, these students should immediately seek academic advising and review all academic requirements carefully.

Students dismissed for failing to meet standards of academic progress may submit an academic appeal and may not continue their studies unless the appeal is approved (see Academic Appeal). Students with approved appeals are placed on academic probation.

Requirements for Students Starting the Semester on Academic Warning or Academic Probation

Students who start the semester on academic warning or academic probation are subject to the general requirements noted below:

Students on Academic Warning: At the end of an academic warning semester, the student a) returns to good standing or b) is dismissed.

a) At the end of an academic warning semester, the student returns to good standing if all of the following occurred:

- The student's CGPA was at least 2.00 or the student had never completed a GPA course.
- The student passed all courses attempted a second or subsequent time.
- The student did not exceed the maximum coursework allowance.
- The student met pace of progress standards, including completion of at least one course during the semester.

b) A student who does not return to good standing is academically dismissed.

Students on Academic Probation: At the end of an academic probation semester, the student a) returns to good standing, b) remains on academic probation for one additional semester or c) is dismissed.

a) At the end of a probationary semester, the student returns to good standing if all of the following occurred:

- The student's CGPA was at least 2.00 or the student had never completed a GPA course.

- The student passed all courses attempted a second or subsequent time.
- The student did not exceed the maximum coursework allowance.
- The student met pace of progress standards, including completion of at least one course during the semester.

b) At the end of the academic probation semester, a student who does not return to good standing remains on academic probation for one additional semester if all of the following occurred during the semester:

- The student's CGPA was at least 2.00 or the student had never completed a GPA course; or the CGPA was less than 2.00 and the SGPA was at least 2.50.
- The student passed all courses attempted.
- The student did not exceed the maximum coursework allowance; or the student exceeded the maximum coursework allowance, and the semester pace was at least 67 percent.
- The student maintained the required pace of progress; or the student did not maintain the required pace of progress, and the semester pace was at least 67 percent.
- The student completed at least one course.

At the end of the additional academic probation semester, the student returns to good standing if all of the following occurred:

- The student's CGPA was at least 2.00 or the student had never completed a GPA course.
- The student passed all courses attempted a second or subsequent time.
- The student did not exceed the maximum coursework allowance.
- The student met pace of progress standards, including completion of at least one course during the semester.

Otherwise, the student is academically dismissed.

c) A student who does not meet requirements for returning to good standing, or for continuing for an additional semester on academic probation, is academically dismissed.

Academic Appeal

Students who have been dismissed for failing to meet Standards of Academic Progress may appeal the dismissal by submitting an Academic Dismissal Appeal form to Student Services for review by the appropriate academic administrator prior to the established deadline. Students should contact Student Services for more information.

Appeals must explain the verifiable mitigating circumstances that contributed to poor academic performance, show how the circumstances have been overcome, provide required documentation and present a realistic plan for meeting requirements to return to good standing. Appeals without supporting documentation are denied.

A student informed of the dismissal after beginning the session immediately following the dismissal may remain enrolled while the appeal is processed by the appropriate academic administrator. A student continuing in a course or courses while the appeal is processed and whose appeal is subsequently denied may not continue and is administratively dropped from class or classes. A student not currently enrolled whose appeal is approved may enroll for the current semester, provided the registration deadline has not passed, and is subject to academic probation conditions in Requirements for Students Starting the Semester on Academic Warning or Academic Probation. Failure to meet specified conditions results in a second dismissal. Additional appeals are denied unless students have new verifiable mitigating circumstances. Fourth appeals must be submitted to a national college dean or designee. Students who fail to return to good standing after submitting a fourth appeal are dismissed and precluded from registering; however, they may reapply for admission after one year.

If an appeal is not submitted within three sessions after dismissal, the student must request readmission through standard admission procedures as well as submit an appeal to the appropriate academic administrator.

Academic administrators' decisions to deny appeals are final and cannot be appealed.

Additional Standards of Academic Progress Information for Students Receiving Veterans Education Benefits

ALU notifies the Department of Veterans Affairs (VA) of those students who are receiving veteran's education benefits and whose status is academic warning, which is considered the first probationary period.

Students are placed on academic warning for failure to meet minimum CGPA, pace of progress toward graduation and other minimum requirements outlined in Standards of Academic Progress. Students on academic warning are eligible to receive veteran's education benefits for their academic warning semester. If at the end of the academic warning semester such students do not return to good standing, they are dismissed. Students who are dismissed may appeal. Those with approved appeals may continue on probation for another semester and remain eligible for veteran's education benefits. Students who do not successfully appeal their dismissals are dismissed and have their veteran's benefits terminated for unsatisfactory progress. The VA is notified of such dismissals.

After the second probationary period, veteran's education benefits are terminated for students who fail to meet the minimum CGPA required for graduation, pace requirements and other ALU standards noted in Standards of Academic Progress. These students may continue enrollment without VA benefits for another semester if satisfactory incremental progress is made. Veterans education benefits may resume if students meet the minimum CGPA required for graduation and pace requirements, as well as return to good academic standing, at the end of the third probationary semester.

Veteran students must notify Student Services immediately upon withdrawal from school or from a course. For students receiving veteran's education benefits, ALU notifies the VA of changes in student status within 30 days of the official last date of attendance.

University Suspension or Expulsion

Code of conduct violations can result in university suspension and expulsion.

Students suspended for a defined period of time are eligible to graduate once their suspension has been lifted and all graduation requirements have been fulfilled. Those expelled from the University are not eligible to graduate.

Rescinding Award Conferrals

ALU University reserves the right to sanction a student or graduate with permanent expulsion from all ALU institutions, including other ALU University locations. ALU also reserves the right to rescind award conferrals if they were based on submission of documents that were forged, fraudulent, altered, obtained inappropriately, materially incomplete or otherwise deceptive, or if a student or graduate misused ALU academic documents.

Students or alumni who submit fraudulent documents or misuse ALU University academic documents are afforded rights to a hearing under the Code of Conduct. The misconduct is adjudicated using procedures specified in the Code of Conduct and may result in University expulsion.

Students and graduates whose award conferrals are rescinded remain responsible for fulfilling financial obligations to any ALU institution; federal, state and local governments; and private loan providers.

Diplomas and Transcripts

Diplomas are mailed after all graduation requirements have been met. Students should note that the degree or certificate awarded is indicated on diplomas and transcripts; however, specializations are indicated on transcripts only.

Commencement Ceremonies

Graduation ceremonies are generally held once a year in Spring. Students may participate in a ceremony prior to satisfying all graduation requirements as long as they have no more than ***eight (8) credit hours remaining in a certificate program or no more than two sessions remaining in an associate or bachelor's degree program.*** More information about commencement ceremonies is available from the Student Services Department.

Note: To officially graduate from ALU University, students must satisfy all academic requirements for their specific program. Participation in a commencement ceremony is not a guarantee or indication of program completion.

Deployment Policy

ALU University recognizes the many hardships military personnel and their families face every day. We understand that military students who are deployed away from their homes, families, and their permanent duty stations may experience difficulties completing their educational goals and campus/online class requirements.

We encourage military students to continue their education and assure them that ALU University will remain flexible and responsive to their needs. In support of our deployed students, we have adopted a deployment policy for all Active Duty, Reserve, and National Guard students deployed or participating in required training for more than 14 consecutive days. For this policy, qualifying service in the U.S. Armed Forces includes the following: active duty, active duty for training, or full-time National Guard duty under federal or state authority.

Student Services

In addition to providing educational programs to help students achieve their goals, ALU is committed to providing students with exceptional service.

Academic Advising

The University has a team of professionals who support each student's progress through the degree. Each student has direct access to faculty and is assisted by a member in the following areas: Admissions, Student Services, the Registrar, and Academic Affairs.

Student Support

Students are encouraged to connect with Student Services about matters related to degree plans, course selection and academic progress. Students are encouraged to consult first with faculty if they are having problems with coursework and then, if necessary, with the appropriate academic administrator. Tutoring assistance is available for students who request it.

Alumni Association

The goal of Abraham Lincoln University Alumni Association is to serve and support alumni through programs that address their professional, educational and social needs. Membership in the Alumni Association is complimentary to all certificate and degree program graduates. For more information, visit <https://www.alu.edu/about/alumni-association/> or email alumni@alu.edu.

Library

Abraham Lincoln University's virtual library supports the educational goals and instructional needs of our students. Students can access library materials digitally via their personal devices, 24/7, from the Student Center or directly via the library website at www.lirn.net. Resources include periodical and research databases, full-text journal articles and information from academic and trade publications.

Student Records

The Student Services department is principally accountable to manage student records from the point of the first enrollment through graduation and handles inquiries on, transfer credit evaluation, veteran affairs coordination, tuition billing, academic progress advising and retention.

All materials submitted in support of students' applications, including transcripts from other institutions, letters of reference and related documents, become the property of Abraham Lincoln University. During a student's enrollment, ALU maintains records that include admission and attendance information, academic transcripts and other relevant data. Student academic records are maintained in accordance with ALU's academic document retention schedule after the student is no longer enrolled. Students who wish to review their files must submit a written request to the registrar. Permanent student records include admission information and academic transcripts. Except as required by law, no information regarding attendance, grades or any other aspect of students' academic standing will be released to any third party without written student consent.

Disability Accommodations

Reasonable accommodations are provided to students with disabilities in accordance with applicable laws. Student Services can provide additional information about our Nondiscrimination policy and assistance with accommodation requests during the admission process or after enrollment. To learn more, email student.services@alu.edu or call 213-252-5100.

Change of Contact Information

Students must keep contact information current with Abraham Lincoln University. Students may update their contact information by submitting a *Change of Contact Information* form, located in the Student Learning Center to petitions@alu.edu. For change of address situations, before moving to another state and to avoid any necessary interruptions in studies, students are encouraged to review the list of approved/exempt states where ALU is authorized to offer online programs. Rules and regulations regarding authorization vary state by state and could change at any time affecting a student's enrollment.

Official Transcripts

Students and alumni are charged a fee for each electronic transcript and for each paper transcript. Students must submit requests for official transcripts via the student portal. Students are provided an electronic, final transcript at no charge upon graduation.

Document Requests

To obtain student records such as billing statements, diplomas, and transcripts, students should contact Student Services at 213-252-5100. Requests may also be submitted by email by submitting a request to student.services@alu.edu.

Housing

Abraham Lincoln University is an online, distance learning educational institution. On-site classroom attendance is not required. ALU does not provide housing accommodations nor assist in locating housing.

Placement Services

The university does not offer placement services.

Student Rights & Responsibilities

Maintenance and Confidentiality of Student Privacy and Records

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

Abraham Lincoln University's policy regarding confidentiality and student privacy is in keeping with the U.S. Family Educational Rights and Privacy Act (FERPA), and DEAC Standard II.L. Student Privacy, Integrity and Identity, which affords students certain rights with respect to their education records, a summary of which follows:

- The right to inspect and review the student's education records within 45 days of the day Abraham Lincoln University receives a request for access.
- The right to request the amendment of the student's education records that the student believes are inaccurate.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. School officials are individuals or entities working for or on the behalf of the educational institution. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- As allowed within FERPA guidelines, Abraham Lincoln University may disclose education records without consent to officials of another school, upon request, in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S Department of Education concerning alleged failure by Abraham Lincoln University to comply with the requirements of FERPA.

At its discretion, Abraham Lincoln University may provide directory information in accordance with the provisions of the Family Education Rights and Privacy Act. Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed.

To protect student privacy, students' directory information is released only upon approval of the registrar. Students may withhold directory information by notifying the registrar in writing; please note that such withholding requests are binding for all information to all other parties, including faculty, 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 in the University catalog.

Non-Discrimination Policy

Abraham Lincoln University does not discriminate on the basis of race, color, national origin, sex/gender, 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.

Drug Abuse Prevention Policy

Abraham Lincoln University is committed to promoting a drug-free learning environment. The university has a vital interest in maintaining a safe and healthy environment for the benefit of its employees and students. Dignity and self-respect are essential components to the mission of the university. The use of performance-impairing drugs can impair judgment and increase the risk of injuries.

Consistent with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), all students and employees are advised that individuals who violate federal, state or local laws and campus policies are subject to university disciplinary action and criminal prosecution. The possession, use or distribution of a controlled substance or dangerous drugs, or any drug unlawful to possess, e.g. marijuana, except as expressly permitted by law, is a violation of law and of campus policy.

Penalties may include required participation in and completion of appropriate rehabilitation programs in addition to federal, state and local sanctions.

Students should be aware there are significant psychological and physiological health risks associated with the use of illicit drugs and alcohol. Physical addiction, loss of control and withdrawal syndrome as well as serious damage to vital organs of the body can result from drug and alcohol abuse.

The following resources are available for assisting employees with possible problems of chemical abuse:

<http://www.aa.org/?Media=PlayFlash> - Alcoholics Anonymous Support Group

<http://www.niaaa.nih.gov/Pages/default.aspx> - National Institute on Alcohol Abuse and Alcoholism

<http://www.ncadd.org/> - National Council on Alcoholism and Drug Dependence

<http://www.mayoclinic.com/health/alcoholism/DS00340> - Mayo Clinic

Effects and Symptoms of Overdose, Withdrawal and Misuse of Alcohol and Drugs

A description of alcohol and drug categories, their effects, symptoms of overdose, withdrawal symptoms and indications of misuse can be found at:

<http://ncadi.samhsa.gov/> Substance Abuse and Mental Health Services Administration

<http://www.usdoj.gov/dea/concern/concern.htm> - The Drug Enforcement Administration of the U.S.

Department of Justice Federal Trafficking Penalties can be found at:

<http://www.usdoj.gov/dea/agency/penalties.htm>

Americans with Disabilities Act

In seeking to provide a fair environment for all students who wish to learn and strive to succeed, Abraham Lincoln University acts in compliance with the Americans with Disabilities Act (ADA), along with other local, state and federal requirements regarding disabled students. ALU makes every effort to provide reasonable accommodations for students who qualify under ADA.

Section 504 of the Rehabilitation Act is a national law that protects qualified individuals with disabilities from discrimination based on their disability. For purposes of educational access at ALU, qualified individuals with disabilities are persons who, with reasonable accommodation, can access and perform the essential functions to meet prescribed academic requirements of courses and programs.

Reasonable requests for accommodation must be based upon documentation that meets Abraham Lincoln University's published criteria and does not create "undue hardship". Undue hardship is defined as an action requiring significant difficulty or expense when considered in light of factors such as the university's size, financial resources, and the nature and structure of its academic and student service operations. Requests for accommodation must not compromise academic requirements essential to proper completion of courses and programs. Under this definition, courses and programs need not be substantially altered or academically compromised to match the specific needs of disabled individuals.

Requesting Disability Accommodations

In order to request disability accommodations, students must inform Abraham Lincoln University that they have a qualified disability by completing the *Accommodations Request Form*. No accommodations may be made before the school has been notified of a disability through the submission of proper documentation. Documentation must be provided at least 30 days in advance of any accommodation requests. The responsibility for ensuring that this documentation is submitted on time is solely the student's.

For pre-existing conditions, applicants are advised to submit accommodation requests during the admission process, prior to enrolling into any course or program. Existing students are advised to submit accommodation requests before completing required coursework. Completed coursework that precedes an accommodation request may not be resubmitted. This includes all required assessments and course events listed in each syllabus, assigned by the faculty member or other ALU employee.

The process for requesting reasonable disability accommodations includes:

- Applicant completes the *Accommodations Request Form*.
- Applicant provides appropriate documentation with request to Abraham Lincoln University for review.
- Applicant is notified of finding in writing by ALU within 30 days of receiving the documentation.
- If documentation is deemed incomplete by ALU, applicant is notified to provide additional, or clarify existing, documentation.
- Only information directly related to the accommodation will be shared within ALU; medical history will be treated in confidence.

Required Disability Accommodation Documentation

Documentation differs depending upon the type of disability. To be sure that your accommodation request will be fully considered, please include all of the following:

- Detailed clinical/medical diagnosis of the disability including learning, mental and physical restrictions and limitations.
- Names, dates, and results of all diagnostic tests, including professional evaluation of the results.
- Description of student limitations in activities related to the ability to enroll and complete the academic requirements of ALU courses and programs.
- Specific accommodation recommendations related to ALU academic activities and to the diagnosis.
- Disability evaluator's professional credentials, licenses and experience related to the applicant's specific accommodation request.

Additional guidance for documenting specific disabilities may be found on the College Board website at the following link: <http://professionals.collegeboard.com/testing/ssd/application/disabilities>. If the link is inactive, go to the website student home page at <http://student.collegeboard.org/>. Use the search function to locate “documenting specific disabilities.”

Documentation Time Limits

Disability accommodation documentation time limits vary based upon the disability:

- Three years for a learning disability for applicants/students under 21 years of age. For applicants/students over the age of 21, documentation older than three years is acceptable if clinical testing was completed after the age of 18.
- Six-months for a qualified mental disability.
- Documentation in regard to physical disabilities may vary. For permanent conditions, any documentation meeting the ALU criteria will be considered regardless of the date of the documentation.
- One-year for temporary physical disability.

Appeal of Denied or Modified Accommodation Requests

Applicants and students may appeal denied accommodation requests. The appeal must be in writing and submitted within 15 days of the accommodation denial or modification. ALU does not retaliate against individuals who file a discrimination charge, testify, or participate in any way in an investigation, proceeding, or litigation under the ADA.

Additional information from ALU regarding the Americans with Disabilities Act

For more information regarding ALU’s compliance with the Americans with Disabilities Act, please contact student.services@alu.edu via email or call (213) 252-5100.

You may send your documented accommodation request to Student Affairs at Abraham Lincoln University in a number of ways:

1. Email with attachments to: student.services@alu.edu
2. Mail or ship through a carrier with document tracking capability to:
Abraham Lincoln University
ATTN: Student Services Dept.
100 West Broadway, Suite 600
Glendale, CA 91210

Student Code of Conduct

Students are expected to conduct themselves in a manner conducive to learning and the learning of others. ALU has established a Student Code of Conduct. Students are expected to conduct themselves ethically, honestly, and with integrity as responsible members of the University's academic community. As a member of the University's academic community, students acknowledge and accept an obligation to abide by the Student Code of Conduct. Conduct on or off campus which is determined to impair, interfere with, or obstruct the opportunities of others to learn, or which disrupts the mission, processes, or orderly functions of the University, will be deemed misconduct.

As members of ALU, students have responsibilities and duties commensurate with their rights and privileges. In this policy, ALU provides guidance to students regarding those standards of student conduct and behavior that it considers essential to its educational mission. This policy also provides guidance regarding the types of conduct that infringe upon the fulfillment of the ALU's mission.

Any student who is found to have violated the student code of conduct policy is subject to disciplinary sanctions up to and including suspension or dismissal, as further described below.

Elements/Violations of Student Code of Conduct Policy

The following is a list of behaviors that violate ALU's Student Code of Conduct Policy; although not exhaustive, this list provides examples of unacceptable student behaviors.

1. Persistent or gross acts of willful disobedience or defiance toward school personnel.
2. Assault, battery, or any other form of physical abuse of a student or school employee.
3. Fighting.
4. Verbal abuse of a student or school employee.
5. Conveyance of threats by any means of communication, including but not limited to threats of physical abuse and threats to damage or destroy school property or the property of other students or school employees.
6. Any conduct that threatens the health or safety of oneself or another individual. Threats to commit self-harm and/or actual incidents of self-harm by any student are a violation of this code.
7. Harassment or bullying by any means of any individual, including coercion and personal abuse. Harassment or bullying includes but is not limited to written or verbal acts or uses of technology that have the effect of harassing or intimidating a person.
8. Any form of unwanted sexual attention or unwanted sexual contact.
9. Theft, attempted theft, vandalism/damage, or defacing of school property or the property of another student, faculty, or staff member.
10. Interference with the normal operations of the school (e.g., disruption of teaching and administrative functions, disciplinary procedures, or other school activities).
11. Unauthorized entry into, or use of, school facilities.
12. Forgery, falsification, alteration, or misuse of school documents, records, or identification.
13. Dishonesty, including but not limited to lying, cheating, plagiarism, or knowingly supplying false information or deceiving the school and/or its officials.

14. Disorderly, lewd, indecent, or obscene conduct, including but not limited to any type of clothing or materials worn or brought onto the premises by any student deemed to be lewd, indecent, or obscene as determined by school officials.
15. Extortion.
16. Violation of school safety regulations, including but not limited to setting fires, tampering with fire safety and/or firefighting equipment, failure to exit during fire drill, or turning in false fire alarms and bomb threats.
17. Breach of peace on school property or at any school-sponsored or supervised program.
18. Use, sale, possession, or distribution of illegal or controlled substances, drugs, or drug paraphernalia on school property or at any function sponsored or supervised by the school. Being under the influence of illegal or controlled substances on school property or at any school function is also prohibited
19. Use, sale, possession, or distribution of alcoholic beverages on school property or at any function sponsored or supervised by the school. Being under the influence of alcohol on school property or at any school function is also prohibited.
20. Possession or use of firearms, explosives, dangerous chemicals, or other weapons on school property or at school-sponsored functions.
21. Smoking in classrooms or other school buildings or areas unless designated as a smoking area.
22. Failure to comply with direction of school officials, faculty, staff, or security officers who are acting in the performance of their duties.
23. Failure to identify oneself when on school property.
24. Violation of federal, state, or local laws and school rules and regulations on school property or at school-sanctioned or school-sponsored functions.
25. Any in-school or off-campus act considered inappropriate or as an example of misconduct that adversely affects the interests of ALU and/or its reputation.
26. Any violation of the institution's policies on the responsible use of technology, including but not limited to:
 - The theft or abuse of a computer, email, Internet, or Intranet resources
 - Unauthorized entry into a file to use, read, or change the contents of or for any other purpose
 - Unauthorized transfer of a file
 - Unauthorized downloading of copyrighted materials in violation of the law
 - Unauthorized use of another individual's identification and/or password
 - Use of computing facilities to interfere with the work of another student, faculty member, or school official
 - Use of computing facilities to send obscene or abusive messages
 - Use of computing facilities to interfere with normal operation of the school's computing system
27. Abuse of the ALU disciplinary system, including but not limited to:
 - Failure to obey the summons of a disciplinary body or school official
 - Falsification, distortion, or misrepresentation of information before a disciplinary body or school official
 - Disruption or interference with the orderly conduct of a disciplinary proceeding - Attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the course of the disciplinary proceeding

- Verbal or physical harassment and/or intimidation of a member of a disciplinary body prior to, during, and/or after the disciplinary proceeding
 - Failure to comply with the sanction(s) imposed under the student conduct policy
 - Influencing or attempting to influence another person to commit an abuse of the disciplinary system
28. Harassment or bullying based on sex, race, color, national origin, religion, sexual orientation, age, disability, or any other criteria protected by state, federal, or local law.

Disciplinary Procedures

Complaint

1. Any member of ALU (e.g., faculty, staff, or student) may file a complaint against any student for misconduct or for otherwise being in violation of ALU policies. The complaint shall be prepared in writing and directed to the appropriate academic administrator. Complaints should be submitted as soon as possible after the alleged violation occurred.
2. The appropriate academic administrator shall review and investigate the complaint to determine if the allegations have merit, to identify violations of the student conduct policy, and to impose sanctions for such violations.
3. Unless otherwise provided by law, ALU generally will not disclose the name of the person making the complaint to the accused student (“student”) unless it determines in its sole discretion that the circumstances warrant it.

Notification and Adjudication

1. The appropriate academic administrator will notify the student of the complaint and the alleged violation of the student conduct policy within 14 days. This notification may be in written form or through oral communication. The student will meet with the appropriate academic administrator to discuss the complaint and alleged violation and will render and communicate the decision to the student.
2. If a good faith effort has been made to contact the student to discuss the alleged violation and the student fails to appear for the meeting, the appropriate academic administrator may make a determination of violations of ALU policies based on the information available and impose sanctions for such violations. This decision shall be communicated to the student.
3. The appropriate academic administrator’s determination shall be made on the basis of whether it is more likely than not that the student violated a rule, regulation, or policy of ALU.

Procedures Regarding Student Dismissals

When the Administration proposes to dismiss/expel a student, the following procedures should apply unless the student elects to forego them.

1. The charges against the student shall be presented to the student in written form, including the time, place, and nature of the alleged offense(s). Within a reasonable time after the student has been notified of the charge(s), ALU will set a time for a hearing.
2. Hearings shall be conducted by the appropriate academic administrator (herein referred to as the “hearing officer”) and may also include faculty, staff, and students according to the following guidelines:
 - Hearings normally shall be conducted in private.
 - Admission of any person to the hearing shall be at the discretion of the Dean or his or her designee.
 - In hearings involving more than one student, the hearing officer, in his or her discretion, may permit the hearing concerning each student to be conducted separately.
 - The complaining party (which may be a member of the Administration) and the student may present witnesses at the hearing. Those witnesses may be questioned by the hearing officer.
 - Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by the hearing officer at his or her discretion.
 - All procedural questions are subject to the final decision of the hearing officer.
 - After the hearing, the hearing officer shall determine whether the student has violated the rules, regulations, or policies that the student is charged with violating. The hearing officer will issue a written determination. If the hearing officer determines that a violation has occurred, the hearing officer’s determination will also address whether dismissal from ALU is an appropriate sanction for the offense(s).
 - The hearing officer’s determination shall be made on the basis of whether it is more likely than not that the student violated a rule, regulation, or policy of ALU.
 - The hearing officer shall provide the student with a copy of the determination, including information regarding the student’s right of appeal therefrom.

Interim Suspension

ALU may immediately remove or suspend a student from school without applying or exhausting these procedures when, in ALU’s sole judgment, the student poses a threat of harm to himself or herself, to others, or to property of ALU or a member of ALU.

During the interim suspension, students shall be denied access to the school (including classes) and/or all other school activities or privileges for which the student might otherwise be eligible.

Student Involvement in Conduct Proceedings

At the discretion of the Dean or his or her designee, students of ALU may participate in the adjudication of disciplinary proceedings, including hearings and appeals.

Violations of Law

If a student is charged with a violation of federal, state, or local laws or regulations occurring away from the University, disciplinary action may be instituted, and sanctions imposed against the student when the school has a reasonable belief that the health, safety, or welfare of the ALU community is threatened. Disciplinary procedures may be instituted against a student charged with violation of a law that is also a violation of the student conduct policy. Proceedings under this policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. ALU will cooperate fully with law enforcement and other agencies in the enforcement of criminal laws on school property.

Sanctions

ALU may impose sanctions for violations of the student code of conduct policy. The type of sanction imposed may vary depending upon the seriousness of the violation(s). ALU reserves the right to immediately impose the most severe sanction if circumstances merit.

Although not exhaustive, the following list represents the types of sanctions that may be imposed upon any student or student organization found to have violated the student conduct policy:

1. **Warning:** A notice in writing that a student has failed to meet some aspect of the school's standards and expectations.
2. **Probation:** Probation is used for repeated violations or a specific violation of a serious nature. The Dean or his or her designee defines the terms of probation.
3. **Suspension:** Separation of the student from the school for a predetermined period of time. The student may be able to return to school once specified conditions for readmission are met. The student may not attend classes, use school facilities, participate in or attend school activities, or be employed by the school during his or her suspension.
4. **Expulsion:** The student will be expelled from ALU immediately. The student will not be permitted to continue his or her studies at the school and may not return to the school or any time or for any reason.
5. **Restitution:** Compensation for loss or damage to property leased, owned, or controlled by the school. Restitution may take the form of monetary or material replacement.
6. **Discretionary sanctions:** The student will be required to complete an educational service, attend counseling, or have restricted privileges.

The above list is only a general guideline. Some sanctions may be omitted, and other sanctions not listed above may be used.

Appeal Procedures

Students have a right to appeal disciplinary actions when they believe they have been treated in an arbitrary or biased fashion or without adherence to ALU policies and procedures.

- The student must initially obey the terms of the decision (e.g., a student who has been suspended from school may not be on school property in accordance with the directions indicated in the decision).
- The student must write a letter of appeal in the student's own words, addressed to the Chief Academic Officer or his or her designee. This letter must state the grounds for believing the decision was arbitrary or biased or that it was without adherence to ALU policies and procedures. It must be delivered within seven calendar days following the student's receipt of the decision.
- The Chief Academic Officer or his or her designee may appoint an ad hoc committee to review appeals and make a recommendation regarding disposition of the appeal. This committee will be composed of faculty or staff members not involved in making the initial disciplinary decision. The student making the appeal may be provided an opportunity to address the committee in person. The student may be accompanied by one person (family member, friend, etc.) as an observer. The student may not be accompanied by an attorney. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee.
- The committee will report back to the Chief Academic Officer or his or her designee with its recommendation following its review of the appeal. The Dean or his or her designee will render a written decision on the appeal within 30 calendar days from receipt of the appeal. The decision will be final.

Student Grievance Policy

The ALU grievance policy addresses issues requiring resolution and to promote honesty and respect inherent to the educational work of students and faculty. This policy is applicable to students, administrators, faculty or any party who has good reason to believe that the institution is not in compliance with Distance Education and Training Council standards, policies or procedures. A grievance on the part of a student, staff or faculty is defined as any decision or action taken by a faculty or staff member in the course of official duty that violates or constitutes arbitrary, capricious or unequal application of written campus policies or procedures.

Student complaints are typically about items such as:

- administrative issues
- financial issues
- technical issues
- faculty performance
- grading
- program content and program effectiveness/expectations
- library services

The university believes that problems can be resolved through cooperation among students, faculty and staff administrators. Fundamental to the process is the principle that all parties have made a good-faith effort to resolve the grievance prior to initiating this process. The following are steps recommended to resolve grievances at Abraham Lincoln University:

Step 1: The student is encouraged to resolve the problem informally with the faculty or staff member involved.

Step 2: If Step 1 does not resolve the problem, the student is encouraged to communicate informally with the faculty or staff member's supervisor.

Step 3: If Step 2 does not resolve the problem, the student should submit a written letter to the Chief Academic Officer, explaining the situation; any supporting documentation must be attached to the letter. This letter must be submitted within one month of the time the grievance occurred. The student has the right to forego the first two steps of this process and submit a letter of grievance directly to Student Affairs.

Step 4: After reviewing the grievance, the Chief Academic Officer shall attempt to resolve the situation directly to the mutual satisfaction of all parties.

Step 5: If such resolution is unsuccessful, the Academic Standards Committee (ASC) shall conduct a hearing. The Committee shall review the grievance and render a decision in writing no later than 30 days after the letter is submitted.

Step 6: The student may appeal, in writing, any decision of the Committee to the president of Abraham Lincoln University. An appeal may also be made to the president in cases of probation, suspension, expulsion, and/or other disciplinary action. The president's decision shall be in writing and shall be final.

Students or members of the public may also file complaints with the following entities:

Distance Education Accrediting Commission

1101 17th Street, N.W., Suite 808
Washington, D.C. 20036
(202) 234-5100

California Bureau for Private Postsecondary Education

Physical address: 2535 Capitol Oaks Drive, Ste. 400, Sacramento, CA 95833
Mailing address: P.O. Box 980818, W. Sacramento, CA 95798-0818
Toll-free: (888) 370-7589
Local: (916) 431-6959
Fax: (916) 263-1897

Online complaint forms are accessible at www.bppe.ca.gov.

University Administration & Faculty

To ensure that students gain the most relevant education, ALU University combines the expertise of seasoned education administrators and a nationwide faculty of dedicated professors. Together, these professionals focus squarely on making your academic experience valuable, meaningful and relevant to employers' needs.

Nearly all ALU University faculty hold master's degrees, Ph. Ds or other doctorate degrees and bring their passion for teaching to the learning environment every day. The University prepares new professors to teach and fully supports all faculty in their ongoing dedication to educational excellence. Our professors bring real-world experience to the course and supplement course delivery with various instructional activities geared toward students' success.

In addition, to remain current on advances in their fields, many ALU University faculty and administrators actively participate in professional organizations, as well as in organizations dedicated to excellence in education programs and services.

The following present University administrators, followed by lists of professors teaching at ALU. Faculty may teach at the undergraduate or graduate level; often they teach courses at both levels. Information on professors teaching ALU is available from Academic and Student Affairs. A comprehensive, up-to-date faculty list is available at www.alu.edu

Administration

Hyung J. Park, Attorney, MBA, CPA & JD
Robert Abel, Jr., Ph.D.
Joshua Sung
Jessica K. Park, J.D.

President & CEO
Chief Academic Officer
Chief Financial Officer
VP and Dean, School of Law

Student Services/Registrar

Lidby Lopez
Elizabeth Gomez

Student Services Coordinator
Registrar

University Faculty

Elizabeth Asfaw

Ph.D., Capella University
M.A., Central Michigan University

Richard Barksdale

MSIM, Aspen University

Dustin Bessette

DBA, National Graduate School of Quality
Management
MBA, Campbellsville University

Jill Bonds

Ed.D., Pepperdine University
M.Ed., Pepperdine University

David Bouvin

DBA, Argosy University
MBA, Argosy University

William Bowen

Ph.D., University of California, Riverside
M.A., University of California, Riverside

Timothy Carlin

J.D., University of Dayton

Charles Celano

M.A., University of Redlands

Raymond Chao

J.D., Loyola University
LLM, Loyola University

Tammie Clearfield

J.D., University of Miami
M.S., Florida International University

Darius Cooper

Ph.D., Capella University
M.S., Radford University

Bari Courts

Ph.D., Capella University
MBA, University of Cincinnati

Elycia Daniel

M.A., Clark Atlanta University

Sherry Davis

MBA, Ashford University

Lauren Hall-Davis

D.Min., Amridge University
M.A., Argosy University

Herbert Duvivier

M.D., Tufts University School of Medicine

Jennifer Foo

J.D., Thomas Jefferson School of Law

John Gardiner

MBA, University of Southern California

Christine Hansen

Ph.D., University of Hawaii
M.A., University of Hawaii

Brent Jacobs

DBA, Baker College
M.S., Walsh College

Mohamad Khatibloo

M.A., Chapman University

Sandi Summers Levinson

M.S., Nova Southeastern University

Lydia Liberio

J.D., Loyola Marymount University
M.A., University of California, Irvine

Oleg Maksimov

Ph.D., The City University of New York

Laura Malave

M.S., University of South Florida

Tonya Nagle

Ph.D., University of Phoenix

M.A., University of Phoenix

M.F.A., National University

M.A., National University

Kevin Nguyen

J.D., Western State College of Law

Laura Pogue

D.M., University of Phoenix

MBA, University of Michigan

Michael Prince

M.S., University of Phoenix

Adrian Rios

Ph.D., University of the Rockies

M.A., Ashford University

George Ripsom

M.S., University of Phoenix

Kenny Roberts

Ph.D., Walden University

MBA, National University

Sally Rogers

Ph.D., Walden University

MBA, Valdosta State University

Justin Singer

J.D., Thomas Jefferson School of Law

Janice Spangenburg

Ph.D., Regent University

M.S., Fielding Graduate University

Vicki Yanaga

MBA, University of Phoenix

APPENDIX 1: SOC Codes

Undergraduate Certificate Programs	
Program	Standard Occupational Classification (SOC) Code
A+ Certificate	15-1151, 15-1152
Network+ Certificate	15-1121, 15-1122, 15-1143, 15-1152
Security+ Certificate	15-1151, 15-1152
Homeland Security Certificate	11-9161, 11-9199, 33-1012
Accounting Certificate	11-3031, 13-2011, 13-2031, 13-2051
Legal Assistant Certificate	23-2011, 23-2093, 23-2099
Communications and Writing Certificate	25-1123, 25-2031, 25-1123, 25-1199, 27-3041, 27-3042, 27-3043
Certificate in Marketing	11-1011, 11-1021, 11-2022, 11-3011, 11-3051, 11-3071, 11-9021, 11-9151, 11-9199, 13-1051, 13-1111, 25-1011
Business Administration Certificate	11-3031, 13-2011, 13-2051
Management Certificate	11-1021, 11-2022, 11-3011, 11-3051, 11-3071, 11-9021, 11-9151, 11-9199, 13-1051, 13-1111, 25-1011
Investigation Certificate	25-1111, 33-3021, 33-3051

Graduate Certificate Programs	
Program	SOC Code
Coaching Certificate	13-1071, 25-1011
Real Estate Law Certificate	11-9141, 13-2021, 41-9021, 41-9022
Human Resource Law Certificate	11-3111, 11-3121, 11-3131, 13-1071, 13-1075, 13-1141, 13-1151, 25-1011
Certificate in Business Law	11-3011, 11-3061, 13-1011, 25-1011
Management Certificate	11-1021, 11-2022, 11-3011, 11-3051, 11-3071, 11-9021, 11-9151, 11-9199, 13-1051, 13-1111, 25-1011
Advanced Leadership Certificate (Doctorate level)	25-1011
Advanced Management Certificate (Doctorate level)	11-1011, 11-1021, 15-2031, 25-1011

Diploma Programs	
Program	SOC Code
Criminal Justice - DCJ	11-9199, 25-1111, 33-1012
Paralegal Studies - DPS	23-2011, 23-2093, 23-2099

Associate Degree Programs	
Program	SOC Code
Business Administration - AS	11-1021, 11-2022, 11-3011, 11-3051, 11-3071, 11-9021, 11-9151, 11-9199, 13-1051, 13-1111, 25-1011
Criminal Justice - AS	11-9199, 25-1111, 33-1012
General Studies - AA	25-1199
Paralegal Studies - AS	23-2011, 23-2093, 23-2099

Bachelor's Degree Programs	
Program	SOC Code
Business Administration - BS	11-1021, 11-2022, 11-3011, 11-3051, 11-3071, 11-9021, 11-9151, 11-9199, 13-1051, 13-1111, 25-1011
Criminal Justice - BS	11-9199, 25-1111, 33-1012
General Studies - BA	25-1199
Legal Studies - BS	25-1112

Graduate and Professional Degree Programs	
Program	SOC Code
Business Administration - MBA	11-1021, 11-2022, 11-3011, 11-3051, 11-3071, 11-9021, 11-9151, 11-9199, 13-1051, 13-1111, 25-1011
Criminal Justice - MS	11-9199, 25-1111, 33-1012
Law - MS	No Match
Business Administration - DBA	11-1021, 11-2022, 11-3011, 11-3051, 11-3071, 11-9021, 11-9151, 11-9199, 13-1051, 13-1111, 25-1011
Juris Doctor ⁵ - JD	23-1011, 23-1012, 23-1022, 23-1112

⁵ Please see separate School of Law Catalog for Juris Doctor (J.D.) degree policy details.

ABRAHAM LINCOLN UNIVERSITY

Since 1996



University Catalog

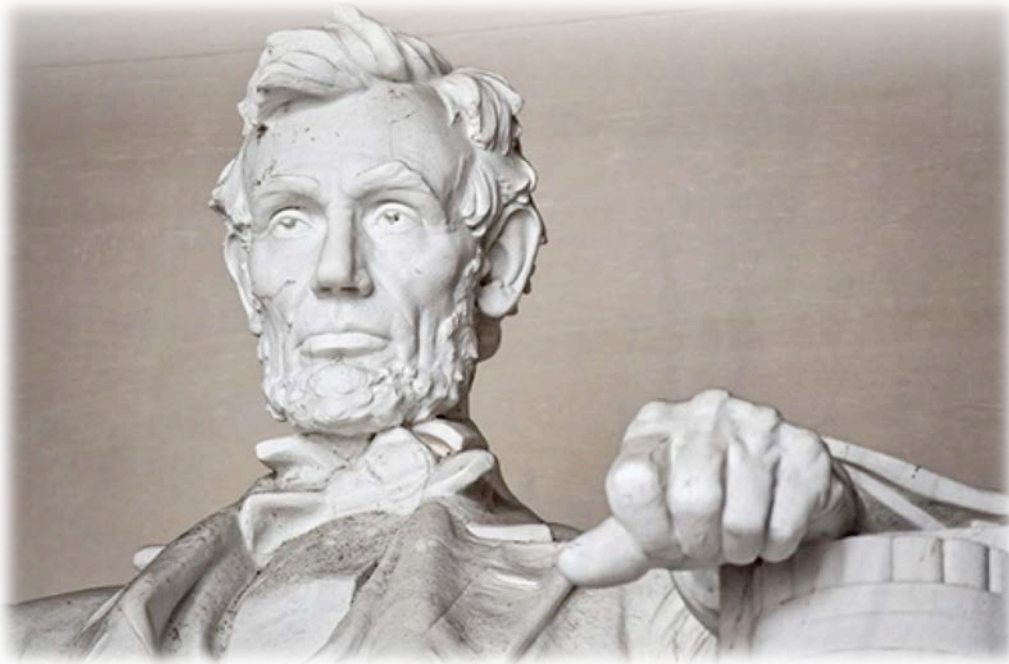
**Associate, Bachelor's, Master's & Doctorate Degrees
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January 2018 – December 2018

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Abraham Lincoln University reserves the right to make changes to provisions of this catalog, and its rules and procedures at any time, with or without notice, subject to licensing requirements. This catalog is neither a contract nor an offer to contract but merely a general outline of the programs currently offered by the university.

Abraham Lincoln University reserves the right to make changes at any time, with or without notice and in its sole and absolute discretion, to course structure and lecture delivery format, including the length and method of lecture delivery currently used at the university. To ensure that students are presented with a progressive and challenging curriculum, Abraham Lincoln University also reserves the right to change graduation requirements and to revise or delete courses as deemed necessary.

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About the University

University History

In 1996, Hyung J. Park, a practicing attorney and CPA, had a vision. He believed that there could be a law school where students could take their entire curriculum online, utilizing the flexibility and the emerging power of the Internet. That vision became reality when Abraham Lincoln University School of Law was founded as one of California's and the nation's first online law schools.

ALU provides adult students with a focused and practical education. The university extensively utilizes Internet technology to deliver online course content and academic support to enhance the student's learning experience.

ALU courses can be accessed from a computer with Internet access from anywhere in the world. The university is literally an institution without national borders or travel barriers. We offer the combination of scheduling convenience and technical expediency to complement job market oriented academic programs and personalized student service and support.

The original vision of harnessing the effectiveness and convenience of distance education remains focused on adult students who strive to earn a college degree. Adding complementary undergraduate and graduate degree programs allows ALU to serve a wider student population. ALU will continue the law school tradition of academically rigorous courses and programs while, at the same time, providing individualized support at all degree levels in a true student-centered learning environment.



From the President



On behalf of the faculty and staff, it is a pleasure to welcome you to Abraham Lincoln University (ALU). The university, one of California's and the nation's pioneering online law schools, has been a prominent fixture in Los Angeles since 1996.

With the School of Law and Juris Doctor degree as the flagship, the university's expanded distance education programs focus on legal learning at many levels. Programs include certificate, diploma, associate, bachelor's and master's degrees in paralegal studies, legal studies, criminal justice, business administration, information technology and general studies. Additionally, the university offers an online doctorate degree in business administration.

This University Catalog contains information for the diploma, associate, bachelor's, master's and doctorate programs. Detailed information about the Juris Doctor degree program may be found separately in the School of Law catalog at www.alu.edu.

The undergraduate degree programs build an academic bridge for students who may not have the required bachelor's degree for entry into the law school. Paralegal, criminal justice and legal studies programs provide course content that eases a student's transition into the demanding law school curriculum. Graduate degrees in criminal justice, business and information technology create a path for students who may not be interested in studying law or want to add specific knowledge to go along with their law degree.

The primary university mission is to provide an academic environment that leads to graduates who are prepared to make an impact in their field of study. This mission is partially accomplished by providing students with the ease of online access to faculty and courses. This student-centered focus is the foundation of ALU's commitment to provide students with the highest level of personal academic support.

ALU's commitment to personal service is genuine. Please don't hesitate to contact me, our Chief Academic Officer and admissions staff by phone or email to learn more about ALU. We are here to provide you with the academic structure and student services to lead you to your goal of earning your degree.

Hyung J. Park, Attorney, CPA, MBA & JD
President and Chief Executive Officer

[Academic Calendar](#)

*Effective January 2018, University courses begin on Sunday and end on Saturday.

2018 Spring Semester		January 7, 2018–April 28, 2018
January 2018 Session		
Sunday, January 7	Session Begins	
Monday, January 15	Martin Luther King Jr., Day Holiday	
Saturday, March 3	Session Ends	
March 2018 Session		
Sunday, March 4	Session Begins	
Saturday, April 28	Session Ends	
Spring Break: Sunday–Saturday, April 29 – May 5		

2018 Summer Semester		April 29, 2018–September 1, 2018
May 2018 Session		
Sunday, May 6	Session Begins	
Monday, May 28	Memorial Day Holiday	
Saturday, June 30	Session Ends	
Summer Break: Sunday–Saturday, July 1 – July 7		
July 2018 Session		
Sunday, July 8	Session Begins	
Saturday, September 1	Session Ends	

2018 Fall Semester		September 2, 2018–December 22, 2018
September 2018 Session		
Sunday, September 2	Session Begins, Labor Day Holiday	
Saturday, October 27	Session Ends	
November 2018 Session		
Sunday, October 28	Session Begins	
Thursday–Friday, November 22–23	Thanksgiving Break	
Saturday, December 22	Session Ends	
Winter Break: Sunday–Saturday, December 23–January 5, 2019		

Leadership, Mission and Standards

Abraham Lincoln University's programs and services are supported by a solid core of experts in the education field, as well as seasoned business professionals. These leaders lend their expertise to the University to enhance our value to students and the communities we serve.

Ownership

Hyung J. Park, Attorney, CPA, MBA & JD

Soon Hee Park, Secretary and Treasurer

Board of Directors

Hyung Joo Park, JD, MBA and CPA, President and CEO

Soon Hee Park, Secretary and Treasurer

Roy Winter, MBA, External Member

Advisory Council

George Ackerman, Ph.D, J.D, MBA

Seongyeob Choi, Ph.D

Ryann Jorban, J.D., Attorney

Jonathan Kramer, J.D.

Brian Kim, Founder and CEO, Turbo Air, Inc

Thomas Pattenaude, President, Colgate Capital

Alicia Paynter, MFA

Thomas L. Reynolds, J.D, MSCJ

Brian Schofield, Sony Pictures Executive Director of Security Operations

Carolyn Torres, J.D

Val Vera, MS; Elected President, California Advisory Council on Military Education

Dr. Tommy Lee White, Ph.D, FPPR, FICCP, FICPPM

Annette Wiley, J.D.

Roy Winter, MBA

Greg Yacoubian, J.D.

ALU Executive Leadership Team

Hyung J. Park, Attorney, CPA, MBA & JD, President and CEO

Robert Abel Jr., Ph.D. Chief Academic Officer

Joshua Sung, Chief Financial Officer

Jessica Park, JD, Vice President and Dean of the School of Law

Mission, Vision, and Objectives

The institutional mission of Abraham Lincoln University is to be a respected international provider of quality programs from diplomas and certificates to master and doctorate degrees primarily in law, business, technology, and the arts and sciences. Our mission is achieved through online distance education curricula, academic support, and student services that are designed to provide lifelong learning opportunities for students who may be underserved by traditional educational institutions.

Institutional Objectives

At Abraham Lincoln University, we believe in:

- Conducting academic and business operations in an open, collaborative and ethical manner.
- Facilitating accessibility and affordability for a diverse and non-traditional student body.
- Incorporating quality into educational activities and support services that meet or exceed standards set by accrediting and regulatory bodies.
- Embedding a practitioner's perspective into the curriculum with a focus on skills, knowledge and abilities needed for entry or progression in occupations or fields of study.
- Offering a dynamic, technology-based distance education environment that expands access to postsecondary education and engages students in a rich, multimedia learning experience.
- Developing competence in communication, critical thinking, collaboration and information utilization to enhance opportunities for sustained career success.
- Providing clear learning outcomes, timely feedback and assessment to promote student course content mastery.
- Engaging in a constant process of continuous improvement through policy and course and program outcomes assessment to promote student mastery of program and course objectives, retention and graduation.

University Values

ALU's **L.E.A.D.** values shape how we work together to implement our vision with our students and each other.

Leadership

We seek to develop leadership by encouraging vision, inspiring continuous improvement, and recognizing how members of our community are making an impact in innovative and valuable ways.

Excellence

We commit ourselves to excellence in academics and public service, prioritizing our community's passion for excellence within our outcomes.

Accountability

We take ownership and hold ourselves accountable to initiatives and implementation of goals, demonstrating integrity in how we speak and act with others.

Diversity

We view diversity of thought and action as a strength that allows a community to transcend organizational and geographical boundaries and expect members of our community to treat people with respect and dignity.



Accreditation & Approvals

Distance Education Accrediting Commission

Abraham Lincoln University is accredited by the Distance Education Accrediting Commission (www.deac.org). The Accrediting Commission is listed by the U.S. Department of Education as a nationally recognized accrediting agency and is a recognized member of the Council for Higher Education Accreditation.

The Accrediting Commission is a charter member of the Council for Higher Education Accreditation (CHEA), the leading non-governmental recognition for accrediting associations. A national advocate and institutional voice for self-regulation of academic quality through accreditation, CHEA is an association of 3,000 degree-granting colleges and universities and recognizes 60 institutional and programmatic accrediting organizations.

*Distance Education Accrediting Commission
1101 17th Street, N.W., Suite 808
Washington, D.C. 20036
(202) 234-5100*

California Bureau for Private Postsecondary Education (BPPE)

The programs, with the exception of the Juris Doctor degree program, offered by Abraham Lincoln University, a private institution, have been approved to operate by the California Bureau for Private Postsecondary Education (BPPE), and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. An institution may not imply that the BPPE endorses programs, or that the BPPE approval means the institution exceeds minimum standards. Abraham Lincoln University's approval to operate by BPPE is by means of accreditation. The Juris Doctor degree program offered by Abraham Lincoln University is considered exempt by BPPE and is instead under the jurisdiction of the Committee of Bar Examiners of the State Bar of California (CBE).

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:

*2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
P.O. Box 980818, West Sacramento, CA 95798-0818
www.bppe.ca.gov
Phone: (916) 431-6959 or (888) 370-7589 (toll free) Fax: (916) 263-1897*

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 (toll free) or by completing a complaint form, which can be obtained on the bureau's Internet Web site: www.bppe.ca.gov.

Programmatic Accreditation, Recognition and Memberships

Council for Higher Education Accreditation (CHEA)

ALU is a recognized CHEA member institution. CHEA is comprised of an association of 3,000 degree-granting colleges and universities and serves as a national voice for voluntary accreditation and quality assurance to the U.S. Congress and U.S. Department of Education. DoD Armed Forces Tuition Assistance (TA) ALU is a qualified school for the Department of Defense's Armed Forces Tuition Assistance (TA). Armed Forces TA is a benefit paid to eligible members of the Army, Navy, Marines, Air Force and Coast Guard, which may pay up to 100% of tuition.

GoArmyEd

ALU's diploma and degree programs are listed by GoArmyEd, the virtual gateway from the Army Continuing Education System (ACES). GoArmyEd is used by soldiers to pursue postsecondary educational goals, Army Education Counselors to provide educational guidance, and schools to deliver degree and course offerings as well as soldier progress.

Los Angeles Paralegal Association (LAPA)

ALU is endorsed by the Los Angeles Paralegal Association, a California non-profit corporation providing networking opportunities, continuing legal educational programs, and pro bono activities for paralegals and other members of the legal community. LAPA maintains a mutually beneficial working relationship with local and state bar associations, educational institutions, and businesses serving the legal community.

Military-Friendly Recognition (MAE)

ALU has been named a military-friendly school by Military Advanced Education Magazine, the leading publication rating institutions of higher education in terms of the benefits schools provide to active-duty military, veterans, and military spouses.

Military Spouse Career Advancement Accounts (MyCAA)

ALU meets Department of Defense (DoD) eligibility requirements for participating in MyCAA. The MyCAA (Military Spouse Career Advancement Accounts) program provides up to \$4,000 over two years of financial assistance for military spouses who are pursuing degree programs, licenses, or credentials leading to employment in portable career fields.

National Association of Legal Assistants (NALA)

ALU has complied with the qualifications and requirements for membership in NALA and is a qualified member. The university has agreed to be bound by the NALA Code of Ethics & Professional Responsibility.

Peace Officers Research Association of California (PORAC)

ALU is endorsed by PORAC, a leading organization conducting research, providing education and training, and defining and enhancing standards for professionalism among California peace officers.

Veterans Education Benefits and GI Bill®

ALU is approved as an institution of higher learning through the California State Approving Agency for Veterans Education (CSAAVE) to train eligible veterans and to certify students for payment of VA Educational Assistance Benefits (GI Bill®) through the U.S. Department of Veterans Affairs.

Western Association of Veteran Education Specialists (WAVES)

ALU is an institutional member. WAVES is an association that serves the needs and interests of veterans, faculties and administrators in member institutions, which consist of educational institutions of higher learning and those offering non-college degree programs engaged in the administration of veteran's education benefits within the geographic areas served by the Muskogee Regional Processing Office.

Admission Requirements & Procedures

General Requirements

Note: Enrollment for selected programs, formats and applicants is subject to additional requirements. ALU does not accept Ability to Benefit students and does not award credit for prior experiential learning.

The university policies and procedures are aligned with the needs of adult students who typically enroll in online programs. Many students will have accumulated transfer credit from previously completed college courses, credit by examination, military training or professional course work. The shared goal is to maximize the number of transfer credits into ALU programs that are allowable by the DEAC Accrediting Commission to ensure that the student is not paying multiple times for comparable credits previously earned.

To be granted admission to ALU, a prospective student must interview with a ALU admissions advisor and complete an application for admission. In addition, all other general and specific admission requirements must be met, including those regarding age, prior education and evaluation of proficiency in the college-level skills needed for coursework in the chosen field of study. Once ALU accepts the application paperwork, applicants are provisionally admitted, pending satisfaction of all remaining admission conditions.

Applicants with prior post-secondary attendance must present transcripts indicating all previous work. Students requesting transfer credit for prior post-secondary education must submit official transcripts before credit is awarded. An unofficial evaluation of transfer credit may be provided pending receipt of official transcripts.

International or homeschooled applicants must provide an authenticated program completion document issued by a governmental authority or school supervisor. The document(s) will be reviewed by the school's Chief Academic Officer and must attest to the successful completion of a program considered to be equivalent to an accredited high school diploma or GED certificate.

ALU reserves the right to deny admission to any applicant and to change entrance requirements without prior notice. Applicants are notified of their admission acceptance or denial in writing.

Age Requirement

Each applicant must be at least 17 years old on the first day of classes. Documentation of age is required.

Prior Education Requirement

Each applicant must have earned one of the following educational credentials from a ALU recognized organization: a high school diploma or equivalent; a General Educational Development (GED®) certificate; or a post-secondary or professional degree. The diploma or other acceptable documentation of the applicant's educational achievement must be provided for the student's file by the end of registration unless the University grants an extension. An official high school transcript (or equivalent documentation) with the high school graduation date; an official GED® transcript with content scores and an indicator that the student passed the GED® test; or an official college transcript (or equivalent documentation) with the grade point average (GPA) and, if applicable, the graduation date must be provided for the student's file by the end of the second session of enrollment (see Additional Admission Requirements for International Applicants). Students who do not meet this deadline are dropped from all courses in which they are enrolled for future sessions. Until official transcripts are received, such students may not enroll.

Special Admission Requirements for Nonmatriculated Applicants

Applicants wishing to enroll in courses for personal or professional enrichment, but who do not intend to pursue a program of study, must submit an application for admission, demonstrate they possess the requisite skills and competencies for the intended coursework and meet requirements outlined in the admissions process; an academic administrator will evaluate applicants' status by appropriate means. Applicants who did not demonstrate college-level skills required for the chosen program or who failed to meet ALU's standards of academic progress may not enroll as nonmatriculated students.

Enrollment with nonmatriculated status is limited to course attempts totaling 12 semester-credit hours, and further restrictions may be imposed if students are not making adequate progress. Nonmatriculated students seeking to pursue a program of study must submit a written request to the registrar; meet all admission, financial and academic requirements for the intended program; and sign a new enrollment agreement before permission to pursue the program of study is granted. Nonmatriculated students are not eligible for federal or state financial aid, or benefits through the U.S. Department of Veterans Affairs, the U.S. Department of Defense, the U.S. Department of Education or other federal or state entities.

Admissions Procedures

The application process is simplified to reduce processing time. Prospective ALU students complete an online application that can be accessed from the website, www.alu.edu. Prospective students indicate whether they will pursue a certificate, diploma program, associate, bachelor's, master's or doctorate degree and choose an academic program including Business Administration, Criminal Justice, General Studies, Paralegal Studies, Legal Studies and Information Technology. Prospective students complete an application and interview with a ALU admissions advisor/representative who provides information on programs, start dates, part-time work, student housing and graduates' employment opportunities. When all admission requirements are fulfilled, applicants are notified in writing of their admission status.

Undergraduate Degree, Diploma or Certificate Program Requirements

Applicants for an undergraduate degree, diploma or certificate program at Abraham Lincoln University (ALU) must submit the following items:

- An application form, with an application fee/credit evaluation fee where applicable. All applicants except for U.S. military and veteran students must pay a non-refundable application fee of \$50.00 by a credit card, debit card, or usage of a PayPal account in order for applications to be processed. The application/credit evaluation fee is for evaluation of any previously earned credit for possible transfer toward an ALU degree program.
- Proof of High School Graduation or its equivalent.
- Documentation of a current government-issued photo ID.
- A resume, curriculum vitae or list of professional accomplishments.
- Transcripts for any previous baccalaureate study that the applicant wants to submit to ALU for possible transfer credit into an ALU program. Transcripts must be sent directly to the Abraham Lincoln University Registrar's Office by the granting institution(s). Due to this step being potentially time-consuming, applicants are advised to submit transcripts early. Unofficial transcripts may be submitted to the Registrar initially to expedite transfer credit evaluation, but students who are admitted to the university *must* submit official transcripts no later than 30 days from the start of the course.
- For applicants who are seeking to use Veterans Affairs (VA) educational benefits:
 - DD214 Form;
 - Official transcripts from *all* previously attended institutions. If the applicant is unable to obtain official transcripts, please contact the admissions office for guidance;
 - Note: Once admitted to the University, students using VA educational benefits must submit Certificate of Eligibility (COE or NOBE) before the start of the first applicable course.

Once all admissions and enrollment action items are complete, students are enrolled into an online orientation course and are provided access to the Student Learning Center.

Graduate Degree Program Requirements (Master's Level)

Applicants for a graduate degree program (master's level), including graduate-level certificate programs, at Abraham Lincoln University (ALU) must submit the following items:

- An application form, with an application fee/credit evaluation fee where applicable. All applicants except for U.S. military and veteran students must pay a non-refundable application fee of \$50.00 by a credit card, debit card, or usage of a PayPal account in order for applications to be processed. The application/credit evaluation fee is for evaluation of any previously earned credit for possible transfer toward an ALU degree program.
- Evidence of a bachelor's degree in the form of an official transcript from a college or university accredited by an accrediting agency recognized by the United States Department of Education or an equivalent degree from a recognized foreign college or university.
- Documentation of a current government-issued photo ID.
- A resume, curriculum vitae or list of professional accomplishments.

- Transcripts for any previous baccalaureate and post-baccalaureate study that the applicant wants to submit to ALU for possible transfer credit into an ALU program. Transcripts must be sent directly to the Abraham Lincoln University Registrar's Office by the granting institution(s). Due to this step being potentially time-consuming, applicants are advised to submit transcripts early. Unofficial transcripts may be submitted to the Registrar initially to expedite transfer credit evaluation, but students who are admitted to the university must submit official transcripts no later than 30 days from the start of the course.
- For applicants who are seeking to use Veterans Affairs (VA) educational benefits:
 - DD214 Form;
 - Official transcripts from *all* previously attended institutions. If the applicant is unable to obtain official transcripts, please contact the admissions office for guidance;
 - Note: Once admitted to the University, students using VA educational benefits must submit Certificate of Eligibility (COE or NOBE) before the start of the first applicable course.

Once all admissions and enrollment action items are complete, students are enrolled into an online orientation course and are provided access to the Learning Center.

Doctorate Degree Program Requirements (Excluding Juris Doctor Degree Program)

Applicants for a doctorate degree program (except for the J.D degree program¹), including post-graduate certificate programs, at Abraham Lincoln University (ALU) must submit the following items:

- An application form, with an application fee/credit evaluation fee where applicable. All applicants except for U.S. military and veteran students must pay a non-refundable application fee of \$50.00 by a credit card, debit card, or usage of a PayPal account in order for applications to be processed. The application/credit evaluation fee is for evaluation of any previously earned credit for possible transfer toward an ALU degree program.
- Evidence of a master's degree in the form of an official transcript from a college or university accredited by an accrediting agency recognized by the United States Department of Education or an equivalent degree from a recognized foreign college or university.
- Documentation of a current government issued photo ID.
- A resume, curriculum vitae or list of professional accomplishments.
- Transcripts for any previous baccalaureate and post-baccalaureate study that the applicant wants to submit to ALU for possible transfer credit into an ALU program. Transcripts must be sent directly to the Abraham Lincoln University Registrar's Office by the granting institution(s). Due to this step being potentially time-consuming, applicants are advised to submit transcripts early. Unofficial transcripts may be submitted to the Registrar initially to expedite transfer credit evaluation, but students

¹ Please see the separate School of Law Catalog for Juris Doctor (J.D.) degree program policies.

who are admitted to the university *must* submit official transcripts no later than 30 days from the start of the course.

- For applicants who are seeking to use Veterans Affairs (VA) educational benefits:
 - DD214 Form;
 - Official transcripts from *all* previously attended institutions. If the applicant is unable to obtain official transcripts, please contact the admissions office for guidance;
 - Note: Once admitted to the University, students using VA educational benefits must submit Certificate of Eligibility (COE or NOBE) before the start of the first applicable course.
- Three (3) Doctoral Applicant Reference Forms
- A Statement of Purpose addressing why you are seeking the degree.

When all admission requirements are fulfilled, applicants are notified in writing of their admission status.

Transfer Credit Evaluation

As part of the admissions process, prospective students may send an official transcript to the Registrar for transfer credit evaluation. These transcripts must be sent to ALU directly from the institution or military branch where the credit was earned or sent by student as long as the official transcript is sealed from the originating institution, no later than 30 days from the start of the first course. The assessment is used to generate an individual degree plan (IDP).

Individual Degree Plan

After the transcripts are evaluated, transfer credit is applied to the selected program. An individual degree plan showing the transferred credit, along with remaining courses required to graduate, is created and sent to the applicant. The admissions representative contacts the prospective student at this point and answers any questions related to the degree plan or the enrollment process. For students using the GI Bill®, the VA is notified prior to enrollment. VA notification occurs for first time enrollment and for all additional course reenrollments.

Completing the Enrollment Process

Once the individual degree plan is approved and all required documents are submitted, the enrollment process is completed, and the applicant officially becomes a student. First time ALU students will need to complete orientation steps. The orientation gives students the opportunity to become comfortable with the university's online student learning center platform and helps them successfully complete their course work.

Applicants with International Degrees and Credentials

ALU encourages applications from students around the world. No English language services, however, are offered. No I-20 student visa services are provided since ALU is a distance learning institution and requires no resident or physical classroom attendance.

Qualifications of applicants who speak English as a second language or who have earned credits or degrees in a country other than the U.S. are required to provide additional documentation during the application and enrollment process.

Submitting Academic Documentation

Students are required to have official copies of transcripts from secondary schools and colleges and universities that they have attended sent directly to ALU. Transcripts in languages other than English must be accompanied by a certified translation.

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

Verifying English Proficiency

International applicants whose native language is not English and have not completed their studies at an accredited U.S. college or university must submit evidence of English proficiency through one of the following sources:

- Test of English as a Foreign Language ([TOEFL](#)) with a minimum score (undergraduate) of 500 for paper based, or 61 for iBT - Internet based.
- Test of English as a Foreign Language ([TOEFL](#)) with a minimum score (master's degree) of 530 for paper based, or 71 for iBT - Internet based.
- International English Language Test ([IELTS](#)) exam with a minimum score (undergraduate) of 6.0 and (graduate) of 6.5.
- A minimum grade of Pre-1 on the Eiken English Proficiency Examination.
- A transcript verifying completion of at least 30 semester hours of credit with an average grade of "C" or higher at an appropriately accredited college or university where the language of instruction was English; "B" or higher for master's degree.
- International students who have completed their undergraduate degrees at a nationally or regionally accredited U.S. college or university are not required to submit TOEFL or IELTS scores.

Rescinding Admission

Applicants who submit documents that are forged, fraudulent, altered, obtained inappropriately, materially incomplete or otherwise deceptive may be denied admission or have their admission rescinded.

For those already enrolled when a fraudulent document is discovered, the misconduct is adjudicated using procedures specified in the Code of Conduct and may result in rescission of admission; revocation of a financial aid award; and/or in permanent expulsion from all ALU institutions, including other ALU University locations.

Students whose admission is rescinded remain responsible for fulfilling financial obligations to any ALU institution; federal, state and local governments; and private loan providers.

Tuition & Fees

(Effective January 2018 Session)

The following tables contain the ALU tuition and fees. While every effort is made to maintain costs at a reasonable level, tuition and fees are subject to change at the discretion of the university.

Tuition Schedule – Semester Credit Hour Rate

Tuition rates for the certificate, diploma, associate, bachelor's, master's, and doctorate degree courses and programs are as follows:

Program/ Degree	Semester Credit (1)	Semester Credit (3)	Total Program
Certificate (Undergraduate)	\$250	\$ 750	\$3,000-\$6,000
Certificate (Master's)	\$350	\$1,050	\$4,200-\$6,300
Certificate (Post-Graduate)	\$450	\$1,350	\$8,100-\$9,450
Diploma	\$250	\$ 750	\$ 7,500
Associate	\$250	\$ 750	\$15,000
Bachelor's	\$250	\$ 750	\$30,000
Master's	\$350	\$1,050	\$12,600
Doctorate ²	\$450	\$1,350	\$27,000

Tuition is the total student cost for course instruction and student service. Tuition for ALU courses and programs is calculated on a semester credit hour basis. Each ALU course is three (3) credit hours. Students typically enroll in one or two courses at a time within their individual degree plan. Students may petition the university to enroll in a complete semester which would consist of 12 to 15 semester credits for undergraduate and 9 to 12 semester credits for graduate programs.

Military Tuition Schedule – Semester Credit Hour Rate for Master's and Doctorate Level

U.S. military personnel serving in any of the five branches of the U.S. Armed Forces (including National Guard and Reserves) who are enrolling under the U.S. Department of Defense's Armed Forces Tuition Assistance (TA) programs, spouses of the described military personnel, and U.S. military veterans are eligible for the following tuition rates. Textbooks and all other fees apply except where applicable fee waivers apply.

Program/ Degree	Semester Credit (1)	Semester Credit (3)	Total Program
Master's	\$250	\$750	\$9,000
Doctorate ³	\$350	\$1,050	\$21,000

² This rate is not applicable to the Juris Doctor degree program. Please see School of Law Catalog for information related to the Juris Doctor degree program.

³ Please see Footnote 2.

Transfer Credit Offset to Tuition

Enrolling ALU students may transfer previously earned semester units as credit toward their program or degree. If transfer credit is applicable to the degree, diploma, associate and bachelor's programs, ALU will allow 75% of the required credits to be transferred, while the master's degrees allow 20% and doctorate degree allow 10%. ALU does not accept transfer credits toward any credential-level certificate program.

For a student receiving the maximum transfer credit tuition offset, the tuition for the total program is as follows:

Program/ Degree	Percentage Transfer Credits	Maximum Transfer Credit (\$)	Tuition Total Program
Diploma	75%	\$5,625	\$1,875
Associate	75%	\$11,250	\$3,750
Bachelor's	75%	\$22,500	\$7,500
Master's	20%	\$2,520	\$10,080
Doctorate	10%	\$2,700	\$24,300

Fees and Non-Tuition Charges

Application/Transfer Credit Evaluation, External Academic Resources, Transcript, Graduation and Registration fees (registration fees are charged one time per program) are waived for military students enrolling under the U.S. Department of Defense Tuition Assistance (TA) programs and for all U.S. military veteran students enrolling into the certificate, diploma, associate, bachelor's, and master's degree programs. For doctorate programs,⁴ only the Application/Transfer Credit Evaluation fee is waived for military students applying to the doctorate program. Otherwise, the following non-refundable fees apply:

Table 1: Non-Refundable Fees and Non-Tuition Charges

External Academic Resources (per year)	*\$50
Application/Transfer Credit Evaluation	\$50
Course Extension or Repeat Petition	\$10
American Psychology Association (APA)	\$100
Comprehensive Exam Fee (per Exam)	\$100
Continuing Enrollment Fee (per eight-week term)	\$450
Dissertation Completion	\$450
Duplicate Diploma	**\$125
Graduation	**\$250
Late Monthly Payment Charges	\$20
Registration (per program)	\$100
Reinstatement Petition	\$10
Returned Checks/Credit Card Charge Back	\$20
Student Tuition Recovery Fund	.0 x tuition charge rounded to nearest \$1000 (\$0)
Transcript, Official / Unofficial	\$10 / \$5

⁴ Please see School of Law Catalog for separate information related to the Juris Doctor degree program. ****Applicable to the doctorate program only.** ***Only applicable to paralegal and legal studies programs.**

Official Transcript Request

A transcript is automatically sent to students at no charge upon graduation. Students and alumni are charged \$10 for official transcripts and \$5 for unofficial transcripts. Students must submit requests for official transcripts via the document request form through Student Services.

Student Tuition Recovery Fund

The Student Tuition Recovery Fund (STRF) is a non-refundable California state-imposed assessment. When there is STRF fee, the institution will collect the fee from students and remit the fee to the Bureau for Private Postsecondary Education. **At this time, the fee is \$0.**

You must pay the state-imposed assessment for the STRF if all of the following applies to you:

1. You are a student in an educational program, who is a California resident or are enrolled in a residency program, and prepay 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 or are not enrolled in a residency program, or
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 STRF to relieve or mitigate economic losses suffered by students in educational programs who are California residents or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary 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 the 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.

Textbooks, Supplies and Specialized Equipment

Costs for textbooks, supplies and specialized equipment vary by program. Tuition and fees does not include cost for books and study materials. Books and study materials for courses are the responsibility of the student. The best effort estimate cost of textbooks and other materials per course is \$144 (\$125 for doctorate program). The best effort estimate cost of books for different programs, based on the number of courses in each program's degree plan, are as follows:

Degree	Textbooks Costs (approximate)
Certificate	\$576 - \$1,008
Diploma	\$1,440
Associate	\$2,880
Bachelor's	\$5,760
Master's	\$1,728
Doctorate	\$2,250

Most courses require electronic versions of textbooks, though some courses require hard-copy textbooks. Costs for all textbooks are subject to change based on publishers' prices.

Use of the specified textbook(s) is integral to successful completion of a course. Students can purchase their textbooks (hardcopy or electronic) from an outside source but must purchase those specified by ALU.

Failure to Fulfill Financial Obligations

Enrollment for a subsequent term may be denied to students who fail to fulfill their financial obligations. Students may be administratively dismissed for failing to pay tuition, federal student loans or other charges.

Financial Assistance (effective July 2017)

ALU University helps students develop plans for financing their education through a combination of financial assistance programs (if eligible), family contributions, employer tuition reimbursement (when available) and ALU's payment options (**see Payment Plan Options**).

The first step in qualifying for these programs is completing the Free Application for Federal Student Aid (FAFSA®), which serves as an application for all federal – and most state – student aid programs. The FAFSA can be completed electronically by going to <http://fafsa.ed.gov> and should be completed as early as possible each year. Prompt completion assures consideration for maximum available financial aid. ***Please note: ALU is only approved for FAFSA for specific programs, so please speak to the Director of Financial Aid for further details by contacting financialaid@alu.edu.***

FAFSA information is used to determine the expected family contribution (EFC), and eligibility for federal and state financial aid. Financial aid eligibility is calculated by subtracting the EFC from the total estimated educational expenses.

Assistance packages are developed using information from the FAFSA and any supplemental documents. Contributions from student and family income and assets are the foundation for all assistance packages. ALU provides students with award letters indicating the amount of financial aid for which they may be eligible, sources from which the aid may be received as well as approval of their ALU University payment plan option.

The timing of financial aid disbursements is dependent on specific program requirements. The following requirements must be met in order for awards to be disbursed:

- All paperwork required to process awards – including promissory notes, and verification and residency documents – must be submitted.
- Students must be enrolled in class.
- First-time borrowers at ALU must complete loan-entrance counseling.
- Students transferring to ALU must provide official transcripts for University verification.

Disbursements occur throughout the session and is based on each student's account information. More information is available by contacting the Director of Financial Aid.

Retaking previously passed coursework may impact students receiving certain forms of financial assistance. Students who plan to retake a previously passed course should the registrar to register for the course and speak to the Director of Financial Aid to review if their financial aid will be affected prior to registering for the course. Reinstated and readmitted students may be considered for financial aid if they meet all eligibility requirements.

ALU complies with all applicable state and federal equal credit opportunity laws; however, ALU does not guarantee financial assistance or credit to any student.

FAFSA® is a registered trademark of the U.S. Department of Education.

Loan Entrance and Exit Counseling

Federal student aid regulations require that all borrowers complete loan entrance and exit counseling for their Federal Direct and/or Federal Perkins Loans. Students must complete loan entrance counseling prior to receiving funds and exit counseling when they are graduating, leaving ALU or enrolling for fewer than six credit hours. Loan counseling notifications are provided to all identified students. Student borrowers who have not completed loan entrance / exit counseling will be contacted by the Office of Financial Aid to facilitate the process.

Payment Plan Options

Qualified students may be eligible for private loans, military tuition assistance, veteran's education benefits, employer tuition reimbursement or other third-party resources. Students who obtain outside loans have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund from ALU. Financial aid is available to those who qualify. Please contact the Office of Financial Aid for eligibility.

Payment plans are available for those who wish to defer payment(s). Those wishing to take advantage of deferred payment(s) must submit a completed payment plan agreement. A new agreement is required should students wish to change plans. Students may choose one of the payment options outlined below.

Enrollment in the payment plan does not eliminate students' responsibility to ensure tuition is paid by the due date. Failure to pay balance in full at the end of the payment plan agreement, will result in not receiving official transcripts and diploma.

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

Tuition and fees must be paid-in-full. Transcripts and diplomas will not be issued, and other university privileges may be suspended until all financial obligations are met by the student.

Institutional Payment Plan

For those students who will pay ALU directly, the university offers a zero-interest, monthly payment plan option. See below for program specific requirements.

Any monthly installment more than 10 days late will put a student's account in financial delinquency and a late fee of \$20 will be charged. Students have a grace period of 10 days at the beginning of each month before the late fee is charged. Any monthly installment more than 30 days late will result in academic access suspension. A student's account that is more than 60 days late may result in administratively dismissed.

ALU Payment Plan Requirements for Undergraduate Degrees and Certificates:

- Tuition of \$250 per credit hour with monthly payment due to ALU in the amount of **\$250 each month**
- Balance of the tuition paid in equal monthly payments of \$250 until paid in full.
- Payment plan may extend beyond the student's anticipated completion date and must be repaid according to the terms of the note. Transcripts and degrees will not be released until tuition and fees are paid in full even if loan extends beyond program completion date.
- The first payment must be made with the submission of the Enrollment Agreement.
- Debit card or credit card will be charged for all subsequent payments on the 1st day of each month following the first month of study thereafter until the tuition is paid in full.
Auto-payment by debit card or credit card is mandatory.
- Annual percentage rate (APR) for interest is **zero (0)** percent.
- Students who fail to make payments may forfeit their ALU student rights.

- **Additional fees or charges may change the total charges for the period of attendance.**

ALU Payment Plan Requirements for Graduate Degrees and Certificates (Master's Level)

- Tuition of \$350 per credit hour with monthly payment due to ALU in the amount of **\$350 each month**
- Balance of the tuition paid in equal monthly payments of \$350 until paid in full.
- *For military students enrolling under the U.S. Department of Defense's Armed Forces Tuition Assistance (TA) and all U.S. military veteran students, the tuition rate of \$250 per credit hour applies, with monthly payment due to ALU in the amount of **\$250 each month, balance of tuition paid in equal monthly payments of \$250 until paid in full.***
- Payment plan may extend beyond the student's anticipated completion date and must be repaid according to the terms of the note. Transcripts and degrees will not be released until tuition and fees are paid in full even if loan extends beyond program completion date.
- The first payment must be made with the submission of the Enrollment Agreement.
- Debit card or credit card will be charged for all subsequent payments on the 1st day of each month following the first month of study thereafter until the tuition is paid in full. **Auto-payment by debit card or credit card is mandatory.**
- Annual percentage rate (APR) for interest is **zero (0)** percent.
- Students who fail to make payments may forfeit their ALU student rights.
- **Additional fees or charges may change the total charges for the period of attendance.**

ALU Payment Plan Policy and Requirements for Doctorate Degrees and Post-Graduate Certificates:

- Tuition of \$450 per credit hour with monthly payment due to ALU in the amount of **\$450 each month**
- Balance of the tuition paid in equal monthly payments of \$450 until paid in full.
- Payment plan may extend beyond the student's anticipated completion date and must be repaid according to the terms of the note. Transcripts and degrees will not be released until tuition and fees are paid in full even if loan extends beyond program completion date.
- *For military students enrolling under the U.S. Department of Defense's Armed Forces Tuition Assistance (TA) and all U.S. military veteran students, the tuition rate of \$350 per credit hour applies, with monthly payment due to ALU in the amount of **\$350 each month, balance of tuition paid in equal monthly payments of \$350 until paid in full.***
- The first payment must be made with the submission of the Enrollment Agreement.
- Debit card or credit card will be charged for all subsequent payments on the 1st day of each month following the first month of study thereafter until the tuition is paid in full. **Auto-payment by debit card or credit card is mandatory.**
- Annual percentage rate (APR) for interest is **zero (0)** percent.
- Students who fail to make payments may forfeit their ALU student rights.
- **Additional fees or charges may change the total charges for the period of attendance.**

Cancellations & Refunds

The university policy for cancellation, withdrawal and refund complies with prescribed standards established by DEAC and BPPE.

ALU's refund policy, as stated below, is in compliance with California Bureau of Postsecondary Education (BPPE) state requirements. For those students who reside in a state other than California where ALU is authorized to operate, the student will receive an Enrollment Agreement Addendum specific to their state's requirements. If there is a conflict between another state agency's refund policy with the California Bureau for Private Postsecondary Education's guidelines, ALU will follow the policy that is more beneficial to the student. In the absence of such requirements, or a state where ALU has received exemption, ALU will follow the refund policy stated below.

Student's Right to Cancel

A student may cancel an Enrollment Agreement or withdraw from the University at any time. Any money due to the student will be refunded within 30 days. If the student cancels within five (5) calendar days after signing the Enrollment Agreement, the student has the right to a full refund of all monies paid to the institution. After five (5) calendar days upon signing the Enrollment Agreement through attendance at the first-class session or the seventh day of enrollment, whichever is later, the student has the right to cancel the enrollment agreement and obtain a full (100%) refund of all tuition paid less the non-refundable fees.

A student may withdraw from a course or program and receive a refund by providing a written notice to the ALU postal mailing address (100 West Broadway, Suite 600 Glendale, CA 91210) or via email to registrar@alu.edu.

The student will receive a full refund for paid courses that were not started at the time of withdrawal. If the student received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial program funds. For California residents, the amount of assessment for the Student Tuition Recovery Fund is nonrefundable and will not be returned to students who are California residents.

Notwithstanding non-refundable portion of tuition and fees, a refund of the remaining tuition will be based on the following table:

Length of Course	Refundable Tuition Due After Completing:	
8 weeks	1 st week	90%
	2 nd week	75%
	3 rd week	65%
	4 th week	50%
	5 th week	0%

An example of the refund policy: A student paid the total price of \$750 for an 8-week course and then withdrew *during* the 5th week. Since the student did not complete a full 5th week, ALU will refund the tuition based on the completion of the 4th week. This student will receive a refund of \$375 ($\$750 \times 50\%$).

For service members, reservists, and family members who stop attending due to service obligations, the University will return any unearned benefits administered by the institution to the source of the funds on a pro-rata basis through at least the 60 percent portion of the period for which the funds were provided.

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 is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan; or
2. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

CEC §94909(a) (12) Mandated Disclosure

Abraham Lincoln University does not have a pending petition in bankruptcy; it is not operating as a debtor in possession; it has not filed a petition within the preceding five years; nor has it had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States. Bankruptcy Code (11 U.S.C. §§ 1101 et seq.).

Programs of Study and Course Descriptions

The pages that follow describe each University program, including program objectives, degree or certificate awarded, program length, and program outlines that display program options and courses required for graduation. ALU reserves the right to change graduation requirements and to revise, add or delete courses. Applicants and students should consult admissions staff or student services when reviewing information regarding programs and courses such as:

Credit Hours

ALU follows the federal credit hour definition: one hour (i.e., 50 minutes) of classroom or direct faculty/qualified instructor instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks (i.e., 45 hours of learning activities). Because ALU's sessions are online, eight weeks in length, one semester credit hour a minimum of four hours of out of class student work each week are expected.

Programs

Program outlines show the minimum credit hours required for graduation. In some programs, there may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Students should contact their student services for more information.

The University has identified job classifications each program prepares its graduates for using the United States Department of Labor's Standard Occupational Classification codes (See APPENDIX 1).



Business Administration Programs

ALU's Business Administration Department offers a variety of degree programs to help students meet their educational goals. Programs and courses are taught by faculty with real-world experience, who translate theory into practice and provide an enriching education through experiential learning, practitioner-based projects, case studies and more. ALU's Business Administration program is designed to prepare graduates to join the workforce as entry-level business professionals in a wide variety of industries. Through this program students can build a foundation in business by learning fundamental principles and gaining exposure to different specialties – such as, accounting, business administration, coaching, marketing, leadership, and management.

The following pages provide details on programs offered in **Business Administration** at ALU.

Undergraduate Certificates	Accounting	Marketing
	Business Administration	Management
	Homeland Security	
Graduate Certificates	Coaching	Adv. Leadership (Post-Graduate)
	Management	Adv. Management (Post-Graduate)
Associate Degree	Business Administration	
Bachelor Degree	Business Administration	
Graduate Degree	Business Administration	
Doctoral Degree	Business Administration	

Undergraduate Certificates

Program Description

The Accounting Certificate will provide students with a foundation in accounting principles and practices to prepare for them for entry-level accounting positions in the industry.

Program Objectives:

The Accounting Certificate program is designed to produce graduates who are able to:

- Interpret financial reports (i.e., income statements, balance sheets, statements of retained earnings, statements of cash flows) prepared for users external to businesses (i.e., owners, creditors, government, and investors).
- Describe the importance of capital investments and the capital budgeting process while understanding the components of the master budget.
- Identify the factors involved in the accounting and recording of depreciation and depletion and the methods of writing off the cost of tangible assets and natural resources.

Program Details

Program(s):

Accounting Certificate

Semester(s)

2 full-time

Min. credit hours for graduation

18

Time to complete*

1 year, assuming enrollment in 12 credits per semester and attending 2 semesters per year.

*There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Credit hours beyond the minimum may affect program length and cost. Students should contact student services for more information.

Accounting Certificate Program Plan

Semester	Course #	Course Name	Credit hours	Core	General Education	Required Elective
1	ACC 220	Financial Accounting Intermediate	3	X		
	ACC 300	Accounting I	3	X		
	ACC 320	Cost Accounting I Intermediate	3	X		
	ACC 301	Accounting II	3	X		
Total Semester 1			12			
2	ACC 321	Cost Accounting II Intermediate	3	X		
	ACC 302	Accounting III	3	X		
Total Semester 2			6			
Total Program Credit Hours			18			

Program Description

The Business Administration Certificate will teach students about business fundamentals, ethical business practice, marketing principles and simple financial accounting.

Program Objectives

The Business Administration Certificate program is designed to produce graduates who are able to:

- Evaluate and apply business trends to cultivate business in a diverse, global environment.
- Interpret financial reports (i.e., income statements, balance sheets, statements of retained earnings, statements of cash flows) prepared for users external to businesses (i.e., owners, creditors, government, and investors).
- Prepare and operate a financial budget

Program Details

Program(s):

Business Administration Certificate

Semester(s)

2 full-time

Min. credit hours for graduation

18

Time to complete*

1 year, assuming enrollment in 12 credits per semester and attending 2 semesters per year.

*There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Credit hours beyond the minimum may affect program length and cost. Students should contact student services for more information.

Business Administration Certificate Program Plan

Semester	Course #	Course Name	Credit hours	Core	General Education	Required Elective
1	BUS 110	Business Fundamentals	3	X		
	ACC 220	Financial Accounting	3	X		
	MGT 214	Principles of Management	3	X		
	ACC 225	Managerial Accounting	3	X		
Total Semester 1			12			
2	BUS 220	Principles of Marketing	3	X		
	BUS 254	Ethical Decision Making for Business	3	X		
Total Semester 2			6			
Total Program Credit Hours			18			

Program Description

The Marketing Certificate prepares students with the technical and analytical skills necessary to compete in a complex, ever changing and challenging market. Our program teaches students how to make strategic marketing decisions using digital and offline resources.

Program Objectives

The Marketing Certificate program is designed to produce graduates who are able to:

- Evaluate business trends and apply these trends to cultivating a business in a diverse, global environment.
- Identify the laws for entrepreneurship and small businesses, LLCs, LLPs, and global forms of business along with corporations and the Sarbanes-Oxley Act
- Analyze how information technology can be used to target individual customers with customized marketing presentations.

Program Details

Program(s):

Marketing Certificate

Semester(s)

2 full-time

Min. credit hours for graduation

15

Time to complete*

1 year, assuming enrollment in 9 credits per semester and attending 2 semesters per year.

*There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Credit hours beyond the minimum may affect program length and cost. Students should contact student services for more information.

Marketing Certificate Program Plan

Semester	Course #	Course Name	Credit hours	Core	General Education	Required Elective
1	BUS 110	Business Fundamentals	3	X		
	BUS 220	Principles of Marketing	3	X		
	BUS 434	Internet Marketing	3	X		
Total Semester 1			9			
2	BUS 325	Legal Environments in Business	3	X		
	CIS 490	Introduction to E-Business	3	X		
Total Semester 2			6			
Total Program Credit Hours			15			

Program Description

The Management Certificate is designed to introduce the fundamental elements of business management and practice.

Program Objectives

The Management Certificate program is designed to produce graduates who are able to:

- Assess how environmental forces influence organizations and how organizations can influence their environments.
- Identify the opportunities and threats inherent in an organization within strategic management, and discuss the nature of competitive positioning
- Examine the nature of strategic change and identifying the obstacles that may hinder managers' attempts to change a company's strategy and structure to improve its future performance.

Program Details

Program(s):

Management Certificate

Semester(s)

2 full-time

Min. credit hours for graduation

15

Time to complete*

1 year, assuming enrollment in 9 credits per semester and attending 2 semesters per year.

*There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Credit hours beyond the minimum may affect program length and cost. Students should contact student services for more information.

Management Certificate Program Plan

Semester	Course #	Course Name	Credit hours	Core	General Education	Required Elective
1	MGT 214	Principles of Management	3	X		
	MGT 494	Strategic Management	3	X		
	MGT 440	Operations Management	3	X		
Total Semester 1			9			
2	BUS 254	Ethical Decision Making for Business	3	X		
	BUS 395* or	International Business	3	X		
	ACC 200*	Principles of Accounting				
Total Semester 2			6			
Total Program Credit Hours			15			

*Student selects ONE of the two courses to complete certificate requirements.

Program Description

The Homeland Security Certificate will prepare students to enter a career field specialized in Homeland Security. This certificate is designed to ready students for Domestic and International terrorism. Knowledge gained in this certificate program will be useful to support such career paths as public safety.

Program Objectives

The Homeland Security Certificate program is designed to produce graduates who are able to:

- Compare trends in terrorism from the mid-1950's to present day and discussing historical, political and religious assassinations that have impacted the course of history
- Create security checklists to facilitate a proper risk analysis and know how to quantify risk using probability and estimated losses.
- Analyze recommended industry "best practices" regarding risk, threat, and vulnerability assessments to airports, ports, mass transit, trucks, and pipelines.
- identifying various governmental agencies in multiple countries that manage disasters in their respective countries.

Program Details

Program(s):

Homeland Security Certificate

Semester(s)

2 full-time

Min. credit hours for graduation

18

Time to complete*

1 year, assuming enrollment in 9 credits per semester and attending 2 semesters per year.

*There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Credit hours beyond the minimum may affect program length and cost. Students should contact student services for more information.

Homeland Security Certificate Program Plan

Semester	Course #	Course Name	Credit hours	Core	General Education	Required Elective
1	CJS 362	History Of Terrorism	3	X		
	CJS 382	Risk Analysis	3	X		
	CJS 342	Emergency Response Planning	3	X		
	CJS392	Transportation and Cargo	3	X		
Total Semester 1			12			
2	CJS 400	Crisis Management	3	X		
	CJS 372	International Disaster Management	3	X		
			6			
Total Program Credit Hours			18			

Graduate Certificates

Program Description

The Coaching Certificate is for leaders who want to learn to improve morale and remain calm in heightened situations, to build trust with others, and to facilitate team-building. Students have the chance to learn and improve upon problem solving, public speaking, and listening skills.

Program Objectives

The Coaching Certificate program is designed to produce graduates who are able to:

- Analyze the external and internal influences on business leaders and their practices
- Demonstrate effective written communication skills in a business environment
- Analyze complex challenges in working with C-level executives
- Compare and contrast different types of coaching approaches

Program Details

Program(s):

Coaching Certificate

Semester(s)

2 full-time

Min. credit hours for graduation

12

Time to complete*

1 year, assuming enrollment in 12 credits per semester.

*There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Credit hours beyond the minimum may affect program length and cost. Students should contact student services for more information.

Coaching Certificate Program Plan (Graduate)

Semester	Course #	Course Name	Credit hours	Core	General Education	Required Elective
1	COH 510	Coaching in the Workplace	3	X		
	COH 515	Personal Coaching	3	X		
Total Semester 1			6			
2	COH 520	Coaching Teams	3	X		
	COH 525	Executive Coaching	3			X
Total Semester 2			6			
Total Program Credit Hours			12			

Program Description

The Management Certificate is designed to deepen a professional's ability to build an effective team, create a positive workplace, and execute ethical business strategies.

Program Objectives

The Management Certificate program is designed to produce graduates who are able to:

- Analyze the challenges that face organizations in changing environments and relate how managers strive to find solutions to those problems and new challenges.
- Evaluate and discussing leadership practices of managerial work.
- Determine methods and tools for working with executive management.
- Discuss the global implications for managers in terms of ethical considerations.

Program Details

Program(s):

Management Certificate

Semester(s)

2 full-time

Min. credit hours for graduation

15

Time to complete*

1.5 years, assuming enrollment in 6 credits per semester and attending 2 semesters per year.

*There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Credit hours beyond the minimum may affect program length and cost. Students should contact student services for more information.

Management Certificate Program Plan (Graduate)

Semester	Course #	Course Name	Credit hours	Core	General Education	Required Elective
1	BUS 560	Business Ethics	3	X		
	MGT 620	Implementing Organizational Change	3	X		
Total Semester 1			6			
2	MGT 646	Project Management Organizational Framework	3	X		
	COH 525	Executive Coaching	3	X		
Total Semester 2			6			
3	MGT 570	Adv. Strategic Management	3	X		
Total Semester 3			3			
Total Program Credit Hours			15			

Program Description

The Real Estate Law Certificate provides students with the technical and analytical knowledge necessary to develop real estate industry specific skills.

Program Objectives

The Real Estate Law Certificate program is designed to produce graduates who are able to:

- Research deeds and property titles
- Write reports to assist lawyers at hearings and at trial
- Draft correspondence and other legal documents and contracts
- Prepare affidavits and formal statements as evidence in court
- Interact with mortgage lenders and government agencies and more

Program Details

Program(s):

Real Estate Certificate

Semester(s)

2 full-time

Min. credit hours for graduation

18

Time to complete*

1.5 years, assuming enrollment in 6 credits per semester and attending 2 semesters per year.

*There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Credit hours beyond the minimum may affect program length and cost. Students should contact student services for more information.

Real Estate Certificate Program Plan (Graduate)

Semester	Course #	Course Name	Credit hours	Core	General Education	Required Elective
1	BUS 600	Contract Law	3	X		
	BUS 523	Real Estate Fundamentals	3	X		
Total Semester 1			6			
2	LGS523	Real Estate Transaction Law	3	X		
	LGS 632	Legal Research	3	X		
Total Semester 2			6			
3	LGS 630	Legal Writing	3	X		
	LGS 532	Intellectual Property Law	3			X
Total Semester 3			6			
Total Program Credit Hours			18			

Program Description

The Human Resource Law Certificate prepares students for a career in compliance and the law as it pertains to employment. It is intended for those working in human resources and related fields who would benefit from focused legal knowledge regarding compliance, as well as those seeking a career change.

Program Objectives

The Human Resource Law Certificate program is designed to produce graduates who are able to:

- Apply the regulations that safeguard the protection of people against unlawful discrimination.
- Train in ethics and compliance
- Assess the legal and ethical climate of global HRM
- The study of crucial issues in human resources rules and regulation.
- Apply employment regulations with regard to privacy and theft

Program Details

Program(s):

Human Resource Law Certificate

Semester(s)

2 full-time

Min. credit hours for graduation

18

Time to complete*

1.5 years, assuming enrollment in 6 credits per semester and attending 2 semesters per year.

*There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Credit hours beyond the minimum may affect program length and cost. Students should contact student services for more information.

Human Resource Law Certificate Program Plan (Graduate)

Semester	Course #	Course Name	Credit hours	Core	General Education	Required Elective
1	BUS 600	Contract Law	3	X		
	LGS 625	Employment Law	3	X		
Total Semester 1			6			
2	MGT 514	Human Resource Management	3	X		
	LGS 632	Legal Research	3	X		
Total Semester 2			6			
3	LGS 630	Legal Writing	3	X		
	MGT 528	Alternative Dispute Resolution	3			X
Total Semester 3			6			
Total Program Credit Hours			18			

Program Description

The Business Law Certificate provides students with the diverse skills and knowledge required to represent clients in any area of business law, including organizational and financial aspects, as well as deal making. The programs expose students to the many legal and business issues that lawyers encounter regularly in the global market.

Program Objectives

The Human Resource Law Certificate program is designed to produce graduates who are able to:

- Understand the importance of contracts law.
- Utilize and apply Legal writing & Research skills.
- Understand global business strategies involving foreign entities and the regulation of multinational enterprises.
- Assess aspects of intellectual property law and apply them to case studies.

Program Details

Program(s):

Business Law Certificate

Semester(s)

2 full-time

Min. credit hours for graduation

18

Time to complete*

1.5 years, assuming enrollment in 6 credits per semester and attending 2 semesters per year.

*There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Credit hours beyond the minimum may affect program length and cost. Students should contact student services for more information.

Business Law Certificate Program Plan (Graduate)

Semester	Course #	Course Name	Credit hours	Core	General Education	Required Elective
1	BUS 600	Contract Law	3	X		
	LGS 525	Contemporary Business Law	3	X		
Total Semester 1			6			
2	LGS 620	International Business Law	3	X		
	LGS 632	Legal Research	3	X		
Total Semester 2			6			
3	LGS 630	Legal Writing	3	X		
	LGS 532	Intellectual Property law	3			X
Total Semester 3			6			
Total Program Credit Hours			18			

Post-Graduate Certificates

Program Description

The Advanced Leadership Certificate is designed for students from all disciplines who want to excel in their chosen field. Students will learn how to work effectively within an organization by mastering crucial leadership theories and business strategies.

Program Objectives

The Advanced Leadership Certificate is designed to produce graduates who are able to:

- Create original research (within a dissertation) that contributes to a larger professional body of knowledge through its publication.
- Utilize legal writing & research.
- Identify global business strategies involving foreign entities and the regulation of multinational enterprises.
- Integrate the fundamental concepts, functions and skills of management.

Program Details

Program(s):

Adv. Leadership Certificate

Semester(s)

4 full-time

Min. credit hours for graduation

21

Time to complete*

1.5 years, assuming enrollment in 12 credits per semester and attending 2 semesters per year.

*There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Credit hours beyond the minimum may affect program length and cost. Students should contact student services for more information.

Adv. Leadership Certificate Program Plan (Graduate)

Semester	Course #	Course Name	Credit hours	Core	General Education	Required Elective
1	DBA 717	Business Policies & Administration	3	X		
	DBA 710	Organization and Organization Change Theories	3	X		
Total Semester 1			6			
2	DBA 711	Understanding & Application of Management Theories	3	X		
	DBA 713	Leadership Theories, Models, Styles & Traits	3	X		
Total Semester 2			6			
3	DBA 714	Leadership & Change Management	3	X		
	DBA 715	Ethics of Business Management	3	X		
Total Semester 3			6			
4	DBA 721	Business Strategy & Decision Making	3	X		
Total Semester 4			3			
Total Program Credit Hours			21			

Program Description

The Advanced Management Certificate is designed to deepen a professional's understanding of business management through the intensive study of ethics, theories and practices that aid successful outcomes for employees and business development.

Program Objectives

The Advanced Management Certificate is designed to produce graduates who are able to:

- Generate methodologies to analyze leadership and management success and failure.
- Evaluate leadership practices of managerial work.
- Create original research (a dissertation) that contributes to the professional body of knowledge through its publication.
- Formulate research questions that are based on and build upon a critical appraisal of existing research.

Program Details

Program(s):

Adv. Management Certificate

Semester(s)

2.5 full-time

Min. credit hours for graduation

18

Time to complete*

1.5 year, assuming enrollment in 6 credits per semester and attending 2 semesters per year.

*There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Credit hours beyond the minimum may affect program length and cost. Students should contact student services for more information.

Adv. Management Certificate Program Plan (Graduate)

Semester	Course #	Course Name	Credit hours	Core	General Education	Required Elective
1	DBA 711	Understanding Application of Management Theories	3	X		
	DBA715	Ethics of Business Management	3	X		
Total Semester 1			6			
2	DBA 718	Business Management Theories in Practice	6	X		
	DBA 720	Strategic Management: Theories, Process & Application	3	X		
Total Semester 2			6			
3	DBA 723	Research Methods	3	X		
	DBA 724	Research and Design Analysis	3	X		
Total Semester 3			6			
Total Program Credit Hours			18			

Associate Degree

Program Description

The purpose of the Associate of Science Degree 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 acquire a complete framework in basic business concepts and skills in order to create solutions for contemporary business problems. Upon successful completion of general education and specific program courses, students will have acquired the knowledge and skills to apply management, marketing, and accounting concepts to improve operational performance and aid in decision-making skills.

Program Objectives

The Associate of Science Degree in Business Administration is designed to produce graduates who are able to:

- Demonstrate a foundation of business knowledge and technical skills that supports and facilitates lifelong professional development
- Utilize critical thinking, creative and logical analysis, strategies, and techniques to solve complex, real-world business problems
- Implement and apply current technical solutions to business activities, systems, and processes
- Apply sound management principles to the functions of planning, organizing, coordinating, and decision making in business operations

Program Details

Degree(s):	Associate of Science – Business Administration
Semester(s)	4 full-time
Min. credit hours for graduation	60
Time to complete*	2 years, assuming enrollment in 12 credits per semester and attending 2 semesters per year.

*There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Credit hours beyond the minimum may affect program length and cost. Students should contact student services for more information.

Associate of Science - Business Administration Degree Plan

Semester	Course #	Course Name	Credit hours	Prerequisites	Core	General Education	Required Elective
1	BUS 110	Business Fundamentals	3		X		
	ENG 160	English Composition I	3			X	
	COM 100	Introduction to Communications	3			X	
	MGT 214	Principles of Management	3		X		
Total Semester 1			12				
2	MAT 130	Concepts of Fundamental Math	3			X	
	ENG 170	English Composition II	3	ENG160		X	
	SCI 195	Study of Physical Science	3				X
	Open	Elective	3				X
Total Semester 2			12				
3	BUS 254	Ethical Decision Making in Business	3		X		
	CMP 101	Introduction to Computers	3		X		
	ACC 200	Principles of Accounting I	3		X		
	PSY 110	Introduction of Psychology	3				X
Total Semester 3			12				
4	BUS 220	Principles of Marketing	3		X		
	ACC 201	Principles of Accounting II	3		X		
	SOC 110	Introduction to Sociology	3		X		
	ACC 220	Financial Accounting	3				X
Total Semester 4			12				
5	BUS 240	Managing Perf/Dev Teams	3		X		
	Open	Elective	3				X
	BUS 205	Business Research & Communication	3				X
	ACC 225	Managerial Accounting	3				X
Total Semester 5			12				
Total Program Hours			60				

Bachelor's Degree

Program Description

Our Bachelor of Science Degree in Business Administration prepares students for entry-level management positions in business, industry and non-profit organizations. The program provides the foundational background for students seeking to acquire a high-level of knowledge from a broad base of business concepts to create solutions to contemporary business problems. Students will acquire 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 Objectives

The Bachelor of Science in Business Administration is designed to produce graduates who are able to:

- Analyze the external and internal influences on business institutions and practices
- Identify the structures in business organizations that can be managed for productivity
- Differentiate the roles and tasks of business leaders and professionals in business, industry, and non-profit organizations
- Use technology and other resources to remain current in the student's chosen business field
- Make effective business decisions using analytical and critical thinking skills
- Identify and analyze legal and/or ethical issues that arise in business practices and institutions
- Demonstrate effective written communication skills in a business environment 8. Enter a graduate level program without further academic preparation

Program Details

Degree(s):	Bachelor of Science – Business Administration
Semester(s)	10 full-time
Min. credit hours for graduation	60
Time to complete*	2 years, assuming enrollment in 12 credits per semester and attending 2 semesters per year.

*There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Credit hours beyond the minimum may affect program length and cost. Students should contact student services for more information.

Bachelor of Science - Business Administration Degree Plan

Semester	Course #	Course Name	Credit hours	Prerequisites	Core	General Education	Required Elective
1	BUS 110	Business Fundamentals	3		X		
	ENG 160	English Composition I	3			X	
	COM 100	Introduction to Communications	3			X	
	MGT 214	Principles of Management	3		X		
Total Semester 1			12				
2	MAT 130	Concepts of Fundamental Math	3			X	
	ENG 170	English Composition II	3	ENG160		X	
	SCI 195	Study of Physical Science	3				X
	Open	Elective	3				X
Total Semester 2			12				
3	BUS 254	Ethical Decision Making in Business	3		X		
	CMP 101	Introduction to Computers	3		X		
	ACC 200	Principles of Accounting I	3		X		
	PSY 110	Introduction of Psychology	3				X
Total Semester 3			12				
4	BUS 220	Principles of Marketing	3		X		
	ACC 201	Principles of Accounting II	3		X		
	SOC 110	Introduction to Sociology	3		X		
	ACC 220	Financial Accounting	3				X
Total Semester 4			12				
5	BUS 240	Managing Perf/Dev Teams	3		X		
	Open	Elective	3				X
	BUS 205	Business Research & Communication	3				X
	ACC 225	Managerial Accounting	3				X
Total Semester 5			12				
Total Credit Hours Semester 1-5			60				

Semester	Course #	Course Name	Credit hours	Prerequisites	Core	General Education	Required Elective
6	ECON 310	Principles of Macroeconomics	3		X		
	POLI 365	American Government	3				X
	BUS 395	International Business	3				X
	BUS 330	Human Resource Management	3		X		
Total Semester 6			12				
7	ECON 315	Principles of Microeconomics	3	CECON310	X		
	COM 420	Managerial Communications	3	COM100		X	
	BUS 350	Quantitative Methods	3	BUS110 & MAT130	X		
	MGT 315	Customer Relations Management	3				X
Total Semester 7			12				
8	MAT 201	Business Mathematics	3			X	
	MGT 440	Operations Management	3	MGT214	X		
	MGT 424	Leadership in Organizations	3	MGT214	X		
	BUS 325	Legal Environment in Business	3				X
Total Semester 8			12				
9	MGT 464	Organizational Behavior	3	MGT214	X		
	FIN 444	Finance for Managers	3	ACC200, MAT201	X		
	Open	Elective	3				X
	BUS 484	Entrepreneurship	3	BUS110			X
Total Semester 9			12				
10	MGT 494	Strategic Management	3		X		
	MGT 474	Fundamentals of Project Management	3		X		
	Open	Elective	3				X
	BUS 499	Senior Capstone	3	Completion of all required courses	X		
Total Semester 10			12				
Total Credit Hours Semester 1-5			60				
Total Credit Hours Semester 6-10			60				
Total Program Credit Hours			120				

Master's Degree

Program Description

The Master of Business Administration degree prepares students for management positions in public, private, and non-profit organizations. Students will acquire the critical knowledge and skills needed to integrate management, marketing, accounting, and finance concepts to develop strategies to improve short and long-term organizational performance. The MBA degree consists of 36 semester units completed over three semesters. Each semester contains two eight-week modules. Two courses can be taken concurrently within a module.

Program Objectives

The Master of Business of Administration is designed to produce graduates who are able to:

- Analyze external and internal influences on business institutions and practices.
- Identify the structures in business organizations that can be managed for productivity.
- Differentiate the roles and tasks of business leaders and professionals in business, industry, and non-profit organizations.
- Use technology and other resources to remain current in the student's chosen business field.
- Make effective business decisions using appropriate analytical and critical thinking processes.
- Identify and analyze legal and/or ethical issues that arise in business practices and institutions.
- Demonstrate effective written communication skills in a business environment.

Program Details

Degree(s):

Master of Business Administration

Semester(s)

6 full-time

Min. credit hours for graduation

36

Time to complete*

3 years, assuming enrollment in 12 credits per semester and attending 2 semesters per year.

*There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Credit hours beyond the minimum may affect program length and cost. Students should contact student services for more information.

Master of Business Administration Degree Plan

Semester	Course #	Course Name	Credit hours	Prerequisites	Core	General Education	Required Elective
1	BUS 560	Business Ethics	3		X		
	MGT 500	Modern Management	3		X		
Total Semester 1			6				
2	MGT 525	Marketing Research	3		X		
	MGT 530	Marketing Management	3		X		
Total Semester 2			6				
3	BUS 510	Managerial Accounting	3		X		
	MGT 514	Human Relations Management	3		X		
Total Semester 3			6				
4	BUS 540	Managerial Economics	3		X		
	BUS 580	Strategies for Change	3		X		
Total Semester 4			6				
5	Open	Elective	3				X
	MGT 590	Advanced Organizational Behavior	3		X		
Total Semester 5			6				
6	Open	Elective	3				X
	BUS 699	Graduate Capstone	3		X		
Total Semester 6			6				
Total Credit Hours Semester			36				

Program Description

The Master of Business Administration – Coaching degree provides students with the leadership skills expected in today’s business environment. Students have the opportunity to further their leadership skills by pursuing a concentration in coaching. This concentration is for leaders who want to learn to improve morale and remain calm in heightened situations, to build trust with others, and to facilitate team-building. Students have the chance to learn and improve upon problem solving, public speaking, and listening skills. ALU’s coaching courses cover material such as coaching in a workplace environment, personal interactions, team coaching, working with executives in a coaching relationship, and the unique challenges of coaching in a project-management setting.

Program Objectives

The Master of Business of Administration – Coaching is designed to produce graduates who are able to:

- Analyze external and internal influences on business institutions and practices.
- Identify the structures in business organizations that can be managed for productivity.
- Differentiate the roles and tasks of business leaders and professionals in business, industry, and non-profit organizations.
- Use technology and other resources to remain current in the student’s chosen business field.
- Make effective business decisions using appropriate analytical and critical thinking processes.
- Identify and analyze legal and/or ethical issues that arise in business practices and institutions.
- Demonstrate effective written communication skills in a business environment.

Program Details

Degree(s):	Master of Business Administration - Coaching
Semester(s)	3 full-time
Min. credit hours for graduation	36
Time to complete*	2 years, assuming enrollment in 12 credits per semester and attending 2 semesters per year.

*There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Credit hours beyond the minimum may affect program length and cost. Students should contact student services for more information.

Master of Business Administration Degree Plan - Coaching Concentration

Semester	Course #	Course Name	Credit hours	Prerequisites	Core	General Education	Required Elective
1	BUS 560	Business Ethics	3		X		
	MGT 500	Modern Management	3		X		
Total Semester 1			6				
2	COH 510*	Coaching in the Workplace	3		X		
	MGT 530	Marketing Management	3		X		
Total Semester 2			6				
3	BUS 510	Managerial Accounting	3		X		
	COH 515*	Personal Coaching	3		X		
Total Semester 3			6				
4	BUS 540	Managerial Economics	3		X		
	BUS 580	Strategies for Change	3		X		
Total Semester 4			6				
5	COH 520*	Coaching Teams	3		X		
	MGT 590	Advanced Organizational Behavior	3		X		
Total Semester 5			6				
6	COH 525*	Executive Coaching	3		X		
	BUS 699	Graduate Capstone	3		X		
Total Semester 6			6				
Total Credit Hours Semester			36				

Doctoral Degree

Program Description

The Doctor of Business Administration is designed for those who desire to advance their careers in management or consulting through high-quality, practice-focused research. Graduates of the Abraham Lincoln DBA program will be at the forefront of evidence-based management, enabling them to make contributions to the advancement of management practice. The DBA program offers a combination of both theoretical and applied research methodology courses. The program offers students a rigorous, research-focused curriculum that emphasizes assessment of the problems most relevant to managers. The DBA curriculum develops applied -research modules to create independent thinkers and problem-solvers. Managers equipped with these advanced research skills will be better prepared to discover and address the usual and unusual problems that face complex organizations, lead change initiatives, improve performance, and impact standard business practices.

Program Objectives

The Doctor of Business of Administration is designed to produce graduates who are able to:

- Contribute to advanced professional practices through critical thinking, conceptual communication, and analytical skills.
- Obtain a thorough knowledge of scientific and scholarly research methods and their application in business settings.
- Grasp both the seminal theories and the latest practices in business administration.
- Demonstrate an appreciation of cultural, ethical, and global issues, and their impact on business theory and practices.
- Make effective decisions in complex environments through integrating theories, insights, and practical knowledge.
- Engage in rigorous, independent and ethical dissertation research using applied research methodologies, design, and statistical analysis.
- Contribute to the professional body of knowledge through the publication of original research.

Program Details

Degree(s):	Doctor of Business Administration
Semester(s)	3 full-time
Min. credit hours for graduation	61
	<i>39 units Business Core; 12 units Research and 10 units Dissertation</i>
Time to complete*	2 years, assuming enrollment in 12 credits per semester and attending 2 semesters per year.

*There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Credit hours beyond the minimum may affect program length and cost. Students should contact student services for more information.

Students must be continuously enrolled in DBA coursework until they have successfully completed their dissertation and it has been approved and posted.

Doctor of Business Administration Degree Plan

Semester	Course #	Course Name	Credit hours	Prerequisites	Core	General Education	Required Elective
1	DBA717	Business Policies & Administration	3		X		
	DBA710	Understanding Organizations through Organization and Organizational Change Theories	3	DBA717	X		
Total Semester 1			6				
2	DBA 711	Understanding and Application of Management Theories	3	DBA717	X		
	DBA 723	Business & Management Research Methods	3	DBA717	X		
Total Semester 2			6				
3	DBA 712	Financial Management	3		X		
	DBA 715	Ethics of Business Management	3	DBA717	X		
Total Semester 3			6				
4	DBA 720	Strategic Management: Theories, Process, & Applications	3	DBA717	X		
	DBA 724	Research Design & Analysis	3	DBA723	X		
Total Semester 4			6				
5	DBA 713	Leadership Theories, Models, Styles & Traits	3	DBA710	X		
	DBA 716	Corporate Responsibility & Economics	3	DBA723	X		
Total Semester 5			6				

Semester	Course #	Course Name	Credit hours	Prerequisites	Core	General Education	Required Elective
6	DBA 718	Business Management Theories in Practice	3	DBA711	X		
	DBA 725	Statistics for Business	3	DBA724	X		
Total Semester 6			6				
7	DBA 714	Leadership and Change Management	3	DBA710	X		
	DBA 719	Human Resource Management	3	DBA717	X		
Total Semester 7			6				
8	DBA 721	Business Strategy & Decision Making	3	DBA720	X		
	DBA 722	Applied Strategic Perspectives	3	DBA721	X		
Total Semester 8			6				
9	DBA 726	Applied Statistical Analysis	3	DBA725	X		
	DBA 727	Dissertation Overview, Process & Proposal	1	DBA717	X		
	DBA 728	Dissertation I*	3	DBA727	X		
Total Semester 9			7				
10	DBA 729	Dissertation II*	3	DBA728	X		
	DBA 730	Dissertation III*	3	DBA729	X		
Total Semester 10			6				
Total Program Credit Hours			60				

*Students may be required to take additional courses to complete dissertation.

Criminal Justice Programs

The following pages provide details on programs offered in **Criminal Justice** at ALU.

Diploma	Criminal Justice
Undergraduate Certificates	Investigation
Associate Degree	Criminal Justice
Bachelor Degree	Criminal Justice
Graduate Degree	Criminal Justice

Diploma Program

Diploma programs allow students to focus on a topic of interest and are open to applicants who have at least a high school diploma or its equivalent. The program is 30 credits and credits may be applied toward a degree at a later time.

Program Description

The field of Criminal Justice centers on the control of criminal behavior in the maintenance of public order. It includes the primary functions of law enforcement, handling evidence, crime scene investigation and associated responsibilities. In addition, it covers the secure management, safe keeping, and control of suspects, which must be performed in a humane manner in compliance with the constitutional standards.

Program Objectives

The Diploma in Criminal Justice is designed to produce graduates who are able to:

- Explain the scientific study of crime, criminals, the law-making process, the criminal justice system and the treatment of offenders.
- Utilize critical thinking, analytical and interpersonal skills applicable to real-world problems.
- Implement solutions for law enforcement, criminal investigation, and management and administration of criminal justice related activities.

Program Details

Program(s):

Semester(s)	Diploma in Criminal Justice
Min. credit hours for graduation	2 full-time
Time to complete*	30
	1 year, assuming enrollment in 12 credits per semester and attending 2 semesters per year.

*There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Credit hours beyond the minimum may affect program length and cost. Students should contact student services for more information.

Criminal Justice Diploma Program Plan

Semester	Course #	Course Name	Credit hours	Core	General Education	Required Elective
1	CJS 110	Introduction to Criminal Justice	3	X		
	CJS 100	Ethics in Law Enforcement	3	X		
	CJS 130	Administration	3	X		
	CJS	Elective	3			X
Total Semester 1			12			
2	CJS 200	Criminal Law	3	X		
	CJS 205	Constitutional Law I	3	X		
	CJS 223	Criminal Procedure	3	X		
Total Semester 2			9			
3	CJS 225	Criminal Investigations I	3	X		
	CJS 230	Criminal Evidence	3	X		
	Open	Elective	3			X
Total Semester 3			9			
Total Program Credit Hours			30			

Undergraduate Certificates

Program Description – Certificate of Investigation

The Certificate of Investigation focuses on developing skills related to criminal investigation and criminalistics. Students will learn the rules and ethics of crime scene investigations in order to analyze diverse crime scenes and apply that knowledge to real life scenarios.

Program Objectives

The Certificate in Investigation is designed to develop a student's skill set to be able to:

- Develop critical thinking, oral and written communication skills while being able to Integrate technology into traditional criminal justice theories.
- Analyze the nature of the components targeted by detection techniques and the added value of detection sequences as opposed to a single treatment.
- Assess the types, value, and advantages of physical evidence in a crime investigation and validate the ethical, legal, and scientific requirements for the collection of that evidence.
- Assess the constitutionality tests for presumption and inferences and analyzing the issues surrounding the appropriate use of witness accounts and testimony.

Program Details

Program(s):

Investigation Certificate

Semester(s)

2 full-time

Min. credit hours for graduation

15

Time to complete*

1 year, assuming enrollment in 9 credits per semester and attending 2 semesters per year.

*There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Credit hours beyond the minimum may affect program length and cost. Students should contact student services for more information.

Investigation Certificate Program Plan

Semester	Course #	Course Name	Credit hours	Core	General Education	Required Elective
1	CJS 110	Introduction to Criminal Justice	3	X		
	CJS 225	Criminal Investigation I	3	X		
	CJS 105* or	Technology in Criminal Justice	3	X		X
	CJS 230*	Criminal Evidence				
Total Semester 1			9			
2	CJS 325	Criminal Investigation II	3	X		
	CJS 335* or	Crime Scene Investigation	3			X
	CJS 340* or	Fingerprinting				
Total Semester 2			6			
Total Program Credit Hours			15			

*Student selects TWO of the three courses to complete certificate requirements.

Associate Degree

Program Description

The Associate degree in Criminal Justice is a unique way to master the concepts of the legal system, law enforcement, evidence handling, and crime scene investigation. The field of Criminal Justice centers on the control of criminal behavior in the maintenance of public order. The program covers such skills as the secure management, safe keeping, and control of suspects and inmates, which must be performed in a humane manner in compliance with the constitutional standards. The Associate degree prepares students to think critically about issues such as criminology, administration, criminal investigation, evidence, and procedures.

Potential Careers:

Students who earn an Associate of Science in Criminal Justice typically pursue these careers:

- Police Patrol Officer
- Deputy Sheriff
- Transit Police
- Dispatchers

Program Objectives

This degree is designed to provide students a framework in basic criminal justice concepts and skills. Upon successful completion of the program, students will have acquired the knowledge and skills needed to:

- Explain the scientific study of crime, criminals, the law-making process, the criminal justice system, and the treatment of offenders.
- Utilize critical thinking, analytical, and interpersonal skills applicable to real-world problems.
- Implement solutions for law enforcement, criminal investigation, and the management and administration of criminal justice related activities.

Program Details

Degree(s):	Associate of Science – Criminal Justice
Semester(s)	5 full-time
Min. credit hours for graduation	60
Time to complete*	1 year, assuming enrollment in 12 credits per semester and attending 2 semesters per year.

*There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Credit hours beyond the minimum may affect program length and cost. Students should contact student services for more information.

Associate of Science - Criminal Justice Degree Plan

Semester	Course #	Course Name	Credit hours	Prerequisites	Core	General Education	Required Elective
1	PSY 110	Introduction to Psychology	3			X	
	CJS 110	Introduction to Criminal Justice	3		X		
	ENG 160	English Composition I	3			X	
	CJS 120	Introduction to Law Enforcement	3		X		
Total Semester 1			12				
2	CJS105	Technology in Criminal Justice	3			X	
	SCI 195	Study of Physical Science	3			X	
	MAT 130	Concepts of Fundamental Math	3		X		
	CJS 100	Ethics in Law Enforcement	3	CJS120	X		
Total Semester 2			12				
3	CJS 130	Introduction to Justice Administration	3		X		
	COM 202	Effective Professional Communication	3			X	
	ENG 170	English Composition II	3			X	
	CJS 140	Introduction to Criminology	3	CJS110	X		
Total Semester 3			12				
4	HIST 160	American History I	3			X	
	CJS 200	Criminal Law	3	CJS110	X		
	CJS 225	Criminal Investigation	3	CJS 110	X		
	Open	Elective	3				X
Total Semester 4			12				
5	SOC 100	Introduction to Sociology	3			X	
	CJS 223	Criminal Procedure	3		X		
	CJS 230	Criminal Evidence	3	CJS110, CJS200			X
	OPEN	Elective	3				X
Total Semester 5			12				
Total Credit Hours Semester 1-5			60				

Bachelor Degree

Program Description

The Bachelor of Science in Criminal Justice degree program includes developing an understanding of the advanced concepts of the primary functions of law enforcement, prosecution, trial, corrections, juvenile offenders, handling evidence, crime scene investigation, and associated responsibilities. In addition, the program builds skills in areas such as the secure management, safe keeping, and control of inmates committed to jail or prison custody, which must be performed in a humane manner in compliance with the constitutional standards. The Bachelor program provides a broad base of criminal justice concepts and problem-solving skills applicable to contemporary issues in the field.

Potential Careers:

Students who earn a Bachelor of Science in Criminal Justice typically pursue these careers

- Probation Officer
- Corrections Officer
- Private Detective
- Criminal Justice Teacher
- Federal Law Enforcement Agent

Program Objectives

The Bachelor of Science in Criminal Justice is designed to produce graduates who are able to:

- Explain the scientific study of crime, criminals, the law-making process, the criminal justice system, and the treatment of offenders.
- Utilize critical thinking, analytical, and interpersonal skills applicable to real-world problems.
- Implement solutions for law enforcement, criminal investigation, and management and administration of criminal justice related activities.
- Apply sound criminal justice principles and decision making to planning, organizing, and coordinating operations.

Program Details

Degree(s):

Bachelor of Science – Criminal Justice

Semester(s)

10 full-time

Min. credit hours for graduation

120

Time to complete*

4 years, assuming enrollment in 12 credits per semester and attending 2 semesters per year.

*There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Credit hours beyond the minimum may affect program length and cost. Students should contact student services for more information.

Bachelor of Science - Criminal Justice Degree Plan

Semester	Course #	Course Name	Credit hours	Prerequisites	Core	General Education	Required Elective
1	PSY 110	Introduction to Psychology	3			X	
	CJS 110	Introduction to Criminal Justice	3		X		
	ENG 160	English Composition I	3			X	
	CJS 120	Introduction to Law Enforcement	3		X		
Total Semester 1			12				
2	CJS105	Technology in Criminal Justice	3			X	
	SCI 195	Study of Physical Science	3			X	
	MAT 130	Concepts of Fundamental Math	3		X		
	CJS 100	Ethics in Law Enforcement	3	CJS120	X		
Total Semester 2			12				
3	CJS 130	Introduction to Justice Administration	3		X		
	COM 202	Effective Professional Communication	3			X	
	ENG 170	English Composition II	3			X	
	CJS 140	Introduction to Criminology	3	CJS110	X		
Total Semester 3			12				
4	HIST 160	American History I	3			X	
	CJS 200	Criminal Law	3	CJS110	X		
	CJS 225	Criminal Investigation	3	CJS 110	X		
	Open	Elective	3				X
Total Semester 4			12				
5	SOC 100	Introduction to Sociology	3			X	
	CJS 223	Criminal Procedure	3		X		
	CJS 230	Criminal Evidence	3	CJS110, CJS200			X
	OPEN	Elective	3				X
Total Semester 5			12				
Total Credit Hours Semester 1-5			60				

Semester	Course #	Course Name	Credit hours		Core	General Education	Required Elective
6	POLI 365	American Government	3			X	
	COM 275	Speech Communication	3			X	
	CJS 325	Criminal Investigation II	3	CJS225	X		
	CJS 205	Constitutional Law	3		X		
Total Semester 6			12				
7	CJS 305	Constitutional Law II	3	CJS205	X		
	SCI 295	Environmental Science	3				X
	CJS 345	Corrections	3	CJS140			X
	CJS 362	History of Terrorism	3				X
Total Semester 7			12				
8	CJS 440	Juvenile Justice	3	CJS130	X		
	CJS 335	Crime Science	3				X
	CJS 380	Computer Crime	3				X
	Open	Elective	3				X
Total Semester 8			12				
9	CJS 435	Kinetic Interviewing	3				X
	CJS 420	Criminalistics	3		X		
	Open	Elective	3				X
	CJS 400	Crisis Management	3				X
Total Semester 9			12				
10	CJS 368	Homeland Security	3				X
	CJS 455	Investigation of Organized Crime	3				X
	CJS 490	Investigation of White Collar Crime	3				X
	CJS 499	Senior Capstone	3	Completion of all required courses	X		
Total Semester 10			12				
Total Credit Hours Semester 1-5			60				
Total Credit Hours Semester 6-10			60				
Total Program Credit Hours			120				

Master's Degree

Program Description

The Master of Science in Criminal Justice degree prepares students for entry and advancement into a criminal justice related career. The field of Criminal Justice centers on the control of criminal behavior in the maintenance of public order. It includes the primary functions of law enforcement, prosecution, trial, corrections, juvenile offenders, handling evidence, crime scene investigation, and associated responsibilities. In addition, it covers the secure management, safe keeping, and control of inmates committed to jail or prison custody, which must be performed in a humane manner in compliance with the constitutional standards. Students will gain advanced knowledge of the justice system and law enforcement processes, from police patrol procedures, courts, terrorism, forensic science, correctional facilities, and probation and parole systems.

Potential Careers:

Students who earn a Master of Science in Criminal Justice typically pursue these careers

- Detective
- Manager of Corrections Officers
- Police Management
- Criminal Justice Teacher
- Federal Law Enforcement Agent

Program Objectives

Graduates of this program are prepared to provide leadership in agencies and institutions of the criminal justice system. Upon successful completion of the program, students will have acquired the knowledge and skills needed to:

- Evaluate the scientific study of crime, criminals, the law-making process, the criminal justice system, and the treatment of offenders.
- Utilize critical thinking, analytical, and interpersonal skills applicable to real-world problems.
- Implement innovative solutions for law enforcement, criminal investigation, and management and administration of criminal justice related activities.
- Advance in administrative and managerial positions in the criminal justice industry or related fields.
- Apply advanced research in the collection, analysis, and reporting of criminal justice related information and empirical data.
- Understand ethical practices as they apply in fields of criminal justice.
- Identify and implement solutions to issues confronting practitioners in areas of criminal justice.

Program Details

Degree(s):

Master of Science – Criminal Justice

Semester(s)

3 full-time

Min. credit hours for graduation

36

Time to complete*

2 years, assuming enrollment in 12 credits per semester and attending 2 semesters per year.

*There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Credit hours beyond the minimum may affect program length and cost. Students should contact student services for more information.

Master of Science Criminal Justice Degree Plan

Semester	Course #	Course Name	Credit hours	Prerequisites	Core	General Education	Required Elective
1	CJS 505	Criminal Justice Ethics	3		X		
	CJS 510	Adv. Criminal Procedure	3		X		
Total Semester 1			6				
2	CJS 520	Criminology	3		X		
	CJS 530	Law Enforcement Mgmt.	3		X		
Total Semester 2			6				
3	CJS 515	Technology in Law Enforcement	3		X		
	CJS 545	Drug Enforcement	3		X		
Total Semester 3			6				
4	CJS 565	Use of Force in Law Enforcement or	3		X		
	CJS 590	Interview and Interrogation					
	CJS 560	Dynamics of Family Violence	3		X		
Total Semester 4			6				
5	CJS 580	Terrorism and Homeland Security	3		X		
	RES 500	Research Methods	3		X		
Total Semester 5			6				
6	CJS 585	Corrections	3		X		
	CJS 699	Graduate Capstone	3	Completion of all required courses	X		
Total Semester 6			6				
Total Credit Hours Semester			36				

General Studies Program

The following pages provide details on programs offered in **General Studies** at ALU.

Undergraduate Certificates	Communication and Writing
Associate Degree	General Studies
Bachelor Degree	General Studies

Undergraduate Certificates

Program Description

The Certificate in Communication & Writing offers an opportunity for both personal and professional development through its combination of courses. This certificate will provide students with competence in effective writing and the ability to engage in effective communication.

Program Objectives

The certificate in Investigation is designed to develop a student's skill set to be able to:

- Develop proper grammar, spelling and sentence structure techniques to produce well-written ideas.
- Analyze text and being able to see arguments rhetorically
- Gather appropriate materials and information on a topic for a speech
- Employ key tactics of managerial negotiation and apply strategic questioning in instances of both employment and performance review interviews

Program Details

Program(s):

Program(s):	Communication and Writing Certificate
Semester(s)	2 full-time
Min. credit hours for graduation	18
Time to complete*	1 year, assuming enrollment in 12 credits per semester and attending 2 semesters per year.

*There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Credit hours beyond the minimum may affect program length and cost. Students should contact student services for more information.

Communication and Writing Certificate Program Plan

Semester	Course #	Course Name	Credit hours	Core	General Education	Required Elective
1	ENG 160	English Composition I	3	X		
	COM 100	Introduction to Communications	3	X		
	ENG 170	English Composition II	3	X		
	COM 275	Speech Communications	3	X		
Total Semester 1			12			
2	COM 420	Managerial Communications	3	X		
	RES 340	Research Methods & Writing	3	X		
Total Semester 2			6			
Total Program Credit Hours			18			

Associate Degree

Program Description

The General Studies Degree is a unique, career-oriented way to earn a liberal arts education and allows students to individually tailor their program. The purpose of the Associate of Arts Degree in General Studies is to prepare students for entry-level positions in business, industry, and non-profit organizations depending on the concentrations selected. Students combine a core set of general education courses with an emphasis on courses in career-related areas.

Program Objectives

The Associate degree in General Studies is designed to develop a student's skill set to be able to:

- Demonstrate a foundation in liberal arts through specific knowledge and technical skills that supports and facilitates lifelong professional development
- Utilize critical thinking, creative and logical analysis, strategies, and techniques to solve complex individual and social problems
- Implement and apply current technical solutions to individual and social activities, systems, and processes
- Apply sound general principles to the functions of planning, organizing, coordinating and decision making to individual and social operations

Program Details

Degree(s):

Associate of Arts – General Studies

Semester(s)

4 full-time

Min. credit hours for graduation

60

Time to complete*

2 years, assuming enrollment in 12 credits per semester and attending 2 semesters per year.

*There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Credit hours beyond the minimum may affect program length and cost. Students should contact student services for more information.

General Studies Associate Degree Plan

Semester	Course #	Course Name	Credit hours	Prerequisites	Core	General Education	Required Elective
1	CMP 101	Introduction to Computers	3		X		
	PSY 110	Introduction to Psychology	3		X		
	ENG 160	English Composition I	3		X		
	SOC 110	Introduction to Sociology	3		X		
Total Semester 1			12				
2	COM 100	Introduction to Communication	3		X		
	SCI 195	Survey of Physical Science	3		X		
	MAT 130	Concepts of Fundamental Math	3		X		
	HIST 160	American History I	3				X
Total Semester 2			12				
3	HIST 165	American History II	3		X		
	Open	Elective	3				X
	ART 100	World of Art	3		X		
	COM 202	Effective Professional Communication	3				X
Total Semester 3			12				
4	ENG 170	English Composition II	3		X		
	SOC 210	Diversity and Culture	3				X
	CHEM 210	Survey of Chemistry	3		X		
	Open	Elective	3				X
Total Semester 4			12				
5	ECON 205	Introduction to Economics	3		X		
	PHIL 225	Ethics	3				X
	COM 275	Speech Communication	3		X		
	ENG 182	Literary Studies	3				X
Total Semester 5			12				
Total Program Credit Hours			60				

Bachelor Degree

Program Description

The Bachelor of Arts in General Studies prepares students for entry-level positions in business, industry, and nonprofit organizations. Students 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 academic and personal development goals. Students will learn concepts and skills from a variety of fields to create solutions to contemporary problems. Students will acquire the critical skills needed to integrate and complement their individual interests, abilities, and intellectual and practical concerns.

Program Objectives

The Bachelor of Arts in General Studies is designed to produce graduates who are able to:

- Analyze social, economic and political influences on personal and social behavior.
- Identify the structures in organizations that interact in social and professional environments.
- Differentiate the roles and tasks of leaders and professionals in a variety of disciplines and fields.
- Use technology and other resources to remain current in the student's chosen field of personal and professional interest.
- Make effective personal and professional decisions using appropriate analytical and critical thinking processes.
- Identify and analyze legal and/or ethical issues that arise in individual and social practices and institutions.
- Demonstrate effective writing skills in professional environments.

Program Details

Degree(s):	Bachelor of Arts – General Studies
Semester(s)	10 full-time
Min. credit hours for graduation	120
Time to complete*	4 years, assuming enrollment in 15 credits per semester and attending 2 semesters per year.

*There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Credit hours beyond the minimum may affect program length and cost. Students should contact student services for more information.

General Studies Associate Degree Plan

Semester	Course #	Course Name	Credit hours	Prerequisites	Core	General Education	Required Elective
1	CMP 101	Introduction to Computers	3		X		
	PSY 110	Introduction to Psychology	3		X		
	ENG 160	English Composition I	3		X		
	SOC 110	Introduction to Sociology	3		X		
Total Semester 1			12				
2	COM 100	Introduction to Communication	3		X		
	SCI 195	Survey of Physical Science	3		X		
	MAT 130	Concepts of Fundamental Math	3		X		
	HIST 160	American History I	3				X
Total Semester 2			12				
3	HIST 165	American History II	3		X		
	Open	Elective	3				X
	ART 100	World of Art	3		X		
	COM 202	Effective Professional Communication	3				X
Total Semester 3			12				
4	ENG 170	English Composition II	3		X		
	SOC 210	Diversity and Culture	3				X
	CHEM 210	Survey of Chemistry	3		X		
	Open	Elective	3				X
Total Semester 4			12				
5	ECON 205	Introduction to Economics	3		X		
	PHIL 225	Ethics	3				X
	COM 275	Speech Communication	3		X		
	ENG 182	Literary Studies	3				X
Total Semester 5			12				
Total Program Credit Hours			60				

Semester	Course #	Course Name	Credit hours	Prerequisites	Core	General Education	Required Elective
6	HIST 150	World History I	3			X	
	ECON 310	Principles of Macroeconomics	3				X
	ANTH 350	Cultural Anthropology	3				X
	Open	Elective	3			X	
Total Semester 6			12				
7	ECON 315	Principles of Microeconomics	3			X	
	POLI 365	American Government	3				X
	PSY 315	Abnormal Psychology	3				X
	Open	Elective	3				X
Total Semester 7			12				
8	COM 420	Managerial Communications	3	COM 100		X	
	Open	Elective	3				X
	Open	Elective	3				X
	Open	Elective	3				X
Total Semester 8			12				
9	Open	Elective	3				X
	Open	Elective	3				X
	RES340	Research Methods and Writing	3			X	
	Open	Elective	3				X
Total Semester 9			12				
10	PHIL 430	Religious Studies	3			X	
	Open	Elective	3				X
	Open	Elective	3				X
	Open	Elective	3				X
Total Semester 10			12				
Total Credit Hours Semester 1-5			60				
Total Credit Hours Semester 6-10			60				
Total Program Credit Hours			120				

Information Technology

The following pages provide details on programs offered in **Information Technology** at ALU.

Undergraduate Certificates	A+	NET+	SEC +
Associate Degree		Information Technology	
Master Degree		Information Technology	

Undergraduate Certificates

Program Description

The A+ Certificate program provides a foundation in information technology. Students enrolling in the A+ Certificate program typically want to expand their career opportunities.

Program Objectives

The A+ Certificate is designed to develop a student's skill set to be able to:

- Qualify for the CompTIA* certification exam
- Pursue available positions in the information technology field
- Apply to an associate of information technology program or related program.
- Troubleshoot operations systems and use DOS operating systems or command lines
- Identify different computer cables and connectors as well as network architectures and topologies
- Install core PC components and multiple peripherals
- Apply Windows Networking Troubleshoot with operating system problems

Program Details

Program(s):

A + Certificate

Semester(s)

1 full-time

Min. credit hours for graduation

12

Time to complete*

1 year, assuming enrollment in 12 credits per semester and attending 2 semesters per year.

*There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Credit hours beyond the minimum may affect program length and cost. Students should contact student services for more information.

A+ Certificate Program Plan

Semester	Course #	Course Name	Credit hours	Core	General Education	Required Elective
1	CIS 100	Introduction to Information Technology	3	X		
	CIS 105	A+ Computer Hardware	3	X		
	CIS 106	A+ Computer Software	3	X		
	CIS	Elective	3			X
Total Semester 2			12			

CompTIA is the voice of the world's information technology (IT) industry. As a non-profit trade association advancing the global interests of IT professionals and companies, it focuses its programs on four main areas: education, certification, advocacy and philanthropy. CompTIA is the leading provider of technology-neutral and vendor-neutral IT certifications. These certifications include A+, Network+ and Security+.

Program Description

The Network+ certificate program provides a foundation in information technology. Students enrolling in the Network+ Certificate program typically want to expand their career opportunities.

Program Objectives

The Network+ certificate is designed to develop a student's skill set to be able to:

- Qualify for the CompTIA* certification exam
- Pursue available positions in the information technology field
- Apply for an associate of information technology program or related program.
- Perform troubleshooting to recover from operating system start-up failures
- Work with routers, gateways, network interfaces, wireless access points, modems and firewalls
- Install network cards, repeaters, and specialized network devices
- Apply DOS knowledge when GUI is unavailable

Program Details

Program(s):

Network + Certificate

Semester(s)

1 full-time

Min. credit hours for graduation

12

Time to complete*

1 year, assuming enrollment in 12 credits per semester and attending 2 semesters per year.

*There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Credit hours beyond the minimum may affect program length and cost. Students should contact student services for more information.

Network+ Certificate Program Plan

Semester	Course #	Course Name	Credit hours	Core	General Education	Required Elective
1	CIS 110	Networking Fundamentals	3	X		
	CIS 112	Network Defense and Counter Measure Design	3	X		
	CIS 114	Enterprise Network Testing	3	X		
	CIS	Elective	3	X		
Total Program Credit Hours			12			

* CompTIA is the voice of the world's information technology (IT) industry. As a non-profit trade association advancing the global interests of IT professionals and companies, it focuses its programs on four main areas: education, certification, advocacy and philanthropy. CompTIA is the leading provider of technology-neutral and vendor-neutral IT certifications. These certifications include A+, Network+ and Security+.

Program Description

The Security+ provides a foundation in information technology. Students enrolling in the Security+ Certificate program typically want to expand their career opportunities.

Program Objectives

The Security+ Certificate is designed to develop a student's skill set to be able to:

- Qualify for the CompTIA* certification exam
- Pursue available positions in the information technology field
- Apply to an associate of information technology program or related program
- Work with LANs, WANs, MANs, and WPANs as well as Virtual private networks and Virtual local area networks
- Develop and sharpen skills for working with cabling, ethernet, networking components and devices
- Compare and contrast secured and unsecured protocols
- Manage common security threats
- Apply protocols for remote authentication, remote access, and networks

Program Details

Program(s):

Semester(s)	Security+ Certificate
Minimum credit hours for graduation	1 full-time
Time to complete*	12
	1 year, assuming enrollment in 12 credits per semester and attending 2 semesters per year.

*There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Credit hours beyond the minimum may affect program length and cost. Students should contact student services for more information.

Security+ Certificate Program Plan

Semester	Course #	Course Name	Credit hours	Core	General Education	Required Elective
1	CIS 120	Information Security in the Enterprise	3	X		
	CIS 121	Computer Security Fundamentals	3	X		
	CIS 135	Network Security	3	X		
	CIS	Elective	3	X		
Total Program Credit Hours			12			

* CompTIA is the voice of the world's information technology (IT) industry. As a non-profit trade association advancing the global interests of IT professionals and companies, it focuses its programs on four main areas: education, certification, advocacy and philanthropy. CompTIA is the leading provider of technology-neutral and vendor-neutral IT certifications. These certifications include A+, Network+ and Security+.

Associate Degree

Program Description

The Associate of Science in Information Technology (ASIT) program prepares students for entry-level careers in information technology and provides the foundation for students seeking to acquire the necessary IT knowledge, skills, and credentials for a successful IT career path. Upon passing the CompTIA* certification exams, a student receives the CompTIA* certification in the area tested.

Program Objectives

The Associate degree in Information technology is designed to develop a student's skill set to be able to:

- Discuss the working foundation of technologies needed in order to effectively use information technology for different types of applications.
- Evaluate computers systems and perform preventive maintenance and implement basic networking, installation and trouble-shooting.
- Apply knowledge in managing, operating and configuring network infrastructure.
- Develop and sharpen IT skills including how to deal with cryptography, IT assessments and IT audits.
- Compare and contrast IT issues by using problem solving and creative thinking skills.
- Troubleshoot IRQ conflicts and other computer resource problems

Program Details

Degree(s):

Associate of Science – Information Technology

Semester(s)

5 full-time

Min. credit hours for graduation

60

Time to complete*

2.5 years, assuming enrollment in 12 credits per semester and attending 2 semesters per year.

*There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Credit hours beyond the minimum may affect program length and cost. Students should contact student services for more information.

Associate of Science – Information Technology Degree Plan

Semester	Course #	Course Name	Credit hours	Prerequisites	Core	General Education	Required Elective
1	CIS 100	Intro to Information Technology	3		X		
	ENG 160	English Composition I	3			X	
	CIS 105	A+ Computer Hardware	3		X		
	COM 202	Effective Professional Communication	3			X	
Total Semester 1			12				
2	CIS 106	A+ Computer Software	3		X		
	MAT 130	Concepts of Fundamental Math	3			X	
	CIS 110	Network Fundamentals	3		X		
	PHIL 225	Ethics	3			X	
Total Semester 2			12				
3	CIS 112	Network Defense & Counter Measures	3		X		
	Open	Elective	3				X
	CIS 120	Information Security in the Enterprise	3		X		
	Open	Elective	3				X
Total Semester 3			12				
4	CIS 121	Computer Security Fundamentals	3		X		
	PSY/SOC	Elective	3				X
	HIST 160	American History I	3			X	
	CIS	Elective	3				X
Total Semester 4			12				
5	CIS 140	Basic Web Design	3		X		
	Open	Elective	3				X
	CIS	Elective	3				X
	Open	Elective	3				X
Total Semester 5			12				
Total Program Credit Hours			60				

Master's Degree

Program Description – Information Technology

The Master of Science in Information Technology equips learners with fundamental technical skills coupled with vendor-neutral information technology principles including data communications, intranet development and project management to prepare students for mid-level careers in information technology.

Program Objectives

The Master of Science in Information Technology is designed to develop a student's skill set to be able to:

- Discover a working foundation of technologies needed in order to effectively use information technology for different types of applications.
- Apply skills in analysis and design of various information systems necessary to manage system development projects.
- Develop the ability to plan, organize, and manage technology, people, and resources.
- Discover the ability to control processes to improve quality, reliability, and productivity.
- Hone human resource management skills including how to deal with the development of a changing workplace to achieve organizational goals.
- Apply problem-solving and creative-thinking skills.

Program Details

Degree(s):

Master of Science

Semester(s)

6 full-time

Min. credit hours for graduation

36

Time to complete*

2.5 years, assuming enrollment in 12 credits per semester and attending 2 semesters per year.

*There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Credit hours beyond the minimum may affect program length and cost. Students should contact student services for more information.

Master of Science – Information Technology Degree Plan

Semester	Course #	Course Name	Credit hours	Prerequisites	Core	General Education	Required Elective
1	CIS 515	Management of Information Systems	3		X		
	CIS 525	Information Systems Strategic Planning	3		X		
Total Semester 1			6				
2	CIS 535	Telecommunications	3		X		
	CIS 545	Emerging Technologies	3		X		
Total Semester 2			6				
3	CIS 610	Security Policy & Procedures for IT Systems	3		X		
	CIS 620	Computer Forensics & Cyber Crime	3		X		
Total Semester 3			6				
4	CIS 675	Systems Design	3		X		
	CIS 695	Intranet	3		X		
Total Semester 4			6				
5	CIS 665	Data Communications	3		X		
	MGT 590	Advanced Organizational Behavior	3		X		
Total Semester 5			6				
6	CIS 685	e-Business	3		X		
	CIS 699	Graduate Capstone	3		X		
Total Semester 6			6				
Total Credit Hours Semester			36				

Legal Studies/Law Programs

The following pages provide details on programs offered in **Legal Studies/Law** at ALU.

Diploma	Paralegal Studies
Undergraduate Certificates	Legal Assistant
Associate Degree	Paralegal Studies
Bachelor Degree	Legal Studies
Graduate Degree	Law

Diploma

Program Description – Diploma in Paralegal Studies

The Diploma in Paralegal Studies program provides the foundation in the field of law necessary to obtain an entry level position as a legal assistant or paralegal in a law-related setting. Our online program is accessible and practical, focusing on solving real-world problems. Paralegal students are given a student-account with Westlaw and our online classes will help you become efficient in online legal research.

Program Objectives

Upon successful completion of the Diploma in Paralegal Studies, graduates will have acquired the knowledge and skills needed to:

1. Utilize critical thinking, analytical, and interpersonal skills applicable to real-world problems
2. Identify primary and secondary sources of the law
3. Use research tools and techniques necessary to find the law
4. Prepare written legal analysis identifying issues in a case, the rule of law, application, counterarguments, and conclusions
5. Prepare professional legal documents
6. Demonstrate core knowledge in the following areas of law: business law, criminal law, real property, and contracts

Program Details

Program(s):

Diploma in Paralegal Studies

Semester(s)

3 full-time

Min. credit hours for graduation

30

Time to complete*

1.5 years, assuming enrollment in 12 credits per semester and attending 2 semesters per year.

*There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Credit hours beyond the minimum may affect program length and cost. Students should contact student services for more information.

Paralegal Studies Diploma Program Plan

Semester	Course #	Course Name	Credit hours	Core	General Education	Required Elective
1	LGS 100	Introduction to the Legal Profession	3	X		
	LGS 103	Criminal Law	3	X		
	LGS 107	Contracts	3	X		
	LGS	Elective	3			X
Total Semester 1			12			
2	LGS 108	Legal Research	3	X		
	LGS 206	Business Organizations	3	X		
	LGS 208	Legal Analysis and Writing	3	X		
Total Semester 2			9			
3	LGS 204	Real Property	3	X		
	LGS 110	Litigation and Trial Practice I	3	X		
	Open	Elective	3			X
Total Semester 3			9			
Total Program Credit Hours			30			

Certificates

Program Description – Legal Assistant Certificate

The Legal Assistant Certificate helps students to develop the skills necessary for effective legal writing, document processing, and legal research. The certificate will prepare students for an entry level legal assistant position in legal services, and law offices.

Program Objectives

Upon successful completion of the Legal Assistant Certificate, graduates will have acquired the knowledge and skills needed to:

1. Explain legal analysis and the use of authorities and summarizing the uses of statutory law.
2. Analyze a client's case for key facts and issues.
3. Communicate with others about technology as it relates to the legal community.
4. Identify the functions of a complaint and appropriate service of process.

Program Details

Program(s):

Legal Assistant Certificate

Semester(s)

2 full-time

Min. credit hours for graduation

24

Time to complete*

1 year, assuming enrollment in 12 credits per semester and attending 2 semesters per year.

*There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Credit hours beyond the minimum may affect program length and cost. Students should contact student services for more information.

Legal Assistant Certificate Program Plan

Semester	Course #	Course Name	Credit hours	Core	General Education	Required Elective
1	LGS 100	Introduction to the Legal Profession	3	X		
	LGS 108	Legal Research	3	X		
	LGS 105	Law Office Technology	3	X		
	LGS 208	Legal Analysis and Writing	3	X		
Total Semester 2			12			
2	LGS 110	Litigation and Trial Practice I	3	X		
	OPEN	Elective*	3			X
	LGS 210	Litigation and Trial Practice II	3	X		
	LGS 303	Ethics for the Legal Profession	3	X		
Total Semester 4			12			
Total Program Credit Hours			24			

* Students select from LGS 200 or LGS 402 for the required elective.

Associate Degree

Program Description – Paralegal Studies

The Paralegal Studies program offers students the opportunity to study legal principles online at a depth that will give them a competitive edge in the paralegal field and advance their careers. Upon completion of the fifteen courses in the degree program, students can sit for the National Association for Legal Assistants (NALA) Certificate exam. Paralegal students are given a student-account with Westlaw and our classes will help you become efficient in online legal research. Students will also take specialty courses and general education courses for a well-rounded education.

Program Objectives

Upon successful completion of the Associate degree in Paralegal Studies, graduates will have acquired the knowledge and skills needed to:

1. Take and pass the CLA/CP exam given by the National Association of Legal Assistants and earn the designation Certified Paralegal / Certified Legal Assistant
2. Perform advanced legal research and writing tasks using online and in-person library resources for a wide variety of legal problems.
3. Prepare and write legal memoranda, motions, and other court documents for review by an attorney.
4. Draft interoffice memoranda for the purpose of advising or informing supervising attorneys
5. Edit and refine previously prepared legal documents to accommodate changes in circumstances and changes in law
6. Exhibit proficiency in writing letters, memoranda, and other communications in a corporate or law firm environment
7. Apply concepts from a wide variety of legal disciplines, as well as other disciplines such as business, mathematics, and psychology, to their assigned tasks in a law firm or corporate environment

Program Details

Degree(s):

Associate – Paralegal Studies

Semester(s)

5 full-time

Min. credit hours for graduation

60

Time to complete*

2.5 years, assuming enrollment in 12 credits per semester and attending 2 semesters per year.

*There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Credit hours beyond the minimum may affect program length and cost. Students should contact student services for more information.

Associate of Science – Paralegal Studies Degree Plan

Semester	Course #	Course Name	Credit hours	Prerequisites	Core	General Education	Required Elective
1	LGS 100	Introduction to the Legal Profession	3		X		
	CMP 101	Introduction to Computers	3			X	
	PSY 110	Introduction to Psychology	3			X	
	LGS 107	Contracts	3		X		
Total Semester 1			12				
2	ENG 160	English Composition I	3			X	
	LGS 103	Criminal Law	3		X		
	MAT 130	Concepts of Fundamental Math	3			X	
	LGS 108	Legal Research	3		X		
Total Semester 2			12				
3	COM 202	Effective Professional Communication	3			X	
	LGS	Elective	3				X
	LGS 204	Real Property	3		X		
	LGS 206	Business Organizations	3		X		
Total Semester 3			12				
4	LGS 208	Legal Analysis and Writing	3		X		
	HIST 160	American History I	3			X	
	LGS 110	Litigation and Trial Practice I	3		X		
	LGS 201	Immigration Law	3				X
Total Semester 4			12				
5	LGS 200	Administrative law	3		X		
	LGS 203	Intellectual Property	3			X	
	Open	Elective	3				X
	LGS210	Litigation and Trial Practice II	3	LGS 110	X		
Total Semester 5			12				
Total Program Credit Hours			60				

Bachelor's Degree

Program Description – Bachelor of Science in Legal Studies

The Bachelor of Science in Legal Studies provides students with a comprehensive understanding of the legal system. The program covers major topics in legal studies in core courses, after which students can then focus on specific areas of interests through electives. For students who wish to become paralegals at law firms, corporate legal departments, government agencies, and non-profit organizations, or to proceed further to legal graduate study, this program will provide a foundation for career and academic advancement.

Program Objectives

Upon successful completion of the Bachelor of Science in Legal Studies, graduates will have acquired the knowledge and skills needed to:

1. Communicate effectively and apply concepts from a wide variety of legal disciplines, as well as other disciplines such as business, sociology and communications, to their assigned tasks in a law-related environment.
2. Perform legal research and writing tasks using online and in-person library resources for a wide variety of legal problems.
3. Edit and refine previously prepared legal documents to accommodate changes in circumstances and changes in law.
4. Exhibit proficiency in writing letters, memoranda, and other communications.
5. Prepare and write legal memoranda, motions, and other court documents for review by an attorney.
6. Draft interoffice memoranda for the purpose of advising or informing supervising attorneys.

Program Details

Degree(s):

Bachelor of Science – Legal Studies

Semester(s)

10 full-time

Min. credit hours for graduation

120

Time to complete*

3.5 years, assuming enrollment in 12 credits per semester and attending 2 semesters per year.

*There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Credit hours beyond the minimum may affect program length and cost. Students should contact student services for more information.

Bachelor of Science – Paralegal Studies Degree Plan

Semester	Course #	Course Name	Credit hours	Prerequisites	Core	General Education	Required Elective
1	LGS 100	Introduction to the Legal Profession	3		X		
	CMP 101	Introduction to Computers	3			X	
	PSY 110	Introduction to Psychology	3			X	
	LGS 107	Contracts	3		X		
Total Semester 1			12				
2	ENG 160	English Composition I	3			X	
	LGS 103	Criminal Law	3		X		
	MAT 130	Concepts of Fundamental Math	3			X	
	LGS 108	Legal Research	3		X		
Total Semester 2			12				
3	COM 202	Effective Professional Communication	3			X	
	LGS	Elective	3				X
	LGS 204	Real Property	3		X		
	LGS 206	Business Organizations	3		X		
Total Semester 3			12				
4	LGS 208	Legal Analysis and Writing	3		X		
	HIST 160	American History I	3			X	
	LGS 110	Litigation and Trial Practice I	3		X		
	LGS 201	Immigration Law	3				X
Total Semester 4			12				
5	LGS 200	Administrative law	3		X		
	LGS 203	Intellectual Property	3			X	
	Open	Elective	3				X
	LGS210	Litigation and Trial Practice II	3	LGS 110	X		
Total Semester 5			12				
Total Program Credit Hours			60				

Semester	Course #	Course Name	Credit hours	Prerequisites	Core	General Education	Required Elective
6	ENG 170	English Composition II	3		X		
	COM 275	Speech Communication	3			X	
	POLI 365	American Government	3				X
	CJS 205	Constitutional Law I	3		X		
Total Semester 6			12				
7	LGS 303	Ethics for the Legal Professional	3		X		
	SOC 110	Intro. To Sociology	3				X
	LGS 301	Torts I	3		X		
	LGS 302	America's Courts & Criminal Justice System	3				X
Total Semester 7			12				
8	LGS 401	Torts II	3		X		
	LGS 305	Employment Law	3				X
	CJS 440	Juvenile Justice	3				X
	LGS 310	Education Law	3				X
Total Semester 8			12				
9	Open	Elective	3				X
	LGS 404	Laws of Criminal Evidence	3		X		
	LGS 409	Criminal Procedure for the Legal Profession	3				X
	LGS 407	Business Law	3				X
Total Semester 9			12				
10	LGS 402	Alternative Dispute Resolution	3		X		
	LGS 406	Elements of Contract Drafting	3				X
	LGS 410	Elder Law	3				X
	LGS 499	Senior Capstone	3	Completion of all required courses	X		
Total Semester 10			12				
Total Credit Hours Semester 1-5			60				
Total Credit Hours Semester 6-10			60				
Total Program Credit Hours			120				

Master's Degree

Program Description

The Master of Science in Law program provides students with a comprehensive understanding of the legal system. The program covers major topics in legal studies through courses such as Contemporary Business Law, Communication Law, Environmental Law, Employment Law, Immigration Law, Intellectual Property, International Business Law, and more. For students who wish to become paralegals at law firms, corporate legal departments, government agencies, and non-profit organizations, or to pursue a Juris Doctor, this program will provide a foundation for career and academic advancement.

Program Objectives

Upon successful completion of the Master of Science in Law, graduates will have acquired the knowledge and skills needed to:

1. Communicate effectively and apply concepts from a wide variety of legal disciplines, as well as other disciplines such as business, sociology, and communications, to their assigned tasks in a law-related environment.
2. Perform legal research and writing tasks using online and in-person library resources for a wide variety of legal problems.
3. Edit and refine previously prepared legal documents to accommodate changes in circumstances and changes in law.
4. Prepare and write legal memoranda, motions, and other court documents for review by an attorney.
5. Draft interoffice memoranda for the purpose of advising or informing supervising attorneys.

Program Details

Degree(s):

Master of Science in Law

Semester(s)

3 full-time

Min. credit hours for graduation

36

Time to complete*

2 years, assuming enrollment in 6 credits per semester and attending 2 semesters per year.

*There may be a slight difference between minimum credit hours required for graduation and total credit hours required if all courses are taken at ALU. Credit hour differences may benefit students with qualifying transfer credit. Credit hours beyond the minimum may affect program length and cost. Students should contact student services for more information.

Master of Science in Law Degree Plan

Semester	Course #	Course Name	Credit hours	Core	General Education	Required Elective
1	LGS 600	Contracts	3	X		
	LGS 632	Legal Research	3	X		
Total Semester 1			6			
2	LGS 601	Contracts II	3	X		
	LGS 630	Legal Writing	3	X		
Total Semester 2			6			
3	LGS 620	International Business Law	3			X
	LGS 610	Torts I	3	X		
Total Semester 3			6			
4	LGS 542	Elder Law	3			X
	LGS 611	Torts II	3	X		
Total Semester 4			6			
5	Open	Elective	3			X
	LGS 640	Immigration Law	3	X		
Total Semester 5			6			
6	Open	Elective	3			X
	LGS 699	Graduate Capstone	3	X		
Total Semester 6			6			
Total Program Credit Hours			36			

Course Descriptions

Within this section are descriptions of courses. To learn which courses apply to the chosen curriculum, see Programs of Study. Course descriptions are presented alphabetically, by course designator and are all 3-credit hours; unless otherwise indicated.

<i>Course Designator and Number</i>	<i>Course Title</i>	<i>Course Description</i>	<i>Prerequisite</i>
Business Administration			
ACC200	Principles of Accounting I	The purpose of accounting is to provide a means of recording, reporting, summarizing, and interpreting economic data.	
ACC201	Principles of Accounting II	A continuation of Principles of Accounting I, this course extends the accounting principles and procedures to corporate accounting, budgeting, managerial accounting, and automated accounting systems are introduced.	ACC200
ACC220	Financial Accounting	This course equips students with the basic concepts, principles, methods and procedures underlying the accounting process. It covers the nature and scope and function of accounting, accounting theory and practices; and the accounting cycle.	
ACC225	Managerial Accounting	The course introduces a business-management approach to the development and use of accounting information. Topics include cost systems, break-even analysis, profit planning and control measures. Accounting for decentralized operations, capital budgeting decisions, and ethical challenges in managerial accounting are also covered.	ACC220
ACC300	Intermediate Accounting I	This is the first of three in-depth financial accounting courses. The conceptual framework, development of generally accepted accounting principles, and applications are stressed. Topics include financial accounting functions, recognition of assets and asset management, the income statement, the statement of cash flows and the balance sheet, specifically asset accounts.	ACC220
ACC301	Intermediate Accounting II	This is the second of three in-depth financial accounting courses. Theory, concepts and applications are stressed. Topics include external reporting, property, plant and equipment, intangible assets, investments, liabilities, and leases.	ACC300
ACC302	Intermediate Accounting III	This is the third of three in-depth financial accounting courses. The topics in ACC300 and ACC301 are continued, along with income taxes, pensions, shareholders' equity, share based compensation, accounting changes and statement of cash flows.	ACC301
ACC320	Cost Accounting I	This course begins the topic of cost which includes the managerial use of accounting data to plan and control personnel and operations. In addition to students in accounting, the course is designed for those who plan careers in management at all levels and in all functions and who will need to motivate other employees and evaluate both managers and business units in the organization.	ACC220 ACC225

ACC321	Cost Accounting II	This is the second of two courses covering cost accounting. This course covers product-cost determination and cost-control elements as applied to basic job order, process and standard cost systems. Manufacturing costs and using relevant accounting data to improve decision-making are also emphasized.	ACC320
ACC400	Auditing I	This course focuses on the study of the planning, evidence gathering, internal control review, sampling, and application of procedures used to audit assets, liabilities, equity and related income statement accounts of a profit-oriented enterprise. Includes an evaluation of the audit profession including professional standards, ethics and liability of CPAs.	ACC220
ACC401	Auditing II	This is the second of two courses on auditing. This course focuses on reporting requirements for compilation and review services and a thorough study of the types of audit opinions will also be studied. In addition, an audit research paper is required.	ACC400
ACC415	Advanced Accounting	This course focuses on the GAAP and tax implications of transactions frequently encountered in the area of corporate finance, including mergers, acquisitions, divestitures, spinoffs, IPOs, and leveraged buyouts. Students gain an understanding of the GAAP and tax advantages and disadvantages associated with the different methods of structuring such transactions. Other topics covered include deferred tax issues associated with mergers and acquisitions, foreign currencies, derivatives, and fund accounting in non-business entities.	ACC220 ACC302
ACC480	Forensic Accounting I	This focuses on an examination of the investigative process as well as extensive array of tools and techniques used to investigate fraud and financial forensic issues. It challenges the students' abilities to sharpen their critical thinking skills through analysis of actual case studies.	
ACC481	Forensic Accounting II	This course offers a timely opportunity for students interested in the field of fraud examination and forensic accounting to acquire the knowledge, tools and skills set necessary to enter this professional specialization. The course provides a detailed examination of the investigative process as well as extensive array of tools and techniques used to investigate fraud and financial forensic issues. It challenges the students' abilities to sharpen their critical thinking skills through analysis of actual case studies.	ACC480
BUS110	Business Fundamentals	This course will provide an overview of the world of business by exploring both the external and the internal environments that impact a business. Basic business aspects such as organizational structures and forms, marketing, management, human resource development, finance, and operations will be evaluated. Each of these concepts will be applied to real-life situations for further understanding. The class will culminate with a fictitious business outline incorporating each of the fundamental areas of business.	

BUS205	Business Research and Communication	This course provides students with techniques, strategies and forms of writing used in the professional world in order to achieve business goals. This course also provides an understanding of business research. Through library research and online information gathering, this course will increase your knowledge of organizational writing and communications including case analysis, data interpretation, problem solving, and report writing.	ENG160
BUS220	Principles of Marketing	This is a survey course designed to provide the student with a comprehensive understanding of marketing concepts; focusing on the basic principles of marketing, forming internal partnerships, enhanced capabilities of marketing organizations, and the impact of the Internet.	BUS110
BUS240	Managing Performance/Dev. Teams	This course is introduces managing performance and team management in organizational success. This course addresses managing performance toward achieving the organization's strategic objectives and creating, developing, and leading high-performance teams.	
BUS254	Ethical Decision Making for Business	This course is designed to acquaint the student with the unique challenges of resolving ethical dilemmas and making ethical decisions is today's complex business organizations. This course relies upon applying a stakeholder perspective and value-based management approach to situations that involves groups and individuals who often have competing demands and interpretations of a problem, crisis, or opportunity.	BUS110
BUS315	Business Information Systems	This course focuses on understanding the nature of the digital firm and the key issues in organizing and managing it. The focus will be on how to identify challenges; understand the technologies that will help them meet these challenges; design business processes to take advantage of the technologies; and create management procedures and policies to implement the required changes.	
BUS325	Legal Environment of Business	This course provides a comprehensive introduction to the legal and regulatory environment of business. Topics include law as a foundation of business, litigation, contracts, intellectual property, criminal law, securities regulations, agency and employment laws, discrimination, consumer protection, and more.	BUS110
BUS330	Human Resources Management	This course will provide overview of all aspects of human resource management including acquiring, preparing, developing, and compensating employees can help companies meet their competitive challenges and create value. Also, effective human resource management requires an awareness of broader contextual issues affecting business such as changes in the labor force, legal issues, and globalization.	MGT214

BUS350	Quantitative Methods	The quantitative approach involves using numbers to help define, describe, and resolve a wide range of business problems. This course is an overview of statistical techniques used in business decision-making. Students examine research design, statistics, data analysis, and research methodology.	BUS110 MAT130
BUS395	International Business	This course introduces key concepts defining today's competitive global environment, including various cultural, political, economic and legal systems and their impact on international business. In addition, students examine various international business issues, trends, monetary systems, trade policies and institutions, as well as regional economic integration.	
BUS434	Internet Marketing	The course presents a customer-centric view of marketing, one that focuses on how firms can create tangible customer relationships by using a practitioner focused, seven-stage framework for the conception, design and implementation of marketing programs.	
BUS484	Entrepreneurship	This course is an introductory course intended to provide students with a solid foundation in terms of the vital role played by entrepreneurs and entrepreneurship in the 21 st century global economy. Students will assess, explore, critique, and celebrate 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.	BUS110
BUS499	Senior Capstone	The purpose of this individualized learning experience is to enable the student as an Abraham Lincoln University undergraduate student well along the way toward the completion of undergraduate degree requirements, to develop an original comprehensive management research project on a topic of professional or personal interest. This project-based course is designed to encourage the student to draw upon knowledge and experience gained over the course of studies with Abraham Lincoln University. The project also allows you to integrate your other related educational or professional development activities.	Must have completed or be concurrently enrolled in last course of program.
BUS510	Managerial Accounting	This course introduces how managers use accounting information in business decision-making. Topics include standard cost systems, budgeting, breakeven analysis, relevant cost issues, and the effect of state and federal taxes on decision-making. These principles apply to all types of businesses, including the service industry, manufacturing and merchandising. Students are also exposed to legal and ethical issues in accounting.	
BUS523	Real Estate Law	This course will provide students with an understanding of real property, its forms of ownership and interests. the various rights that can exist in land ownership, from mineral to riparian and the differences in ownership forms. The appropriate property disclosures and disclaimer statements are covered. Title abstraction, agreements of sale, conditions, and contingencies are explained. The elements and types of deeds are discussed along with mortgages and closings.	

BUS540	Managerial Economics	This course draws on the principles of economics and applies them to managerial decisions. It is incumbent on the student to be well versed in economic theories, models, and concepts so that their applications are pertinent, appropriate, and well-reasoned.	
BUS550	Business Finance	This course explores financial statement and cash flow analysis and the time value of money. It presents information on bonds and stock valuation and risk, return, and value. There are also discussions on capital budgeting processes and techniques, cash flow and capital budgeting, and cost of capital and project risk. Options and the international financial market are discussed as well.	
BUS551	Corporate Financial Management	This course guides students to develop intuition about decision making that will hold true through future evolutions in the financial world. It provides an integrated view of the theory of finance providing timely, real word examples and connecting the theory with practice. The course covers important corporate financial management topics and theories including options, agency theory, corporate governance, capital budgeting, long-term financing, risk analysis, and international corporate finance.	
BUS552	Innovative Finance and Venture Capital	This course provides a connection between finance theory and venture capital practice. It explores cutting edge financial tools applied to venture capital and research and development investing. Various techniques are explored, including Monte-Carlo analysis, real options, binominal trees, and game theory.	
BUS553	Corporate Global Finance	This course is designed to provide an overview of the global financial environment, such as motives for foreign trade and investment, the balance of payments, and the international monetary system. It deals with the forces that affect the relative prices of currencies in international markets. The course goes on to describe sources of global corporate finance and discusses the management of assets.	
BUS560	Business Ethics	This course focuses the inherent values of future managers, how ethics is an integral aspect of an organization's value-creation activities and aspirations. Is also allows for further study of business ethics as a fundamental of business management.	BUS550
BUS580	Strategies for Change	This course focus on issues related to how complex, large-scale change initiatives can be managed to ensure planned changes are implemented quickly and effectively and addresses the many organizational issues facing companies - the organizational context in which these changes will take place.	BUS550
BUS600	Contract Law Fundamentals	This course covers the basics of contract law including relevant terminology, procedures and contexts of contract law in practice. Students will learn effective methods for drafting contracts as well as components and procedures associated with contract usage under a variety of governing bodies.	BUS550

BUS620	International Business Law	This course provides a comprehensive look at critical issues and functions in the global legal environment; focusing on global legal issues in intellectual property, foreign investment, money and banking, sales, transportation, and financing.	
BUS623	Communications Law	This course examines the federal, state, and local laws that most directly affect mass communication in the United States and presents the ongoing conflicts over media rights and our constitutional rights to freedom of expression by examining how the courts rendered their rulings.	
BUS625	Employment Law	This course presents the principles of employment law at work through real-world applications. It approaches the practice of employment law with a focus on procedures, discrimination and employment regulation.	
BUS699	Graduate Capstone	The capstone project allows students to apply the knowledge and skills acquired in their courses to the work environment. This project is completely individualized; students are encouraged to select work-related projects that are of interest to them and that will result in professional growth and benefit the organization. Due to the extensive evaluation process, and the quantity of work and research involved, the Capstone course has a time limit of 6 months.	Must have completed or be concurrently enrolled in last course of program.
COH510	Coaching in the Workplace	This course introduces students to the basic concepts, principles, methods and procedures underlying the coaching process and leadership skills. It covers the nature and scope and function of methods specifically developed and proven in business and equips students with the fundamentals of coaching and prepares them for other coaching courses in the degree program.	
COH515	Personal Coaching	The course introduces a personal approach to the development and use of coaching. Topics are packed with all the information, tools, and techniques students need to take personal coaching to another level. These include building rapport, different levels of listening, using intuition, behavioral barriers, identifying goals.	
COH520	Coaching Teams	This course focuses on understanding what it takes to be a great agile coach, mastering all of the agile coach's roles: teacher, mentor, problem solver, conflict navigator, and performance coach, creating an environment where self-organized, high-performance teams can emerge, coaching teams past cooperation and into full collaboration, evolving your leadership style as your team grows and changes, staying actively engaged without dominating your team and stunting its growth, recognizing failure, recovery, and success modes in your coaching and getting the most out of your own personal agile coaching journey.	

COH525	Executive Coaching	This course exposes students to the wide variety of topics involved in being a leader and coach. The material includes effective leadership behavior, leading change, participative leadership, contingency theories, power & influence tactics, dyadic relations, and cross-cultural leadership. Students will be equipped to become ethical transformational leaders.	
COH530	Group Theory & Skills	This course introduces student to the theory and research needed to understand how to make groups effective and, through exercises and thorough explanations, equips them with the skills required to apply that knowledge to practical situations. Students will focus on valuing diversity, cooperative learning, leading counseling groups, and team development and training.	
COH535	Group Work Practice	This course prepares students to function as leaders in group work. Students receive a thorough grounding in areas that vary from treatment to organizational and community settings. Numerous case studies, practice examples, and guiding principles add to the ease and readability of this popular text and content is tied to the competencies needed for generalist and specialized social work practice with groups.	COH530
COH540	Project Management Coaching	This course supplies the student with skills and knowledge to be a coach for business projects. It covers the common management challenges and how to start off in the right direction on projects. The course equips the student to deal with the realities of managing projects and helps students understand and successfully handle project management. <i>The course is mapped to the exam topics of the PMP Certification Exam.</i>	
DBA710	Understanding Organizations through Organization and Organizational Change Theories	This course discusses how continual change within an organization affects its ability to compete in the global economy. It addresses emerging trends in organizational development and the positive impact they can make in the knowledge-worker era. Incorporating the best of the seminal work from behavioral sciences, along with proven change management techniques, the course will also integrate new criteria for creating learning organizations that remain flexible and adaptable.	DBA717
DBA711	Understanding & Application of Management Theories	This course is designed to provide a focus on the fundamental concepts, functions and skills of management through an analysis of the foundations of scientific management and a practice theory of management. It is designed to enhance students' understanding of effective management; to focus on a thorough and systematic coverage of relevant management theory and practice; to cover fundamental management skills and abilities required to run companies and organizations successfully; and to review the foundations of modern management thought.	DBA717

DBA712	Financial Management: Theory & Practice	This course explores how financial management can inform and then direct the application of sound financial principles that maximize the wealth of any company and provides students a thorough understanding of the theories, concepts, and practices needed in today's business environments.	DBA717
DBA713	Leadership Theories, Models, Styles & Traits	This course explores how leadership theory can inform and then direct the way leadership is practiced thereby providing a strong foundation for future leadership discussions. Cognitive Models of Behavior, Personal Traits, Vision, Situational Differences, Strategic, Virtual and Transformational Leadership (and many others) are reviewed.	DBA710
DBA714	Leadership and Change Management	This course is designed to address a variety of leadership and change management issues including: Expectations that managers are change leaders (whether trained or not); managers' readiness to lead change (directional or organizational) as opportunities arise; exploration of new methods to respond to emerging issues and developments; and how successful leaders practice. The intent of this curriculum is to provide learning outcomes that are advanced, focused, and scholarly, and that students contribute to the practical and scholarly body of knowledge in Business Administration.	DBA710
DBA715	Ethics of Business Management	This course is designed to provide an exploration of business ethics. It examines how ethical concepts have evolved over the recent decades, and how they must be incorporated as part of any organization's business operations. The course examines several ethical constructs, including morals, stakeholder and social expectations, strategic dimensions of corporate responsibility, strategic approaches addressing global ethical issues, and evaluation of the political processes by which social problems are created and the new ethical and/or legal processes that result.	DBA717
DBA716	Corporate Responsibility & Economics	This course explores an organization's economic responsibility (or the return on its investments) and how CSR (corporate social responsibility) impacts that responsibility. Additionally, the course discusses business practices and economic assumptions that bring contemporary challenges to the level of professional standards, corporate decision-making structures, and the interface between CSR communication and business practice.	DBA725
DBA717	Business Policies & Administration	The course is concerned with the policies developed by senior management. The specific topics covered in this course are the elemental aspects of business administration, specifically the relationships between organizational design, strategy, environments, marketing, production and operations management, human resources, and the management of information. Because these relationships are complex, uncertain, and subject to change, the course will focus on the strategies that senior management uses to shape and guide the organization.	

DBA718	Business Management Theories in Practice	This course is designed to provide an opportunity to approach management from a critical management perspective. Many aspects of modern life are increasingly subject to a managerial or economic approach, in which, for instance, the efficient allocation of resources assumes predominance over humanistic or ethical concerns. The proponents of critical management studies posit that management be approached from a wider perspective including labor process theory to postcolonial work, feminism and gender studies, sustainability, anthropology, sociology and cultural studies.	DBA711
DBA719	Human Resources Management	This course is designed to provide a theoretical and applied discussion associated with the management of human resources within organizations. It examines the different facets of HRM and explores a range of theoretical and applied perspectives on how human resource management impacts performance at both the organizational and individual levels. Topics include staffing for quality, developing and managing, outsourcing, compensation, managing workforce commitment and performance, legal issues, and organizational protection and expansion. Analysis of the contemporary requirement to leverage and manage knowledge and intellectual capital is also explored.	DBA717
DBA720	Strategic Management: Theories, Process, & Applications	This course is designed to provide an exploration of strategic management theory, research, and practice in organizations. It identifies the business strategies necessary for gaining an in-depth understanding of strategy formulation, implementation, and evaluation for optimal business results. Because strategy is a plan that guides managerial decision making, the course focuses on developing an understanding of, evaluation of, and implement of successful organization strategies. Additionally, the course requires assessment organizations' internal and external environment to analyze the nature and sources of their competitive advantages.	DBA717
DBA721	Business Strategy & Decision Making	This course is designed to provide an examination of critical issues in making strategy and decision-making in contemporary organizations. Because the essence of making strategy is concerned with decision making (both individual and group) the course also explores the theoretical basis of decision making. Through causal mapping software (Decision Explorer®) the theories of making strategy are applied to real world simulations. The framework for making strategy (issue management, purpose, and stakeholder management) is analyzed with strategic insight utilizing traditional decision-making elements.	DBA720
DBA722	Applied Strategic Perspectives	This course is designed to provide students the opportunity to consider the practice of business strategy from two distinct perspectives and will do an in-depth analysis of what actually takes place in strategic planning, strategy implementation and other activities that deal with strategy.	DBA721

DBA723	Business & Management Research Methods	This course provides a comprehensive review of research methods in management and business research. It covers both the practical technologies for conducting research, and the philosophies and assumptions underlying those techniques. It addresses the process of formulating appropriate research questions, objectives, and hypotheses, techniques for reviewing literature, and the ethics and politics of business research.	DBA717
DBA724	Research Design & Analysis	This course identifies methods to construct conclusions based on raw data review and statistical analysis. Students develop a research design that identifies the overall strategy chosen to integrate the different components of a study in a coherent and logical way, thereby ensuring an effective response to the research problem; it constitutes the blueprint for the collection, measurement, and analysis of data.	DBA723
DBA725	Statistics for Business	This course is designed to provide the tools and methods needed for analyzing, presenting, and interpreting data. In the business community, managers must make decisions based on what will happen to such things as demand, costs, and profits. These decisions are an effort to shape the future of the organization. If managers make no effort to look at the past and extrapolate into the future, the likelihood of organizational success is limited. Through a three-element approach: (1)the demystification of statistics (with theory discussions where appropriate); (2) emphasis on the value of accurate interpretation; and (3)computational procedures discussed step by-step, the rationale for why statistics are computed the way they are is provided. These elements enhance and lay the foundation for DBA726, Applied Statistical Analysis.	DBA724
DBA726	Applied Statistical Analysis	This course is concerned with the understanding and purpose of statistics in business. Statistics in the 21st century is mostly driven by software that takes inputted raw data, applies computational requirements, and produces results based on which test selected.	DBA725
DBA727	Dissertation Overview, Process & Proposal	This course is designed to provide an overview of the dissertation process and dissertation proposal preparation. Additionally, the course prepares students for the development of a qualitative, quantitative, or mixed method research proposal with a focus on the organization and design of a formal proposal including a substantive research topic of original work. An accepted proposal constitutes the framework for the Dissertation.	DBA717
DBA728	Dissertation 1	This course is one of directed study in which the students work closely with their Chair and Committee to revise their approved research study. Regardless the revisions required by the Chair and Committee, this course must be completed before or in conjunction with DBA729.	DBA727

DBA729	Dissertation II	This course is one of directed study in which the students work closely with their Chair and Committee to collect their data and describe their findings. Regardless of any revisions required by the Chair and Committee, this course must be completed before enrollment in course DBA730.	DBA728
DBA730	Dissertation III	This course is one of directed study in which the students work closely with their Chair and Committee to complete their dissertation in preparation for their Oral Defense. Regardless of any revisions required by the Chair and Committee, this course must be completed before any Oral Defense.	DBA729
FIN245	Personal Finance	This course provides comprehensive coverage of personal financial planning in the areas of money management, career planning, taxes, consumer credit, housing and other consumer decisions, legal protection, insurance, investments, retirement planning, and estate planning.	MAT130
FIN444	Finance for Managers	This introduction to corporate financial management and investments provides the framework, concepts, and tools for analyzing financial decisions by applying the fundamental principles of modern financial theory. Major topics include the time value of money and capital budgeting.	ACC200 and MAT130
FIN460	Federal Taxation I	This course is designed to provide students with a basic understanding of the fundamentals of federal income tax law. The course emphasizes individual taxation. The course is intended for students who need some technical knowledge of tax law, as well as for those students who wish to pursue further tax law education.	ACC220
FIN461	Federal Taxation II	This course is designed to provide students with a technical familiarity in a wide range of tax topics, including complex corporate and individual topics, estate and gift taxation, tax issues associated with not-for-profit entities, and selected other topics. The course is intended for those considering a career in accounting or taxation.	FIN460
MGT214	Principles of Management	This course trains on managing in the new competitive landscape, how business operates on a global scale, what types of technology is advancing online and offline, and managing for competitive advantage through environmental analysis and responding to the environment.	BUS110
MGT315	Customer Relationship Management	This course explores the aspects and impacts of CRM. It examines how Web 2.0 technologies and social media tools are being woven into CRM strategies. The course identifies the new business models being used by the most successful companies and also provides guidance on how other companies can and should adopt these innovations. Students will explore companies that are providing the best tools, provide various recommendations and insights and present insightful interviews with industry leaders on how to establish and maintain customer relationships.	

MGT424	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.	MGT214
MGT440	Operations Management	This course examines recent developments in operations management including revenue management, bullwhip effect, supply chain coordination and manufacturing flexibility. Quantitative topics are explained using real-world examples with data from actual companies. It introduces the topics including process flow, estimating, labor costs, batching, the impact of variability, projecting uncertain demand, reactive capacity, risk pooling and others.	
MGT464	Organizational Behavior	This course focuses on the people in the organization and how they work and behave in the work environment. It examines the behavior of individuals, the dynamics of teamwork, the processes of small groups, decision-making, problem-solving, conflict management, and ways to eliminate barriers to effective communications within the workplace.	MGT214
MGT474	Fundamentals of Project Management	This course introduces students to the fundamental elements of effective project management. In the context of the typical project life cycle, the required tools and techniques used to plan, measure, and control projects and the methods used to organize and manage projects are presented.	MGT214
MGT494	Strategic Management	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.	MGT214
MGT500	Management	This course introduces the fundamental management functions of planning, decision making, organizing, leading, and controlling, as well as the tools and techniques of managing people, processes, projects, and the work environment. Students explore current issues in management and gain insights into how successful organizations operate.	
MGT504	Sales Management	This course is an analysis of professional selling practices with emphasis on the selling process and sales management, including the development of territories, determining potentials and forecasts, and setting quotas. Case Study Analysis and Exercises are assigned throughout the course and discussion of the cases is required.	
MGT514	Human Relations Management	This course is designed to assist students in becoming more effective in professional as well as personal life through the development of human relations skills. Emphasizing different aspects of human relations. This course is ideal for managerial, professional, and technical workers who want to improve workplace and personal relationships.	

MGT525	Marketing Research	This course takes an application-oriented approach towards understanding marketing research and of methods used, providing students with the tools and skills necessary to solve business problems and exploit business opportunities. It will focus on both the qualitative and quantitative aspects of marketing research.	
MGT530	Marketing Management	This course provides the students exposure to specialized models, tools, and processes from the perspective of the manager who is responsible implementing a coordinated marketing program.	
MGT570	Advanced Strategic Management	This course is designed to help students effectively guide an organization toward a profitable and dynamic future. It 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.	
MGT590	Advanced Organizational Behavior	This course focuses on the people in the organization and how they work and behave in the work environment. It examines the behavior of individuals, the dynamics of teamwork, the processes of small groups, decision-making, problem-solving, conflict management, and ways to eliminate barriers to effective communications within the workplace.	
MGT620	Implementing Organizational Change	This course provides students with the most up-to-date and contemporary treatment of the way managers attempt to increase organizational effectiveness. By making organizational change the centerpiece in a discussion of organizational theory and design, this course provides excellent content to the adoption of new technology.	
MGT645	Project Management Essentials	This course introduces students to the fundamental elements of effective project management. It provides students with the opportunity to apply these elements using exercises and examples based on real-time projects. The required tools and techniques used to plan, measure, and control projects and the methods used to organize and manage projects are also discussed.	
MGT646	Project Management Organization Framework	This course introduces the fundamental concepts of scope, time management, human resource planning and project communications as presented in the Project Management Institute's Project Management Body of Knowledge. Emphasizing both theory and practical application, this course provides students with an opportunity to apply these concepts using real-life exercises, examples, and software tools.	MGT645
MGT647	Project Management Integration Framework	This course completes the topics presented in the MGT646 and includes project cost, quality, procurement, and risk management. This course also provides students with additional opportunities to apply these concepts using real-life exercises, examples, and software tools. <i>Special consideration is given to preparing students for the Project Management Professional (PMP) certification exam.</i>	MGT646

Criminal Justice			
CJS100	Ethics in Law Enforcement	This course explores ethical standards and codes in criminal justice professions as well as explores roles of professional organizations and agencies, ethics and community relations, and civil liability in law enforcement and correctional environments. Students will study cases to illustrate ethical issues and derive solutions to ethical dilemmas using critical thinking.	
CJS105	Technology in Criminal Justice	This course provides a framework of information about technology and computers and specifically how they are used by criminals and law enforcement agencies. It examines basic computer concepts and design, networking and information exchange, and then delves into more advanced and crime specific technologies such as wiretaps, surveillance, and the use of technology in high-tech crimes, disaster response, and police protection.	
CJS110	Introduction to Criminal Justice	This introductory course focuses directly on the crime picture in America and the three traditional elements of the criminal justice system: police, courts, and corrections. The course is divided into eight modules corresponding with the major issues of criminal justice including an introductory study of the definition of criminal justice, the crime picture in America, and the nature and purpose of criminal law and how the guilty are handled.	
CJS120	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 the policing of America. This course reflects the changing times in which we live and the tremendous challenges facing law enforcement officers each day.	
CJS130	Introduction to Justice Administration	The purpose of this course is to introduce the justice administration system, encompassing police, 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.	
CJS140	Introduction to Criminology	This course introduces the student to the dynamic field of criminology that changes constantly with each release of major research studies, Supreme Court rulings, and governmental policy, not to mention the current events of everyday life. This introductory course will provide insights into the answers 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.	CJS110
CJS200	Criminal Law	The purpose of this course is to equip the criminal justice student with a practical set of procedures and techniques that are needed for understanding the code of criminal law that police officers must deal with as an integral part of their career.	CJS110

CJS205	Constitutional Law I	This course provides the overview of legal guidelines and protections enshrined in the US Constitution, from which all American criminal law is derived. Students will explore the theory of governmental authority that underpins the Constitution, and the evolution of Constitutional rights as codified in the Constitutional amendments.	CJS110 and CJS200
CJS223	Criminal Procedure	This course provides a guide to the U.S. Supreme Court cases that students are likely to encounter in a criminal procedure course and is designed for those taking a criminal procedure course whose main interest consists of U.S. Supreme Court cases. Students will review the reasoning process by which constitutional rules are formulated and sharpen critical thinking skills through the analysis of the justices' written opinions and improving students' reading comprehension levels and writing skills.	CJS200
CJS225	Criminal Investigation I	This course presents the fundamentals of criminal investigation and their application to the more important felonies. It also explains how detective work should be performed in order to demystify the investigative process. Because criminal investigation must be conducted within the framework of our democratic system, U.S. Supreme Court decisions that affect the investigative function are quoted extensively. In this course, students will find that the ability to conduct any type of inquiry can be mastered by studying the investigative process.	CJS110
CJS230	Criminal Evidence	This course explores principles and rules associated with the management of criminal evidence. Topics covered in this course include the collection of evidence, how to handle evidence to prevent contamination, chain of custody, and preparation of evidence for presentation in the courtroom to attain criminal convictions. The rules of evidence are thoroughly discussed. The scope of the course encompasses physical evidence, witness testimony, polygraphs and technical evidence.	CJS110
CJS245	Community Policing	This course focuses on one of the most revolutionary models of policing we have seen in many decades; community policing. The course investigates the Community Police Officers (CPOs) in important roles of advisors, facilitators, and supporters of new community-based initiatives.	CJS120 & ENG160
CJS295	Police Patrol	This course covers patrol operations, goals, and strategies. Each module focuses on a specific aspect of police patrol operations. It combines management theory with case study examples taken from small police departments in addition to coverage of community and problem-oriented policing.	CJS130

CJS305	Constitutional Law II	This course builds on the foundations established in Constitutional Law I by taking the students through a series of legal case studies to gain an appreciation of how the legal system works in practice. The objective of these case studies is to provide the students with the insights that come from courtroom experience so that they are better prepared to find, collect, and handle evidence in a way that will facilitate criminal conviction.	CJS205
CJS310	Police Management	This course is designed to be an introduction to a wide variety of issues that confront today's modern police manager. The complex nature of policing in modern society mandates a thorough understanding of such issues as organizational culture, leadership styles, transactional analysis, problem identification and decision making, management by objectives, productivity, fiscal management, civil liability, accreditation, and ethics, to name but a few.	CJS295
CJS315	Supervision of Police	This course explores what a modern police supervisor is and what that person should know and do, as well as when and how to do it. The course addresses the issue of role conflict and provides an understanding of the group behaviors and organizational dynamics necessary to understand the fundamentals of police administration.	CJS130
CJS325	Criminal Investigation II	This course builds on the fundamentals of criminal investigation that were studied in Criminal Investigation I and illustrates their application to some of the special issues presently plaguing law enforcement worldwide (e.g. terrorism and enterprise crime).	CJS225
CJS335	Crime Scene Investigation	This course covers the skills necessary for gathering evidence from a crime scene and reconstructing what occurred. The course focuses on the different types of evidence, including fingerprints, hair, fiber, glass, paint, soil, arson accelerant, biological fluid stains, firearms, impressions, drugs, alcohol, and document evidence.	
CJS340	Fingerprint Detection and Analysis	This course explores the latest techniques and findings in the science of fingerprinting. Students study how a fingerprint is formed, the techniques necessary for detecting fingerprints on a wide variety of surfaces, how to identify the fingerprint and issues related to fingerprint evidence.	
CJS342	Emergency Response Planning	This course addresses effective emergency response planning, coordination among a large diversity of governmental agencies, response services, community support resources and the private sector and the implications to industrial and municipal planning and response.	
CJS345	Corrections	This course introduces students to the corrections system, the historical development of corrections, and examines the goals of criminal sentencing, the management of jails and prisons, the concept of alternative sentencing, guidelines on prisoner rights, and issues associated with parole and probation.	CJS140

CJS350	Homicide Investigations I	The purpose of this course provides a complete and practical set of methods for processing a homicide investigation. This course guides the student through the procedure used by investigators upon arriving on the scene of a violent and sudden death. Guidelines are provided on how to manage the scene, analyze evidence to determine the likely cause of death, and initiate the process of identifying the perpetrator.	CJS225
CJS355	Drug Enforcement	This course explores a variety of drug enforcement methods and the methods criminals use to avoid detection. Students study how to conduct investigations in hotels/motels, airports, storage units, trains, commercial buses, parcels, and rental vehicles.	
CJS360	Investigation of Terrorism	This course offers students the latest information on the technology, weapons (including weapons of mass destruction), transportation modes of terrorists, and profiles of terrorists themselves. Trends in 21st Century terrorism and the law enforcement response are also discussed.	CJS225
CJS362	History of Terrorism	This course will introduce the student to the history, forms and features of terrorism from earliest days to the modern era. The course is designed to provide the student with a basic understanding and broad overview of the history of terrorism and prepares them to exhibit and discuss basic comprehension of the major roles and ideas of terrorism throughout history.	CJS140
CJS368	Homeland Security	This course introduces students to the field of terrorism. It is designed to understand the world of terrorism and provide knowledge as a foundation for further understanding. The course is designed to provide students with a knowledge of complex subjects on terrorism, nature of terrorism and investigate scholarly works.	
CJS370	Patrol Procedures	This course will provide students with an understanding of police field operations. This course will cover various topics including community policing, communications, field procedures, traffic direction and enforcement, preliminary investigations, interviewing, arrest, search, custody, and use of force, reporting and records, and stress in the workplace.	
CJS372	International Disaster Management	This course focuses upon disaster management both in a general way and concentrating upon the international aspects of disaster management. It will investigate the four basic tenets of disaster management – mitigation, preparedness, response and recovery and how they are applicable to international disasters.	
CJS380	Computer Crime	The purpose of this course will students with a complete and practical set of technological procedures and techniques for digital crime; while helping tackle the challenging process of seeking scientific truth through objective and thorough analysis of digital evidence. Students will be part of advancing this developing field as a forensic science discipline in your chosen law enforcement career.	CJS105

CJS382	Risk Analysis	This course investigates risk (that is things that could go wrong), vulnerabilities (weaknesses in an organization that may make it difficult to address risks), and losses (when something actually does go wrong). Students will compare this to the cost of countermeasures needed to avoid or mitigate the loss allows us to, using cost benefit analyses, decide whether the countermeasures in question are worthwhile economically.	
CJS385	Traffic Law and Accident Investigation	This course will investigate property damage and other direct and indirect costs of traffic collisions, as well as traffic supervision, traffic control schemes and techniques, serving as a guide for traffic enforcement responsibility.	CJS295 & CJS230
CJS392	Transportation and Cargo Security	This course will closely examine the industry from an historical perspective and then analyze the interaction necessary to create adequate security inside the vast network of intermodal operations. The course explores the actual threat to each component of the transportation industry and concentrates on appropriate counter terrorism measures within each component from a domestic and global perspective. The course also includes a review of emerging technology in the field of transportation security.	
CJS397	First Responders	This course will investigate all aspects of the role of a first responder as well as discuss issues about <u>staying safe while at the scene of an emergency</u> .	CJS245
CJS400	Crisis Management	This course will investigate all aspects of crisis management and negotiating. It will examine the people and roles involved in a crisis team, as well as on negotiating skills needed to deal with various types of people and in special circumstances.	
CJS420	Criminalistics	This introductory course explores the history and scope of forensic science, which includes discovery at a crime scene, the most important location of evidence; physical evidence; analytical techniques for organic and inorganic materials; forensic toxicology; and firearms, ammunition, unique tool marks, and various impressions (e.g., shoe prints, fabric properties, and bloodstains).	CJS420
CJS435	Kinesic Interviewing	This course focuses on the practical set of procedures and techniques needed for conducting effective interviews and interrogations, from victims, witnesses, and informants, and confessions from suspects in such a way as to stand up to court scrutiny.	CJS325
CJS440	Juvenile Justice	This course provides students with a solid overview of the juvenile justice system in the United States. It reviews the historical background of the U.S. juvenile justice system, its current status, as well as contemporary societal and legal debates. An examination of various policies, programs, and practices is provided throughout the text. The course includes coverage of juvenile law and procedure, juvenile corrections, juvenile delinquency, delinquency prevention, and the future of juvenile justice in the United States.	CJS130

CJS450	Homicide Investigations II	The purpose of this course is to equip students with a complete and practical set of procedures and techniques that are needed after a homicide scene has been processed. The student proceeds through information relevant to the follow-up work necessary for preparing a solid case for presentation in court and the attainment of a homicide conviction.	CJS350
CJS455	Investigation of Organized Crime	This course provides student with an overview of organized crime and investigates organized crime from a social perspective and provides background in topics of emerging groups, redefining organized crime (OC), drug-trafficking cartels, Chinese OC, Nigerian drug traffickers, Albanian drug smuggling networks, organized crime and the Bushes, Tri-border Area OC activity.	CJS325
CJS465	Clandestine Laboratory Investigation	This course explores the many people involved in identifying the clandestine lab, the proper collection and preservation of the physical evidence followed by the complete analysis of the evidentiary samples. It reveals how the information gathered is the cornerstone on which the forensic expert's opinion is based and if it is handled properly, the Court will have all the information it needs to make a fully informed decision.	CJS325
CJS475	Investigation of Arson	This course exposes students to arson in the United States, the rate of detection, and arrest and conviction. Although this course is not tied to a certification requirement, it does support the standards or guidelines for the proper fire scene investigation.	CJS325
CJS490	Investigation of White Collar Crime	This course exposes students to the investigation and prosecution of white collar crime, the problem of corporate liability and the difference between criminal law and civil law as crucial aspects of the study of white collar crime.	CJS325
CJS493	Security Systems, Procedures and Developments	This course equips students with a complete and practical set of procedures and techniques that are needed to understand and succeed in the field of private and public security. In this course students will review changes in security protocols and procedures that have occurred in the aftermath of the September 11, 2001 attacks on the World Trade Center and the Pentagon, both private and governmental.	CJS230
CJS499	Senior Capstone	The purpose of this individualized learning experience is to enable the student as an Abraham Lincoln University graduate student well along the way toward the completion of undergraduate degree requirements, to develop an original comprehensive management research project on a topic of professional or personal interest. This project-based course is designed to encourage the student to draw upon knowledge and experience gained over the course of studies with Abraham Lincoln University. The project also allows you to integrate your other related educational or professional development activities	Must have completed or be concurrently enrolled in last course of program.

CJS500	Criminal Law	This course examines the 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, crimes affecting judicial process and organized crime.	
CJS505	Criminal Justice Ethics	This course provides students with the philosophical materials necessary to analyze ethical dilemmas and covers research and current events that are relevant to ethics in criminal justice. Current events are explored to show the practical implications of ethics discussions, especially themes of discretion and due process throughout the justice system.	
CJS510	Advanced Criminal Procedure	This course provides a clear and legally based exploration of the criminal procedure. It takes an in-depth look at conducting searches and what goes in to obtaining a search warrant, conducting plain view, open fields and consent searches and frisk searches. It covers all aspects of confessions, suspect identifications, and entrapment. This course concludes with pretrial matters and the trial and jury process.	
CJS515	Technology in Law Enforcement	This course provides a comprehensive outline of the use of technology by both criminals and law enforcement agencies. Advanced law enforcement-specific technologies are explored in depth. Topics include wiretaps, surveillance, high-tech crimes, disaster response, and police protection. Ethical and legal implications of technology are explored, as well as technology's place in the community-based policing model; and how technology impacts traditional criminal justice theories.	
CJS520	Criminology	This course explores criminology and the factors that affect it including Supreme Court rulings, and governmental policies. This course examines the nature and causes of crime, and the effects of crime on issues of law, community, and law enforcement. Students will explore the nature, extent, and patterns of crime; victims and victimization; and theories of crime causation.	
CJS530	Law Enforcement Management	This course explores the behavioral and functional aspects of police management, and issues associated with modern law enforcement. Students study leadership styles, the organizational environment, workforce development, management planning, problem identification, management by objectives, productivity, and fiscal management. Additionally, there is focus on special topics, such as the use of power and force, civil liability, establishing a police presence in schools, and identifying promotion candidates.	

CJS545	Drug Enforcement	This course explores a variety of drug enforcement methods and the methods criminals use to avoid detection and study how to conduct investigations in hotels/motels, airports, storage units, trains, commercial buses, parcels, and rental vehicles.	
CJS550	Forensic Science	This course takes a comprehensive look at the field of forensic science, or criminalistics. Students learn how to evaluate crime scene evidence by developing fingerprints, examining documentation, and identifying bullets. Students also explore the history and scope of forensic science and how it applies to laws that are enforced by police agencies in a criminal justice system.	
CJS560	Dynamics of Family Violence	This course is meant to expose students to the dynamics of family violence and evaluate the myths about Family Violence from both victims and offender's perspective.	
CJS565	Use of Force in Law Enforcement	This course provides students with an understanding of the police use of force and focuses on the extraordinary events that develops when physical force is used by the police. Students will tackle research and summaries of a close statistical look into the use of force in law enforcement.	
CJS575	Police Administration	This course explores the basic duty of the police administrator and takes an in depth look at the challenges of police administration in an increasingly diverse culture.	
CJS580	Terrorism and Homeland Security	This course introduces students to the field of terrorism. It is designed to understand the world of terrorism and provide knowledge as a foundation for further understanding. Students will examine issues such as the Israeli-Palestinian conflict or the controversy surrounding the USA Patriot Act.	
CJS585	Corrections	This course will provide students with an understanding of the American correctional system. It covers various topics including the history and law of corrections, punishment and rehabilitation of offenders, correctional practices ranging from probation to prison, and correctional trends.	
CJS590	Interview and Interrogation	This course equips students with a complete and practical set of procedures and techniques needed for interviewing and interrogation at the graduate level. Students will become familiar with become acquainted with the kinesic interrogation process and will examine proper interview and interrogation of suspects, analyze the process of kinesics, and understand the risk of obtaining false confessions.	
CJS699	Graduate Capstone	The capstone project allows students to apply the knowledge and skills acquired in their courses to the work environment. 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 and benefit the organization. Due to the extensive evaluation process, and the quantity of work and research involved, the Capstone course has a time limit of 6 months.	Must have completed or be concurrently enrolled in last course of program.

General Studies			
ANTH 350	Cultural Anthropology	This course provides an up-to-date introduction to cultural anthropology and carefully balances coverage of core topics with contemporary changes in the field. No single theoretical perspective orients this course, so a wide range of views and approaches can be applied effectively.	
ART100	World of Art	This course puts the humanities in perspective by discussing the arts and ways of knowing art's main concerns, purposes, and functions. The course also discusses artistic style and how to apply critical skills. This course is designed for students with little or no background in the arts.	
BIO100	Introduction to Biology	This course provides a foundation of factual knowledge about biology in order to help students build a cognitive framework for critical scientific thinking. Students will learn key biological terms and theories and exhibit understanding of these terms through assignments that incorporate case studies, essays and ethics questions concerning current biological issues.	
CHEM210	Survey of Chemistry	This course is designed to help students learn chemical skills and concepts by studying the connection between key concepts and key problem-solving skills through critical thinking. Basic math and problem-solving skills will be covered in order to lay a foundation for the study of a variety of diverse chemistry concepts including the periodic table, chemical bonding, and stoichiometry of gases.	
CMP101	Introduction to Computers	This course serves as an introduction to computer terminology and computer equipment and provides fundamental concepts for using PC-based software. Topics covered include computer hardware and its operation, operating systems, application software, networks and computer communications, and the Internet and the World Wide Web. Emphasis is placed on the use of computers to assist with business issues. The impact of computers on modern life is also explored.	
COM100	Introduction to Communications	This course provides a study of human communication by covering major communication concepts, theories, research, and trends. This introduction communications course will help students to understand their own communication behavior as well the communication behavior of others. Concepts covered include basic theories of communication, understanding individual communication styles, the use of communication across cultures, and listening and critical thinking skills.	
COM101	Communications for Personal Development	This course is designed to prepare students for the challenges of work in the constantly changing job environment and teaches students to become competent professionals, particularly with goal setting and planning, and communication skills - both oral and written, and interpersonal - the ability to self-reflect on one's skills and ethical standards and strategies for long-term success.	

COM202	Effective Professional Communications	This course provides an 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. Through library research and online information gathering, this course will increase students' knowledge of organizational writing and communications including case analysis, data interpretation, problem solving, and report writing. Students will also learn presentation techniques using Microsoft PowerPoint.	
COM275	Speech Communications	This course explores the relationship between the sense of self and how one communicates. It explores the relationship between communication and perception, the process of assigning meaning to sensory information and experiences. It explores good listening skills, which are important in both our professional and personal lives and offers strategies for using language responsibly.	
COM420	Managerial Communications	This course focuses on the skills and strategies that managers need in today's workplace. The role of communications will be explored, as well as an examination of effective communications in hiring and promoting, conflict management, presentations, routine messages, and reporting and proposals. Studies consistently report the importance of communication to business success, and managers frequently correlate communications proficiency with career satisfaction and progress. This course builds that ability central to managers as they pursue goals and objectives.	COM100
ECON205	Introduction to Economics	This course focuses on resource-allocation, strategic, and tactical decisions that are made by analysts, managers, and consultants. The techniques discussed here seek to achieve the objectives of the organization in the most efficient manner, while considering both explicit and implicit constraints. This course emphasizes real-world business applications – not just theories and concepts.	
ECON310	Principles of Macroeconomics	This course includes a study of institutions that help develop the national and international economy. Supply and demand, theory of prices, government spending and taxation, business cycles, fiscal and monetary policy, banking system and economic development are examined through class discussion and analysis of current economic events.	
ECON315	Principles of Microeconomics	This course focuses on economic decision making, production, competition and market structures, government, labor markets, unions and the distribution of income. The principles of scarcity, choice, and the laws of supply and demand are examined through class discussions and analysis of current economic events.	ECON310

ECON490	Managerial Economics	This course provides students with an understanding of how resources are allocated, the use of economic theory in addressing business-decision-making problems and focuses on making profitable business decisions.	
ENG110	Introduction to Writing	This course is designed to develop the student's ability to write clearly. Emphasis is on effective writing and revising techniques including purpose, organization, and mechanics. Various modes and strategies of descriptive, narrative and illustrative essays are covered. The culminating assignment is a research paper.	
ENG160	English Composition I	This course is designed to help students master the traditional five-paragraph essay and variations of this essay. Four principles are presented as keys to effective writing: unity, support, coherence, and sentence skills.	
ENG170	English Composition II	This course incorporates all the approaches to argumentation and includes a rigorous introduction to the concepts and language of argument. Students will write on common subject matter as designated for most of the course. Writing process time is built into the course: for invention exercises and for revision exercises.	ENG160
ENG180	Introduction to Literature	This course will introduce students to the many ways in which literature achieves this goal. During the course, students will; discuss, analyze, and interpret a wide variety of literary texts; culminating with the study of literary criticism and how to adapt an approach to a particular literary genre.	
ENG185	Literary Studies	This course is intended to enrich student learning through their active engagement with ideas in written text. This course provides students with multi-genre reading experiences designed to immerse them in critical and creative thinking as they address problems and issues from multiple perspectives. Students will be encouraged to see language as a way to create meaning in their lives and to see themselves as writers with a purpose and an audience.	
HIST150	World History I	This course will explore the essential ideas, themes, and issues that have shaped the development of world civilizations from prehistoric times to the advent of European expansion during the beginning of the 16th century. The course will include a review of civilizations in the Middle East, Asia, Africa, the Americas, and Europe.	
HIST160	American History I	This course covers American History from the 1500s to post Civil War Reconstruction. The student will study a diverse range of cultures from these time periods and how migrations, social and economic changes and interactions between cultures have shaped the history of America. The student will study the shifting frontiers and political landscapes of the land before and after the Revolution and examining associated patterns to form a big picture of the historical story of America.	

HIST165	American History II	This course continues the study of American History from European discovery through the Colonial, Revolutionary, early national and Antebellum periods, concluding with the Civil War.	HIST 160
HUM125	Critical Thinking	This course prompts students to question their own assumptions and to enlarge their thinking through the analysis of the most common problems associated with everyday reasoning. Three main concepts include the fundamentals of critical thinking, common barriers to critical thinking, and strategies for overcoming those barriers. Students will delve into perspectives in moral reasoning, consequentialism, legal morality, religious relativism and religious absolutism are covered along with virtue ethics.	
MAT130	Concepts of Fundamental Math	The purpose of the course is to provide students with important foundational skills that will prepare them to be successful in higher level courses. This course will be a review of fundamental math concepts.	
MAT201	Business Mathematics	This course will help you develop math skills used in personal and business applications. This course is a basic review of mathematical skills including terminology, checking accounts, taxes, and payroll.	
MAT280	Business Statistics	This course is designed to provide students an overview of the field of statistics and its many applications. This course is application-oriented and written with the needs of the nonmathematician in mind. Although the course is applications-orientated, care has been taken to provide a sound methodological development and to use notation that is generally accepted for the topic being covered.	MAT130
ORT100	Orientation	This non-credit course equips students with learning strategies, study skills and resources and site navigation materials as they encounter ALU's Learning Management System. Students will learn how to communicate online effectively and to become familiar with the requirements, challenges and advantages of online learning.	
PHIL225	Ethics	This course forms the basic foundational ethics course for all the other higher-level and profession specific ethics courses.	
PHIL430	Religious Studies	This course examines the full spectrum of religions, from small-scale societies to full-blown "world religious movements." The course provides an in-depth treatment of Islam, Hinduism and is includes study of real life field projects directly related to material covered in the course.	
POLI110	Introduction to Political Science	This course introduces students to the basic concepts and themes of political science. It presents this vital field of the study of politics from a wide variety of viewpoints, through diverse real-world examples, cautioning students about the value of avoiding simplifications in politics. The course discusses the relevance of government and the importance of participation in politics through application of concepts in the political issues of the day.	

POLI365	American Government	This course will familiarize students with the structures, functions, and processes of American government and politics. The course explores the philosophical and historical roots of American politics, the three branches of government, and various political institutions like the media and political parties.	
PSY110	Introduction to Psychology	This course provides an overview of psychology and explores the field of psychology. It includes human development, social psychology, learning, perception, cognition, motivation, personality, psychological testing, and nervous system functioning.	
PSY305	Developmental Psychology	This course presents the theories and principles of modern developmental psychology. Students learn about the different branches of psychology and the practical application of psychological tenets to functional behavior.	
PSY315	Abnormal Psychology	This course is designed to provide you with an overview of the range of human behaviors described as “abnormal.” Students will be exposed to the definition of normality and abnormality, how these definitions have changed over time, and models of understanding human behavior and suffering. We will also discuss specific syndromes and diagnostic categories of psychopathology and will survey some of the treatments used for these disorders.	PSY110
RES340	Research Methods and Writing	This course introduces students to a number of research methods useful for academic and professional investigations of information practices, texts and technologies. By examining the applications, strengths and major criticisms of methodologies drawn from both the qualitative and quantitative traditions, this course permits an understanding of the various decisions and steps involved in crafting (and executing) a research methodology, as well as a critically informed assessment of published research.	
RES500	Research Methods	This course is designed to expose students to the basic research process from idea to research design to written paper. Students will discuss ethical issues in research, compare and contrast research designs, actively analyze and critique research articles and produce research papers upon the completion of the course.	
SCI195	Study of Physical Science	This course is on thinking about and understanding your physical surroundings. It is a straightforward but substantial introduction to the fundamental behavior of matter and energy. It is intended to serve the needs of non-science majors who are required to complete one or more physical science course and will introduce basic concepts and key ideas while providing opportunities to learn reasoning skills and a new way of thinking about your environment.	

SCI295	Environmental Science	This course integrates natural and social science concepts and explores the interrelatedness of living things. The course focuses on possible solutions to environmental problems. Topics include sustainability, ecosystems, biodiversity, population dynamics, natural resources, waste management, energy efficiency and pollution control, as well as ethics and politics.	
SOC110	Introduction to Sociology	This introductory course in sociology gives students the opportunity to use sociological imagination to master their social world. It examines aspects of the social environment that students might otherwise ignore, neglect, or take for granted. It looks beneath the surface of everyday life to help students understand and anticipate human behavior in a variety of environments.	
SOC210	Diversity and Culture	This course explores cross-cultural issues and diversity to help create a positive foundation for understanding and working effectively with others. Issues, including values, beliefs and practices that affect individuals, groups and communities are discussed.	
SPAN110	Introduction to Spanish I	This course provides an introduction to basic conversational Spanish. Students will study vocabulary, verb conjugation and sentence structure with a focus on practice of Spanish speaking in real life situations.	
SPAN115	Introduction to Spanish II	This course continues with basic conversational Spanish. Students will study vocabulary, verb conjugation, and sentence structure with assignments geared towards speaking Spanish in real life settings.	SPAN110

Information Technology			
CIS100	Introduction to Information Technology	This introductory course emphasizes a broad understanding of computers and computer science. It uses the Internet and the Web as a central theme, studying its history, technology and current uses. It surveys a wide range of topics such as computer organization, graphics, networking, and technology in society. The course provides the students experience with many computing concepts which are the foundations of higher level computer courses.	
CIS103	IT Trouble Shooting	This course will provide students with an understanding of how to navigate the basic concepts of computer troubleshooting and repair so that you will be better prepared to understand and resolve issues as they arise.	
CIS105	A+ Computer Hardware	This course will provide students with a working knowledge of key computer parts, their functions, installation, and configuration. This course prepares students for the certification exam for computer hardware, covering motherboards, processors, memory, ports, and various devices for desktop and laptop computers. In each hardware area, students evaluate components, analyze critical points of failure, and practice the Six-Step Troubleshooting Process.	

CIS106	A+ Computer Software	This course will give students a complete, step-by-step approach for learning the fundamentals of supporting and troubleshooting computer hardware and software. This course maps fully to CompTIA's latest A+ 220-902 Exam objectives.	
CIS110	Networking Fundamentals	This course will provide students with a solid foundation in networks and network management. It will prepare students for the certification exam for basic networking, which covers numerous networking topics ranging from managing, maintaining and troubleshooting networks to installing, operating and configuring basic network infrastructures. The course also covers descriptions of basic networking technologies and basic design principles.	
CIS112	Network Defense and Counter Measures Design	This course will cover concepts related to protecting a network against an attack. A review of network operation is accompanied by theoretical threats to networks and the best possible countermeasures are shown. Administrative policies that keep networks secure are discussed along with threats to virtual private networks (VPNs) and network intrusions are described. Methods of detection and action will be explained as well as the use of a variety of firewalls.	
CIS114	Enterprise Network Testing	This course introduces students to the fundamental building blocks that form a modern network, such as protocols, media, topologies, and hardware. It then provides in depth coverage of the most important concepts in contemporary networking, such as TCP/IP, Ethernet, wireless transmission, virtual networks, security, and troubleshooting.	
CIS120	Information Security in the Enterprise	This course will provide students with advanced information on network and facility security as well as hands-on practice in the evaluation and defense of security threats. This course prepares students for the Security+ SY0-301 certification exam which covers network security, compliance and operational security, data and host security, access control, basic cryptography, and risk assessment. Students are expected to evaluate risks and implement appropriate security solutions in a broad range of scenarios.	
CIS121	Computer Security Fundamentals	This course will provide students with a solid foundation in computer security fundamentals and the nature of security threats as the first step towards learning how to protect computers from malware, hackers, fraud, and other abuses.	
CIS122	Server Essentials	This course will provide students with advanced information on network and facility security, as well as hands-on practice in the evaluation and defense of security threats. This course prepares students for the Security+ SY0-301 Certification Exam, which covers network security, compliance and operational security, data and host security, access control, basic cryptography, and risk assessment. Students are expected to evaluate risks and implement appropriate security solutions in a broad range of scenarios.	
CIS135	Network Security	This course will provide a practical survey of network security applications and standards. The emphasis is on applications that are widely used on the Internet and for corporate networks, and on standards (especially Internet standards) that have been widely deployed.	

CIS140	Basic Web Design	This course will provide students with an in depth understanding of network security concepts through the use of firewalls and intrusion detection systems; understand VPNs and encryption techniques and the principles thereof; be able to analyze (major) methods of securing network connections between clients and servers; and the use of computer forensics in evaluating attacks and intrusions via Trojan horses and various forms of malware and network components.	
CIS205	Programming in Java	This course is an introduction to object-oriented programming using Java. Course coverage includes the design and implementation of both graphical applets and standalone applications, and the use of visual components in graphical user interface design. Language elements covered include loops, arrays, input/output structures, events, exceptions, and threads. The course will present material on the newer Java Swing tools for building programs. This material is not discussed in the textbook. However, there is an excellent tutorial available on the web, which will be used as a substitute for portions of the textbook. The course will also use a local web site that provides a simple introduction to the Java Swing graphical user interface components.	
CIS210	Programming in C++	This course is an introduction to the C++ programming language and its subset, the C programming language. Program structure, block, storage types, console and file I/O, functions, arrays, strings, pointers, call-by-reference, call-by-value, and dynamic memory allocation will be discussed. The concept and use of classes will be covered in some detail. The differences between C++ and C will also be discussed.	
CIS223	Alice Programming	The course students will learn the elementary principles of computer programming while creating animation in the Alice programming environment. This course also includes a brief overview of the history of computing hardware and software, problem solving, computer graphics, methods and functions, control structures, strings and arrays. The principles of good program design and testing are stressed throughout the course.	
CIS230	Management Information Systems	An introduction to information systems and their foundational technologies. Topics include surveys of hardware, operating systems, database and networked computing concepts, as well as special topics in information systems including computation for the internet and world wide web, distributed computing, electronic commerce systems, artificial intelligence, decision support systems, security technologies, and information systems design. Themes common to each of these topics include security and privacy issues, ethics, and cost/benefit analyses.	

CIS490	Introduction to e-Business	This introductory course investigates e-business practice and will explore the basics of marketing exchange utilizing the information highway, multimedia techniques, database marketing, and interactive telecommunications and other e-business techniques.	
CIS505	Managing in an Age of IT Change	This course investigates the challenges that fast-paced frequently-changing IT environments present to managers and will examine factors that are common to most IT departments, symptoms of IT-related problems, the characteristics of software projects, and the challenges of managing IT personnel and IT projects.	
CIS515	Management of Information Systems	This course imparts valuable insight into the planning, organizing, and controlling of user services and incorporates investigation into organizational learning curves, dealing with vendors, budgeting, accounting, management reporting, and legal considerations of information systems (IS).	
CIS525	Information Systems Strategic Planning	This course provides the student with both a strong foundation for understanding what is meant by information technology and the business side of managing it. It will explain information technology in the context of organizations and their use of it. This course focuses on business pressures and the strategies used to counter them, especially through the use of Web-based strategic information systems.	
CIS535	Telecommunications	Telecommunications has become an This course will investigate essential features of the business environment and success of a business's operations; as well as examine telecommunications primarily from a business management perspective.	
CIS545	Emerging Technologies	This course will provide a comprehensive look at the issues related to the transfer and commercialization of new technology. High-tech businesses with patentable technology, whether engineering technology, biotechnology, or information systems technology, display different business models, processes, and characteristics from mainstream types of business.	
CIS560	Website Development with HTML/JavaScript	This course will provide students exposure to JavaScript, XHTML, editing, headings, linking, lists, tables and cascading style sheets (CSS) will be covered as well as many other features. JavaScript will cover control statements, functions, arrays, objects, document object model (DOM) and events.	
CIS600	Principles of Information Security	This course will walk through the intricacies of defending a network against attacks, including denial of service attacks, buffer overflow attacks, and viruses. This course also provides a solid introduction to encryption, operating system hardening, examine specific defense strategies and techniques to guard against the most common network dangers.	
CIS605	Customers, Markets, and Tech.	This course provides students with methods for designing, developing, and delivering technology-based products that can solve real-world problems. Students will examine best practices for integrating technology solutions and metrics managers can apply to measure the return on an IT investment. Throughout the course, students will learn skills they can use to increase their own creative skills.	

CIS610	Security Policy & Procedures	This course introduces security policy, coverage of information security regulation and framework, and policies specific to industry sectors, including financial, healthcare and small business. Sections of the course focus on the ISO 17799:2000, the Organization for International Standardization standard as a conceptual framework for understanding and applying information security management in business.	
CIS615	Systems Verification & Acceptance	This course presents sound engineering approaches for test generation, selection, mitigation, assessment, and enhancement. This course includes a mathematical approach to describe a wide range of simple to complex techniques for test generation. Topics such as test generation from finite state models, combinatorial designs and test selection and minimization for regression testing. Will also be covered.	
CIS620	Computer Forensics & Cyber Crime	This course explores issues surrounding cybercrime and computer forensics. It will examine legal issues related to cybercrime and computer forensics, including constitutional rights and legislation, right to privacy, and methods involved in creating legislation concerning cybercrime. This course also outlines procedures for conducting a computer forensics investigation across a variety of software.	
CIS630	Information Theory, Design, and Application	This course introduces the theory behind databases in a concise yet comprehensive manner, providing database design methodology that can be used by both technical and non-technical professionals. The methodology for relational Database Management Systems is presented in simple, step-by-step instructions in conjunction with a realistic worked example using three explicit phases—conceptual, logical, and physical database design.	
CIS634	Strategic Management of Technology and Innovation	The course is concerned with the assessment of a firm's innovative capabilities and business model, and with the study of competitive dynamics to manage innovative processes. Over the course of the semester students review practical applications with emphasis on implementation, including internal corporate venturing, the promotion and institutionalization of innovation, and the role of strategic leaders and organizational teams.	
CIS635	Decision Support Systems	This course strives to combine the power to logically model and analyze diverse decision-making scenarios with software-based solution procedures. Students will learn skills needed to apply decision models to different kinds of organizational decision-making situations.	
CIS640	Analytical Information Processing	This course takes a managerial approach to Business Intelligence (BI), and emphasizes the BI applications and implementations. Extensive, vivid examples from large corporations, small businesses, government and not-for-profit agencies real-world case studies will be used to illustrate the BI model.	

CIS648	Java Programming	This course provides students a thorough coverage of the Java programming language and the object-oriented nature of Java is covered extensively. Also covered in depth are the APIs included with the Java, such as I/O, Threading, Database connectivity, and networking. This course is designed for the student who has some programming experience.	CIS670
CIS650	ASP.Net Programming	This course provides students the knowledge necessary to create ASP.NET applications that deliver dynamic content to the Web. Object oriented programming concepts and content management techniques are stressed throughout. Students will learn how to leverage the architecture of ASP.NET, and migrate components to ASP.NET, while programming with Visual Basic.NET. Comprehensive labs reinforce learning and build competence throughout the course.	
CIS653	Perl Programming and CGI Scripting	This course takes the student through the important concepts required to delineate Perl from other traditional programming languages. Topics include creating stand-alone programs and programs that access data from a data source such as a relational database. Comprehensive labs reinforce learning and build competence incrementally throughout the course. Some prior software development experience is recommended.	
CIS655	XML Programming	This course investigates and outlines the use of XML Schemas, SOAP, XSLT, DOM, and SAX 2.0. This course is meant to expose students to XML and how it is being used in application development and how XML is used in enterprise application deployment.	
CIS657	Enterprise JavaBeans and J2EE	This course provides thorough coverage of the J2EE framework, and many of its components. JNDI, RMI, Servlets, JSPs, Taglibs, JMS, and EJBs are the primary technologies covered in the context of Enterprise Java. This course is designed for the student who has Java programming experience or with a background using COM or CORBA.	
CIS664	PHP Programming	This course provides an overview of PHP and MySQL providing coverage of the programming features and capabilities of PHP.	
CIS665	Data Communications	This course provides an overview of business communication technologies, from basic components and subsystems to whole networks. Students will gain a solid understanding of the fundamentals of data communications is essential for business and information management students.	
CIS666	Relational Database Design	This course will provide a comprehensive introduction to the SQL language. This course not only covers the syntax of SQL, but also shows how it can be used to create and maintain a database and retrieve information from it. It also provides an introduction to relational databases. In addition to explaining concepts, the course uses a variety of assignments to reinforce the material in each chapter.	

CIS670	C++ Programming for C Programmers	This course presents a thorough hands-on introduction to object-oriented programming in C++ for experienced C programmers. Emphasis is placed on the features of C++ that support abstract data types, inheritance, and polymorphism. Students will learn to apply the process of data abstraction and class design. Programming examples and exercises are provided. Practical aspects of C++ programming including efficiency, performance, testing, and reliability considerations are stressed throughout. <i>Prior programming experience with C is recommended.</i>	
CIS675	Systems Design	This course provides an in-depth discussion of both the theories behind systems design as well as “real world” information about how the systems design process works in a variety of industries.	
CIS680	Object Oriented Analysis & Design with UML	This course investigates the use of Unified Modeling Language (UML 1.3) in the object-oriented analysis and design for software development. Topics throughout the course include an introduction of object-oriented analysis & design (OOAD) with UML, extracting a system’s requirements using a use-case driven approach, defining a set of candidate classes that suitably model a problem domain, leveraging the experience of experts by applying analysis and design patterns and being presented with extensible, reusable software classes (a class library reference) for your problem domain	
CIS685	E-Business	This course examines the fundamental principles associated with the strategic adoption, implementation, use and evaluation of internet in organizations. It discusses the theories and principles which govern the strategic adoption of the internet to create and sustain value - competitiveness.	
CIS695	Intranets	This course will provide students an understanding of enterprise social networks and explore emerging technologies such as blogs, social networks, and the trends and tracking of website usage; as well as identifying how computer models and Information technology programs can support the decision-making process.	
CIS699	Graduate Capstone	The capstone project allows students to apply the knowledge and skills acquired in their courses to the work environment. 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 and benefit the organization. Due to the extensive evaluation process, and the quantity of work and research involved, the Capstone course has a time limit of 6 months.	Must have completed or be concurrently enrolled in last course of program.

Legal Studies/Law			
LGS100	Introduction to the Legal Profession	This is a survey course designed to introduce students to the paralegal profession and the role of a paralegal as member of the legal team. A basic introduction to the skills required of a successful paralegal, such as legal vocabulary, critical reading, thinking and writing, interviewing, investigation, legal research, law office administration, and technologies. Throughout this course, as well as the entire paralegal program, an emphasis will be placed on legal ethics, professional regulation, and current trends and issues in the paralegal field.	
LGS102	Family Law	This course prepares students for the area of family law. Students are introduced to the legal principles and processes involved in the law of marriage, divorce, separation, support, custody and visitation, annulment and adoption, and tax consequences of separation and divorce. Students learn to draft common agreements, pleadings and other documents applicable to these topics.	
LGS103	Criminal Law	This course explores the general principles of criminal liability, the defenses to criminal liability, and the elements of crimes against persons, property, and society, while it encourages critical thinking about these topics. Special emphasis is given to both the law and the procedural aspects of criminal justice.	
LGS105	Law Office Technology	This course explores the increased use of technology in the law office and in the courtroom. The increased use of technology and computers in the law office, the court system and the courtroom has changed the way many traditional procedures are performed. The computer and the Internet are increasingly used, not just for traditional document preparation, but also for maintaining client databases, keeping office and client accounting records, engaging in electronic communications, research and filing documents within the court and trial presentation.	
LGS106	Wills, Trusts and Estates	This course focuses on the basics of property law and its application to the main themes of wills, trusts, and estate administration. The laws that govern construction and administration of wills and trusts are covered in detail along with the roles of various participants in the process. Students will learn to develop an estate plan to dispose of assets and diminish or eliminate estate taxes through the effective use of wills and trusts.	
LGS107	Contracts	This course provides paralegal students with a well-organized, functional approach to the law of contracts. Paralegal students learn an approach for analyzing contract problems that they will need for their professional assignments. Topics include the type of law to apply to contract transactions, when a contract is formed, when it is enforceable, a plaintiff's allegation of breach, a defendant response to an allegation of breach, and the remedies available for a breach of contract.	

LGS108	Legal Research	This course is designed to teach the fundamentals of Legal Research. The student will learn research tools and techniques necessary to find the actual law and also how to use the various secondary materials, which assist in the research process. Some of the topics covered are: Case Reporters, Digests, Codes, Annotated Codes, Annotated Reporters, Citators, Loose-Leaf Services, Legal Encyclopedias, Treatises and Computerized Research Services. As part of the course, students enrolled in Legal Research receive a subscription to Westlaw online legal library. <i>Upon successful completion, students receive a Paralegal Training Certificate from Westlaw.</i>	
LGS110	Litigation and Trial Practice I	This course provides comprehensive coverage of the civil litigation practice for paralegals. It provides detailed information on the litigation process from the pre-suit investigation to the appeal. Special emphasis is made on the role of the lawyer and those responsibilities that may be delegated to the legal assistant. Attention is given to litigation principles, lawyer and client relationship and ethics, gathering evidence, deposition, preparation for a civil trial, structure of a civil trial, judgments, and appeals.	
LGS200	Administrative Law	The continuing growth of administrative law and regulations make this course fundamental and essential to most law practices. The course covers the delegation of authority to agencies, legislative oversight, judicial review, disclosure of information, the administrative process, procedural due process, formal adjudication, rules and rulemaking, obtaining judicial review and more.	
LGS201	Immigration Law	This course covers the law of immigration and the changes that have taken place in immigration law since September 11, 2001. It walks the student through the entire background, process, and tools essential for a legal professional's mastery of immigration law.	
LGS202	Environmental Law	This course provides an overview of the role other areas of law play in the development and implementation of these policies. Students will learn principles of American property law and examine common law theories and remedies for environmental harms and liabilities, as well as land use and regulation and constitutional issues in environmental regulation.	
LGS203	Intellectual Property	This course covers four fields of intellectual property: law; trademarks, copyrights, patents, and trade secrets. It covers topics such as the duration of rights, protection from infringement, and new and international developments in each field.	
LGS204	Real Property	This course is directed toward the training and practice of legal assistants in the area of modern real estate transactions. Topics covered are property ownership, surveys and legal descriptions of real property, easements, contract forms and standard provisions found in real estate contracts, deeds, real estate finance, real estate lending, mortgages and foreclosures, title examinations and title insurance, real estate closings, condominiums, cooperatives and time-shares, and residential and commercial leases.	

LGS205	Social Security Disability	This course provides insight to the disability appeals process and complex administrative procedures that ultimately appear before a federal administrative law judge. Students will learn to understand and apply key legal issues in the successful representation of clients before the Social Security Administration generally, and the Office of Hearing and Appeals specifically.	
LGS206	Business Organizations	This course prepares paralegal students for the practical aspects of the law of business organizations. It covers all issues that are typically encountered in working with business clients. Topics include the types of business organizations, formation of a corporation, corporate financial structure, employment and compensation, operating and maintaining business entities.	
LGS207	Bankruptcy	This course gives a brief history of bankruptcy law, research aids, alternatives to bankruptcy, discussion of the role of the various parties involved in the bankruptcy process, and overview concerning eligibility and the selection of the appropriate bankruptcy chapter under which a bankruptcy should be filed.	
LGS208	Legal Analysis and Writing	This course provides the student with in-depth knowledge of the fundamentals of legal analysis and writing. Students will first examine an overview of the legal system, including analytic principles and the legal process. They will learn the specifics of legal analysis, including statutory analysis, case law and briefing, identifying and stating the issue, case application and counter analysis. Emphasis on application of these key principles in legal writing will allow students to prepare interoffice memorandums, court briefs and general legal correspondence. Students enrolled in Legal Analysis and Writing receive a subscription to Westlaw online legal library. Students have the opportunity to take a series of tutorials to learn effective online research skills. <i>Upon successful completion, students receive a Paralegal Training Certificate from Thomson-West.</i>	
LGS210	Litigation and Trial Practice II	This course is the second part to Litigation and Trial Practice I. The course provides comprehensive coverage of the civil litigation practice for paralegals. It provides detailed information on the litigation process from the pre-suit investigation to the appeal. Special emphasis is made on the role of the lawyer and those responsibilities that may be delegated to the legal assistant. Attention is given to litigation principles, lawyer and client relationship and ethics, gathering evidence, deposition, preparation for a civil trial, structure of a civil trial, judgments, and appeals.	LGS110
LGS301	Torts I	This course explores civil wrongs and will illustrate and explain the different types of tort recoveries that are allowed by law. Students learn the elements required to prove each tort, defenses that may be posed, and a step-by-step strategy for the preparation and settlement for each type of action. Topics include tort theory based upon negligence, products liability, libel, slander & malpractice.	

LGS302	America's Courts and the Criminal Justice System	This course teaches the fundamentals of the legal system in America and includes an overview of the federal courts, state courts, appellate, lower and juvenile courts. It covers the dynamics of courthouse justice, prosecutors, defense attorneys, judges, defendants and victims and the processing, sentencing of the guilty.	
LGS303	Ethics for the Legal Professional	This course provides the student with an in-depth look into the various types of ethical challenges faced by the legal professional. The student will be able to recognize an ethical issue, classify it and research possible courses of action. The emphasis is on spotting ethical challenges and applying appropriate law.	
LGS304	Survey of the Legal Profession	This course helps students learn the past, present and future of the paralegal profession, including the paralegal defined, educational options, techniques for marketing skills and career opportunities. Students receive a formal introduction to law by examining sources of American law, the court system and alternative dispute resolution, substantive law in its various forms, as well as administrative law and government regulation. Legal procedures and advanced skills involving civil litigation and trial procedures, criminal law, conducting interviews and investigations, using primary and secondary sources to legal research, the emerging technology of computer-assisted legal research, in addition to legal analysis and writing provide valuable insight and a solid foundation for the future legal assistant.	
LGS305	Employment Law	Employment law is a big business concern and is a field that is dynamic and constantly changing the parameters of selection, discrimination, privacy and termination in employment. This course presents the principles of employment law at work through real-world applications. It approaches the practice of employment law with a focus on procedures, discrimination and employment regulation. Students are engaged to solve human resources dilemmas with regard to employment law as well to respond with critical thinking to questions brought about by real word cases.	
LGS308	Communication Law	This course covers the legal regulations that are the foundations of media and telecommunications law and policy. It deals with media law and ethics in the historical and philosophical context of the First Amendment freedoms of speech and the press. Topics include libel; privacy laws; free press and fair trial, protection of news sources; obscenity, regulation of advertising and electronic media. It presents students with legal questions concerning situations that may confront graduates in their careers.	
LGS310	Education Law	This course provides students with an overview of educational law covering the legal system and how it can be used to assist schools and avoid expensive litigation. There are details about educational rights and responsibilities, including topics such as mandatory reporting and exemption from personal liability in certain situations.	

LGS401	Torts II	This course is the second part of Torts II. Students learn the elements required to prove each tort, defenses that may be posed, and a step-by-step strategy for the preparation and settlement for each type of action. Topics include tort theory based upon negligence, products liability, libel, slander and malpractice.	LGS301
LGS402	Alternate Dispute Resolution	This course introduces the student to the field of Alternative Dispute Resolution. It is an expanding area both in the courts and in private disputes. It covers conflict diagnosis, arbitration and mediation. The student learns hands-on skills to become more adept as a conflict manager. Non-binding evaluations and resolutions are also explained. The ability to engage in dispute resolution is a valuable tool for the legal professional.	
LGS404	Laws of Criminal Evidence	This course provides student with an understanding of evidence law working side-by-side with law enforcement of the trial attorney. Students will be provided with the fundamentals: the definition of the law of evidence, its origin, as well as the relevant application of such-when, and by whom. Examination and admissibility of evidence to support or disprove facts is critical in any case; therefore, consideration will be given to actual cases as students learn evidentiary rules and the part they play in the recognition, gathering and presentation of evidence deemed admissible at trial.	
LGS406	Elements of Contract Drafting	This course provides an overview of the issues and processes involved in drafting contracts and transactional documents. This should give students a framework of principles to analyze the basic structure of contracts and ways to structure transactional documents in order to prevent and plan for future litigation.	LGS107
LGS407	Business Law	This course will introduce the legal frameworks applying to business organizations. Emphasis is placed on the ethical and social responsibilities of businesses as well. Topics range from entrepreneurship, proprietorship, partnerships, corporate formations, governance, government regulations and international law. Businesses that are organized in the United States are subject to its laws.	
LGS409	Criminal Procedure for Legal Professionals	This course assumes students know basic criminal law. Much of this course is based on the Bill of Rights, the first ten amendments to the U.S. Constitution. It begins with the suspect's right during the investigation and arrest processes. It includes evidentiary procedural protections and sanctions. The course covers a convicted criminal's rights under the Eight Amendment.	
LGS410	Elder Law	This course is an introduction to the emerging field of elder care law, covering the areas of advance directives, wills, and guardianships. Special attention is focused on patients' rights in healthcare decision-making and the entitlement programs of Medicare and Medicaid. The subjects of diseases of aging, managed care, long-term-care insurance, living facilities for the elderly, and financial planning for aging and elderly clients are also significant features of the course. The course also includes new material on diseases of aging, marriage among the elderly, and abuse of the elderly, including identity theft.	

LGS499	Senior Capstone	The purpose of this individualized learning experience is to enable the student as an Abraham Lincoln University undergraduate student well along the way toward the completion of undergraduate degree requirements, to develop an original comprehensive management research project on a topic of professional or personal interest. This project-based course is designed to encourage the student to draw upon knowledge and experience gained over the course of studies with ALU.	Must have completed or be concurrently enrolled in last course of program
LGS520	Health Care Law	This course provides students with an understanding of medical law and applied ethics, which is necessary for healthcare professionals who often face dilemmas that are not experienced by the general population.	
LGS523	Real Estate Fundamentals	This course will provide students with an understanding of real property, its forms of ownership and interests. In addition, the course will investigate the various rights that can exist in land ownership, from mineral to riparian and the differences in ownership forms. The appropriate property disclosures and disclaimer statements are covered. Title abstraction, agreements of sale, conditions, and contingencies are explained.	LGS601
LGS525	Contemporary Business Law	This course presents the “real world” involving real legal dispute between real people. It offers an opportunity to develop critical thinking skills that will serve the student in addressing legal and other issues. Learning subject matter of this course will help students make more informed and confident decisions in business.	
LGS527	Banking Law	This course will cover subjects such as increased competition, deregulation, bank and thrift failures, large-scale bailout, and restructuring efforts. Unresolved challenges include budget stimulus, deficits, and renewed supervision by regulators. It will guide students through today's system of financial regulation that is unlike anything else in the world.	LGS601
LGS530	Securities Law	This course provides students with an analysis of the underlying rationales of Article 9 of the Uniform Commercial Code, the federal Bankruptcy Code as it relates to Article 9, and other relevant state and federal legislation. The course also covers: attachment of security interests; Perfection of security interests; Priorities among competing claimants (including extensive treatment of the effects of bankruptcy on security interests); and Enforcement of security interests.	LGS601
LGS532	Intellectual Property Law	This course will review intellectual property and will go into further depth on topics such as: copyright (the expression of an idea), patents (inventions), trademarks (names and logos that identify products or services) and other forms of intellectual property.	
LGS540	Wills & Trusts	This course covers intestate succession, wills, trusts, estate administration, non-probate assets, wealth transfer issues and death planning. Its material is presented in a lively, lucid style to hold the student's interest while building knowledge and skills in the trusts and estates legal area. Students should come to appreciate the value of being able to know how to identify which wills and trusts avert legal problems and help alleviate some emotional stress and financial costs surrounding the death of a person.	LGS611

LGS542	Elder Law	This course is an introduction to the emerging field of elder care law, covering the areas of advance directives, wills, and guardianships. Special attention is focused on patients' rights in healthcare decision-making and the entitlement programs of Medicare and Medicaid. The subjects of diseases of aging, managed care, long-term-care insurance, living facilities for the elderly, and financial planning for aging and elderly clients are also significant features of the course. The course also includes new material on diseases of aging, marriage among the elderly, and abuse of the elderly, including identity theft.	
LGS600	Contracts I	This course will provide expose students to the common law contract principles relating to contracts for services and the Uniform Commercial Code contract principles relating to contracts for goods. They will learn the rules governing the formation of contracts such as offer, acceptance, consideration and defenses, such as, the statute of frauds, incapacity, illegality, misrepresentation/fraud, duress, unconscionability, undue influence and mistake. Students will also study contractual conditions, third-party rights, assignments, delegations and the law pertaining to the enforcement of contracts, liability and remedies for breach of contract.	
LGS601	Contracts II	<i>Continuation of Contracts I</i> ; furthering the study of the rules governing the formation of contracts such as offer, acceptance, consideration and defenses, such as, the statute of frauds, incapacity, illegality, misrepresentation/fraud, duress, unconscionability, undue influence and mistake. Students will also study contractual conditions, third-party rights, assignments, delegations and the law pertaining to the enforcement of contracts, liability and remedies for breach of contract	LGS600
LGS610	Torts I	This course is a survey of civil causes of action for which an injured party may seek redress and compensatory relief in court. Students will learn various theories of tort liability including intentional torts to person and property such as assault, battery, false imprisonment, trespass and infliction of emotional distress. Students will also examine the law relating to causes of action for ordinary and professional negligence, wrongful death, products liability, and dignitary torts such as invasion of privacy, defamation, constitutional torts and nuisance. They will also examine strict liability causes of action such as pet ownership and products liability. Finally, students will examine tort defenses of privilege, mistake, self-defense, consent, necessity, immunity, contributory and comparative negligence and assumption of the risk.	
LGS611	Torts II	<i>Continuation of Torts I</i> with studies completing the topics listed under Contracts I.	LGS610

LGS615	Agency & Partnership	This course is a survey of the law of various unincorporated business associations. This course will focus on the laws of agency, partnership and LLCs, including formation, termination, fiduciary responsibilities and raising capital concern. Finally, this course will examine some of the types of commercial practices and economic policies that have shaped this area of business entities law.	
LGS620	International Business Law	This course provides a comprehensive look at critical issues and functions in the global legal environment. It provides business and law students an overview of the overall structure of the legal environment in which international business operates today; nation-to-nation relations, multinational enterprises, dispute settlement across national borders, and rules for global trade in goods and services. This course focuses on global legal issues in intellectual property, foreign investment, money and banking, sales, transportation, and financing. It emphasizes the diversity and similarity of how firms are currently regulated and governed around the world.	
LGS623	Communications Law	This course examines the federal, state, and local laws that most directly affect mass communication in the United States. What is communicated, how it is communicated, to whom it is communicated, when and where it is communicated and the effects of that communication all may raise important legal concerns for people throughout the communications industry. This course presents the ongoing conflicts over media rights and our constitutional rights to freedom of expression by examining how the courts rendered their rulings. Throughout the course, a hypothetical problem is presented at the beginning of each textbook chapter which will be used as the basis of class discussions for students' greater understanding of the field of communications law.	
LGS625	Employment Law	This course presents the principles of employment law at work through real-world applications. It approaches the practice of employment law with a focus on procedures, discrimination and employment regulation.	
LGS630	Legal Writing	This course will focus on predictive legal writing and students will practice a wide variety of new skills: reading cases and statutes; synthesizing the law from a number of different sources into a unified understanding; finding and updating case law and statutes; and writing one of the most common forms of predictive legal writing: the interoffice memorandum.	
LGS632	Legal Research	This course covers basic citation forms as established by the Bluebook, including the citation of constitutions, statutes, cases, books and periodicals, journals & law review articles, and web resources. Professional Skills IIB provides practical instruction in legal research, including research involving treatises, statutes, Restatements, uniform codes and laws, federal regulation, rules, digests, state and federal cases, and practice guides commonly used in state and federal court. The course also instructs students in conducting research using physical publications and electronic based legal research using Westlaw, including use of the Key Cite features to update legal authority.	

LGS640	Immigration Law	This course covers the law of immigration and the changes that have taken place in immigration law since September 11, 2001. It walks the student through the entire background, process, and tools essential for a legal professional's mastery of immigration law.	
LGS699	Graduate Capstone	The capstone project allows students to apply the knowledge and skills acquired in their courses to the work environment. 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 and benefit the organization. Due to the extensive evaluation process, and the quantity of work and research involved, the Capstone course has a time limit of 6 months.	Must have completed or be concurrently enrolled in last course of program.

General Student Information

Hours of Operation

The administrative office hours at ALU are Monday through Friday 9 am to 6 pm.

Primary Program of Enrollment

A student's first program of study is considered the primary program unless the student requests a program change.

New Student Orientation

ALU's new student orientation (NSO) help incoming students prepare for classes and being a student at the university. The NSO will acquaint students with services, technology, policies and systems that will be used during their time at ALU. NSO is mandatory for all students.

Library

ALU University's library supports the educational goals and instructional needs of our students. The university provides library resources through the Library and Information Resources Network (LIRN). Detailed information related to the breadth and depth of the LIRN collection may be found at <http://www.lirn.net/files/files/LIRNcollection2010.pdf>.

As described on their website, LIRN is a consortium of over 140 educational institutions at more than 500 campuses. LIRN was created to provide online library resources for students and faculty. LIRN provides a core library collection with access to over 60 million journal articles, books, encyclopedias, newspapers, magazines and audio and video clips that support all academic programs. The core collection includes databases from Gale/ InfoTrac with Informe, Proquest, eLibrary, Credo, RCL Web and Books in Print. Comprehensive online research featuring complete articles with full-text and graphics is available 24 hours a day.

Technology Requirements

Because technology changes rapidly in certain fields, students should note that PCs used to complete certain coursework may need to be upgraded during the course of their program. Students are responsible for checking hardware/software requirements before registering for courses.

The computer equipment utilized to access our online program must meet the minimum requirements below. Note that the minimum computer and software requirements may evolve during a student's course of studies, as third-party vendors discontinue support for older versions of a product. Also, we do not account for tablets or phones (Android, iOS) at this time.

Minimum Hardware and Operating System

For PC (Desktops & Laptop)

- 1.86 GHz Intel Core 2 Duo or greater
- 2 GB RAM or more
- Hard Drive: 1GB of available space
- Screen Resolution should be at least 1024x768 or higher.
- Operating System:
 - Windows Vista, Windows 7, Windows 8, Windows 10.
 - Only genuine, U.S.-English versions of Windows Operating Systems are supported.
 - Alternate versions of Windows 10, such as Windows RT and Windows 10 S, are NOT supported at this time. (Exemplify)
- Web camera, microphone and speakers

For Apple Macintosh (Desktop & Laptop)

- CPU: Intel processor
- RAM: 2 GB or higher
- Hard Drive: 1 GB or higher free disk space
- Operating System:
 - Mac OS X 10.9 Mavericks
 - Mac OS X 10.10 Yosemite
 - Mac OS X 10.11 El Capitan
 - Mac OS X 10.12 Sierra
 - Mac OS X 10.13 High Sierra
- Server version of Mac OS X is not supported
- Screen Resolution must be 1024 x 768 or higher

Software

- Google Chrome or Firefox with Adobe Flash Player 11.0 or higher
- MS Word 2003 or higher or a word processor that can create files with any of the following extensions: .doc (MS Word 2003), .docx (MS Word 2007 or higher), or a standard .rtf (rich text format)
- Adobe Reader 9.0 or higher (free download is available on the Internet)

Internet Connection

- A reliable broadband Internet connection, either cable or DSL of at least 5Mbps download speed (constant) for adequate audio video quality
- An email address that will accept all emails, including attachments, from the domain name alu.edu
- Note: Students are presumed to receive the messages sent to designated email addresses. It is the responsibility of the student to ensure that messages from ALU are not blocked and that the mailbox is not too full to receive messages.

Academic Affairs and Instruction

The Chief Academic Officer is the senior academic leader of the university and the institutional voice for all academic functions. The Chief Academic Officer develops academic policies and principally manages curriculum research and selection, instructional design, course development, faculty and outcomes assessment for the university.

Distance Education Course Structure and Delivery

Abraham Lincoln University's goal is to provide accessibility and academic accountability to students through online, distance learning course and services delivery. The course structure and delivery format used by the university is designed to provide a quality educational experience to students through professional instructional design and innovative online technology.

The enrollment process is comprised of the following components:

- Enrollments are processed at six starts per year utilizing 8-week modules per course.
- Each enrollment has a fixed start date and end date.
- The student interacts with the instructor in cohorts and may be assigned based upon the program and/or course objectives.

The content delivery is based on the course structure and assessment schedule:

- Courses consist of eight modules that are identified in the course syllabus.
- Allowable completion time is eight weeks – one week per module; no early completion.
- Extension requests may be granted based upon the student's needs.
- Students are required to participate weekly by completing an academic event.
- Selected exams are proctored. The number of proctored exams is based upon the level of the program.

Academic Instruction and Faculty Office Hours

Each session, instruction ends at 11:59 pm PT on Saturday of week eight. No instruction occurs on holidays or during breaks. Online instruction, professor feedback and student-student interaction in the virtual classroom are continuous processes during each session. Faculty office hours are scheduled at the discretion of each faculty member. Faculty email addresses are included on course syllabi, which indicate when and how students can contact professors.

Students from States Other Than California

Abraham Lincoln University is required to meet other states' requirements to offer online programs to citizens where it is not physically located. The regulations for authorization vary from state to state and could change at any time affecting a student's enrollment. ALU, located in California, has a list provided on its website of the states the university is authorized or exempt to offer distance education. Students who reside outside California should review the list and regulations regarding authorization of a specific state before enrolling into an ALU program.

Student and Faculty Interaction

Student-faculty interaction is mandatory throughout the course of study and managed through the Student Learning Center (SLC) portal. Students receive support through e-mail, chats and discussion board postings that are tailored to their individual needs and learning styles. The primary academic goal is that students master the course objectives and complete all module assignments within the eight-week course schedule. Instructors are responsible for initiating substantive contact with students throughout the course and to monitor students' progress throughout their program. Monitoring and evaluation is accomplished by assignment submission and grading, discussion boards and through student and faculty surveys.

Course Delivery

ALU offers courses in a session format, with two eight-week sessions offered each semester. All courses draw from the learning management system, which reinforces active learning; provides a common course structure and communication vehicle; and offers centralized student resources, including course syllabi, objectives, assignments, tutorials, discussions, weekly milestones and grade updates. Session-based courses are delivered online, students select the time to join online class activities and to access materials and announcements. With support of online professors, students are guided through textbook readings and assignments, then participate in related weekly discussions through electronic posts. Via the learning management system, students ask questions, access additional resources, submit work and receive feedback.

Curriculum Changes

Students are generally governed by graduation requirements in effect at the time of initial enrollment, provided their enrollment has been continuous. However, curriculum changes may occur, as ALU reserves the right to change graduation requirements and to revise, add or delete courses. Consequently, curriculum changes may affect current and returning students. If a change occurs, an alternate individual degree plan may be established for students to complete in lieu of the original requirements. Alternate plans may result in additional coursework requirements and financial obligations. Program or policy changes that affect students already enrolled are announced at least 60 days prior to the effective date of the change.

Students who for any reason withdraw from, are dismissed from, or fail courses or programs may require additional coursework and incur additional financial obligations when they resume their studies.

The University also reserves the right to cancel a section of a course if enrollment is insufficient.

Curriculum Review and Outcomes Assessment

Each course in a program provides for a variety of both formative and summative assessments to evaluate student learning. The majority of courses require written assignments in the form of essays or short responses to discussion questions that cognitively engage the learner in achievement of the performance objectives specified for each course. Summative evaluations take the form of either written essays or final exams. Courses may also include case studies analyses.

Each course is designed to run eight weeks in length and typically consists of eight modules. Each week has at least two assessments. One of the assessments includes discussion board questions with required interaction between student and faculty. Other assessments may include longer essays, mid-term exams and final exams.

Students are required to complete an end of course survey. The responses provide feedback on the student's learning experience for that course. Responses cover the range of questions about the instructional materials, instructor facilitation, support materials, student service support, technology and demographic questions.

The students' assessment grades, course grades and end of course survey responses provide a continuous feedback loop into course development and instruction that allows for continual improvement.

The following procedural and analytical criteria are at the heart of the assessment process:

- Clearly identify what the institution, program and course should accomplish.
- Establish measurable goals and performance indicators to assess the level of success in achieving the outcomes.
- Utilize appropriate quantitative and qualitative tools and techniques to isolate the variables that impact the outcomes.
- Analyze the results with a focus on intended and unintended consequences.
- Continuously follow-up and analyze changes to improve results.

All ALU curricula are guided by an ongoing curriculum review and outcomes assessment process using input from students, faculty, alumni and employers. Results of such evaluations are used to enhance the curricula, student learning, and academic and administrative processes. This process is handled by the Chief Academic Officer and the department of Academic Affairs.

Class Size

Online class size is generally limited to 20 students. Class size varies by course.

Proctored Exams (updated April 2018)

Students are required to successfully pass, up to two proctored exams during the completion of their academic program. The number of proctored exams by program includes:

Courses are selected to measure a student's mastery of the subject matter and to help ensure academic honesty. Proctored courses are chosen from required core or major courses. Students are notified of proctored exams through the course syllabus.

Students must arrange to take a proctored exam at an approved testing center, via online live proctoring, or with a pre-approved off-site proctor. Students select the proctor and submit the qualifications to the Student Services department. The proctor must certify that he/she is not a relative or close friend of the student and that there is no relationship with the student that would prevent the exam from being objectively administered.

Exams are primarily taken online through the Student Learning Center (SLC). Printed paper exams may also be taken when requested. Proctored exams may be closed or open book and timed depending upon the course and program. A typical proctored exam would be open book and timed at two hours. The time, and other accommodations, may be adjusted to allow for documented special needs.

Detailed written instructions are provided to both the student and proctor when a proctored examination is due. Student Services will assist in the process. To comply with live mandatory proctored exam requirements, students may incur costs depending on what option that they

select, but they are free to arrange for no-cost live proctoring options as well, as long as it meets ALU's proctoring requirements.

Student Progress and Participation

Students must progress through each course at a steady pace to ensure course completion within eight weeks. Since ALU students study online, traditional attendance is not recorded; however, ***academic events*** are recorded for the purpose of determining attendance status. Academic events include, but are not limited to, submission of a class assignment, participation in a threaded discussion, completion of a quiz or exam, or completion of a tutorial.

Attendance in online courses is defined as completing an academic event within a seven-consecutive calendar-day period. Students who do not complete an academic event at least once in any seven consecutive-calendar-day period are sent, via email, a notification, which indicates students must complete an academic event within the next seven consecutive calendar days or they will be withdrawn from the course. In this case, an academic event is referred to as completion of a discussion board, submission of homework assignment, case study or completion of a quiz/exam.

Student Learning Sessions via Adobe Connect

Students in courses with two or more student will be expected to participate in a ***one-hour live student engagement session*** which is meant to provide an opportunity to go further with the material, check their understanding and extends the learning. The live student engagement session can be activities that require students to apply their knowledge, review difficult concepts or topics and allow students the opportunity to further engage with their classmates in the material. ****Please note: this approach will be changing in to a Flipped Classroom Model.****

Academic Policies & Graduation Requirements

Grade Point System and Grade Point Averages

GPA's are computed by dividing total grade points by total credit hours for which grades A, B, C, D and F are received. For each course, grade points are calculated by multiplying course credit hours by the grade index points corresponding to the grade earned. The following GPA's are maintained on student records:

The term GPA (TGPA) is calculated at the end of each session. A student's overall academic standing is stated in terms of a cumulative GPA (CGPA), which is calculated at the end of each session and is based on all grades and credit hours earned to date as a ALU undergraduate student. The CGPA, the GPA upon which award conferral is based, becomes fixed at graduation.

All GPA's exclude grades earned in non-GPA courses.

Grades and Designators

ALU uses the grading system outlined below. Designators indicate academic action rather than grades and are not included when computing academic averages. Grades are posted and made available via the student portal at the end of each session. Final grades are based on the percentage equivalent in the chart below and are not rounded to the next higher letter grade. Term, semester and cumulative grade point averages (GPA's) are calculated at the end of the session. Academic honors and academic progress evaluations – including academic standing – are calculated at the completion of each student's semester. GPA's are calculated using grades from undergraduate-level courses taken at ALU University only. Grades and designators are assigned as follows:

Grade	% Equivalent	Quality Points
A+	97-100	4.00
A	94-96	4.00
A-	90-93	3.67
B+	87-89	3.33
B	84-86	3.0
B-	80-83	2.67
C+	77-79	2.33
C	74-76	2.00
C-	70-73	1.67
D+	67-69	1.33
D	65-66	1.00
D-	60-64	0.67
F	Below 60	0.00
AU	N/A	0.00
P	Credit Earned/Pass	0.00
I	Incomplete	0.00
W	Withdraw	0.00

Grade of F – Failing

A student who receives an F in a required course must repeat and pass the course, or receive transfer credit for the course, prior to graduation. The failed ALU course is included in grade point averages (GPAs); however, if the student passes the course or receives transfer credit, the cumulative GPA (CGPA) is adjusted accordingly (see Grade Point System and Grade Point Averages). Additionally, the F is excluded from the term and semester GPAs for the session and semester in which the F was received.

Designator of I – Incomplete

An Incomplete (I) signifies that required coursework was not completed during the session of enrollment. Designators of I are counted in attempted hours but are not counted in any GPA computations. All required work must be completed and submitted to the professor by Sunday of week four of the subsequent session. The I must be converted to an A, B, C, D, F, S or U by Wednesday of the fifth week. If course requirements are not satisfied by the deadline, the I is converted to an F. When the I is converted to a final grade for the course, the grade is applied to the session in which the student took the course. The GPA is recalculated for that session, resulting in different term, semester and cumulative GPAs. A designator of I in a prerequisite course does not satisfy the course requirement; thus, the student is administratively dropped from the course for which the prerequisite course was required. Students are notified of dropped courses by email. A reduction in enrolled hours may affect financial aid eligibility and/or awards. An I may be assigned only when all the following conditions are met:

- The student has been making satisfactory progress in the course, as determined by the faculty member.
- The student is unable to complete some coursework because of unusual circumstances beyond personal control.
- The student must submit a Request for Course Incomplete form and obtain approval from the professor and the appropriate academic administrator prior to the grade roster deadline in order for an incomplete to be granted.

Designator of AUDIT – Course Audit

Students who wish to audit courses must receive approval to do so from the appropriate academic administrator prior to the beginning of the session. Tuition is charged for audited courses; however, financial aid may not be applied to audited courses. Thus, changing to audit status may affect financial aid awards. Though evaluation and class participation are optional, class attendance is required. If, in professors' opinions, audit students do not fulfill the above obligations, audit status may be revoked, and students may be removed from class.

Not all courses are eligible for audit status.

Designator of W – Course Withdrawal

W designators, Withdrawals, appear on transcripts of students who attend all courses during the add/drop period and then withdraw from a course or courses, or who are administratively withdrawn from a course or courses because of an attendance violation. Students who remain enrolled in a course or courses after the course drop deadline and wish to withdraw from a course must contact their student support advisor or academic advisor, or an appropriate academic administrator. Students may withdraw at any time prior to the withdrawal deadline, which is Saturday of week seven at 11:55 pm PT.

Students with no attendance activity in a course during the 14 consecutive calendar days immediately prior to the last day of the session are withdrawn from the course. Students who are withdrawn may request a grade change if they wish to receive the grade they earned in the course rather than receiving a W. Students requesting a grade change must provide supporting documentation and receive approval from the appropriate academic administrator.

Missing Grades

Semester GPAs (when applicable), and academic standing, are not calculated for students with missing grades for the session.

Grade Changes

Grade changes (including converting Incompletes to final grades, and changes resulting from student appeals and retroactive grade changes) affect the most recently calculated academic standing. In addition:

- If a ALU course is repeated, the highest grade earned is used for computing the CGPA.
- Withdrawal from a course being repeated does not affect GPAs.
- If the student completes a ALU course for which he/she has transfer credit, and grades earned for each course were the same, the ALU grade is used in any applicable GPA calculation.
- If a student completes a ALU course for which he/she previously or subsequently transferred an equivalent course, and the grade for the transferred course is higher, the grade earned at ALU is excluded from GPA calculations.

Students who want to appeal their grade from a specific course must first contact their professor by Sunday of week four of the session immediately following the session in which they took the course. If issues remain unresolved after reviewing the grade with the professor, students may appeal the grade by submitting a request to Student Services for review by the Academic Standards Committee. Grade appeal requests must be made during the session immediately following the session in which students were enrolled in the course. Students should consult the student handbook for more information.

Credit for Previous College Coursework

An applicant seeking to transfer credit from another institution must request a credit evaluation prior to beginning the first class at ALU and must provide an official transcript from the institution where the credit was earned. ALU may require a catalog or additional material or, if credits were earned at a foreign institution, a credit evaluation by an approved external evaluation service. A maximum of 80 ALU credit hours may be awarded for lower-division or community college courses. Students attending ALU who seek to earn credit at another institution for transfer to ALU must have approval to do so in advance from a ALU academic administrator (see Grade Point System and Grade Point Averages).

Students may request a transcript evaluation through the Registrar's office.

Credit for Military Coursework and Training Experience

Military coursework and educational experiences are evaluated based on American Council on Education (ACE) recommendations, which may indicate that military coursework and educational experiences qualify for either transfer credit or proficiency credit. Additional information on workforce and military training recommendations is available via the National Guide to College Credit for Workforce Training and the ACE Military Guide Online, respectively.

Credit for Professional Certifications and Training

As appropriate, ALU applies proficiency credit for professional certifications and training toward students' program requirements. To determine appropriate application of proficiency credit, ALU uses guidelines established by the American Council on Education (ACE). The University does not accept courses completed at the vocational level. Certain restrictions apply.

Students may be eligible for proficiency credit if they hold current, specific industry-recognized professional licenses or certificates such as, but not limited to:

- Certain Cisco certifications
- Certain CompTIA certifications
- Microsoft Certified Systems Engineer (MCSE)
- Microsoft Certified IT Professional (MCITP) • RHIT Certification

Students may also be eligible for proficiency credit if they have successfully completed certain specialized training such as Cisco Networking Academy coursework. Documentation of certifications and licenses must be provided and validated prior to students' transfer credit evaluations. ALU admissions advisors/representatives, student support advisors and academic advisors are available to assist students in this process.

Credit for Military Coursework and Training Experience

Military coursework and educational experiences are evaluated based on American Council on Education (ACE) recommendations, which may indicate that military coursework and educational experiences qualify for either transfer credit or proficiency credit.

Credit by Examination

Students may earn proficiency credit for a course by successfully completing one of the following:

University Challenge Exam

Students may wish to attempt a challenge exam if they feel course material has been mastered, either through coursework completed outside ALU for which transfer credit cannot be given or through self-study. Students who have never been enrolled in the course at ALU and have not previously attempted the challenge exam may request a challenge exam by contacting Student Services. Students can receive proficiency credit for a course when they score 80 percent or higher on a challenge exam. Proficiency credit is not included in grade point averages. *Note: Challenge exams are not available for all courses.*

External Standardized Exam

Students may qualify to receive proficiency credit for a course by successfully completing a nationally recognized exam such as:

- Advanced Placement (AP) test
- College Level Examination Program (CLEP) test
- International Baccalaureate (IB) exam

Program Transfers

A student's first program of study is considered the primary program unless the student submits a program transfer request to the appropriate academic administrator. Students who wish to transfer programs may request to do so at any time; however, they are encouraged to submit a program transfer request as soon as possible. In general, transfers requested by Sunday of the first week of the session are effective that session. Program transfers are not applicable to sessions already completed. Transfers are permitted between sessions and semesters. Financial aid eligibility for coursework not applicable to the current program may be limited (see Financial Aid Applicability to Elective and/or Alternate Courses). Students should contact the Director of Financial Aid for more information.

Program transfers may result in students having to take additional coursework to fulfill graduation requirements of the new program. Students transferring programs may be required to sign an enrollment agreement addendum before beginning classes in the new program and are evaluated for admission and placement under the new program's admission requirements.

Mandated Disclosures

CEC §94909(a) (15) / CEC §94909(a)(8)(a)

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Abraham Lincoln University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the credits you earn in an ALU educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Abraham Lincoln University to determine if your credits will transfer.

NOTICE CONCERNING TRANSFER OR ARTICULATION AGREEMENTS

Abraham Lincoln University has not entered into an articulation or transfer agreement with any other college or university at this time.

Registration and Course Scheduling

Registration is the process of enrolling in and paying for a course. Students are enrolled, by the registrar, in courses based on their degree plan. Students may request to change courses or change the number of credits taken by completing the *Change of Degree Plan form* and submitting it to the Registrar's office.

Students must submit official high school or baccalaureate academic transcripts by the end of their second session of enrollment. Students who do not meet this deadline are dropped from all courses in which they are enrolled for future sessions. Until official transcripts are received, such students may not enroll.

Students whose ALU University accounts are past due are not permitted to register until their accounts are current or until they have made satisfactory payment arrangements.

Students seeking to add or drop courses from their schedules after a session begins must obtain permission to do so from an academic administrator by Sunday of the first week of the session (see *Withdrawal from a Course*).

Academic Integrity Policy

Abraham Lincoln University expects mature and responsible behavior from students and strives to create and maintain an environment of social, moral and intellectual excellence. ALU reserves the right to suspend or permanently expel students whose work or conduct is deemed unsatisfactory.

Ideas and learning form the core of the academic community. In all centers of education, learning is valued and honored. No learning community can thrive if its members counterfeit their achievements or seek to establish an unfair advantage over their fellow students. The academic standards at DeVry University are based on a pursuit of knowledge and assume a high level of integrity in each of its members. When this trust is violated, the academic community suffers and must act to ensure its standards remain meaningful. The vehicle for this action is the Academic Integrity Policy.

VIOLATION OF ACADEMIC INTEGRITY

Violations of academic integrity are those which permit a student to gain an unfair advantage over other students. The academic integrity policy applies to every aspect of coursework including discussions, exams, quizzes, essays, assignments, and any other assigned work.

A. Copying

Examples of copying include, but are not limited to:

- Any act of copying information from another student or alumni (of any institution) by any means to obtain an advantage for one's self.
- Any act of conveying information to another student for the purpose of providing unfair advantage to that student.
- Any act of representing another's work, whether copyrighted or not, as one's own. Another's work includes, but is not limited to, homework, written papers, examinations, laboratory assignments, published works, graphics, images, software, etc.

B. Plagiarism

Examples of plagiarism include:

- A submitted paper or other written assignment that contains word-for-word passages of others' work without proper acknowledgment.
- The paraphrasing of others' works which contains specific information or ideas and which is not properly acknowledged.

- Two or more submitted papers, lab assignments, computer programs, etc., that contain a resemblance beyond the bounds of reasonable coincidence.
- A submitted paper, examination, or assignment that contains data or conclusions which, upon questioning, the student cannot explain, support, or demonstrate direct knowledge of.
- Computer piracy, which includes any act of copyright infringement (prohibited by federal, state, or local law); the use of software which has otherwise been expressly prohibited; copying; duplicating software code; and copying of notes, specifications, or technical descriptions of any software code whether copyrighted or not.

C. Collaboration

The following are examples of collaboration violations:

- Any act of two or more students actively cooperating on any assignment when the professor has not expressly permitted such cooperation. This may include, but is not limited to, homework, papers, threaded discussions, assignments, laboratory exercises or reports, and examinations.
- The actions of any individual representing another student or being represented by another person for the purpose of taking an examination; authoring a paper or assignment, including homework, for another student; or in any other way fulfilling the obligation of another student.
- Students who collaborate with others by sharing their work when not permitted are subject to the same sanctions and review processes as students who use others' work.

D. Alteration of Records

The following are examples of alterations:

- Any act by which the signature of a professor or any authorized agent of the professor (including student faculty assistants) is changed or forged for the purpose of misrepresenting the signature of the professor or his/her authorized agent.
- Any act which changes or alters the time or date of a submitted assignment for the purpose of misrepresenting an established due date or time.
- Any act of altering any previously completed examination, record of an examination, or any other assignment which has been returned to the student, in an attempt to claim professor error. This includes any attempt to gain an improved grade or additional credit for work not originally demonstrated.

E. Aids

Aids include, but are not limited to the following examples: calculators, notes, books, electronic recording devices, photocopied materials, files stored on a hard drive, or "flash drive," cell phones, the Internet, PDAs, etc.

F. Proprietary Material

This includes, but is not limited to the following examples: examinations; problem solutions; copyrighted or patented materials; computer piracy; or unauthorized use of any other material regulated by federal, state, or local law.

G. Offering of Money or Other Incentives

The following are examples of offering money or other incentives:

- Offering money, items of value, or acts or services to a professor, student, or any other person to gain academic advantage for one's self or another.
- Offering, giving, receiving, or soliciting any unauthorized information in exchange for anything of value.

H. Lying

The following are examples of lying: lying is the deliberate misrepresentation by words, actions, or deeds of any situation or fact, in part or in whole, for the purpose of enhancing one's academic standing or for the purpose of avoiding or postponing the completion of any assignment, quiz, examination, or other duties in a course, internship, or cooperative education assignment or program.

I. Other Violations

The following are examples of other types of violations:

- Misrepresenting the facts regarding an absence, or work that has not been completed, for the purpose of gaining an extension of an established due date or for taking a make-up examination.
- Using the material of others, however obtained, for the purpose of gaining advantage or credit, unless the use of such material is expressly authorized.
- Entering online discussion threads under false pretenses or not complying with professor or DeVry University authorship rules.
- Current use of any work previously submitted for credit or other recognition unless the use of such previously completed work is expressly authorized.
- Stealing, as theft of grade books or other documents, from professor offices or elsewhere.
- Knowingly using, buying, selling, stealing, or unauthorized transporting or soliciting, in whole or in part, the contents of a test.
- Intentionally or knowingly helping, or attempting to help, another to commit any act of academic dishonesty.
- Inappropriately accessing, or attempting to access, students' academic records.

PROCEDURES

Complaint

Any member of the University community may report a violation of standards of conduct as described in this policy. Any violation should be reported as soon as the violation is observed or immediately after the event has taken place.

Responsibilities

Upon report of a violation to the professor, the **professor** then notifies the student of the violation and requests to discuss the incident with the student.

Appeal Process

The outcome of the violation may be appealed by the student by completing, signing and submitting an **Academic Integrity Appeal** form to the Conduct Administrator or designee within three (3) business days of receipt of the sanction notification.

Once the appeal is received, the Appropriate Academic Administrator will inform the professor that the student is appealing and form a Hearing Panel, set a time and date for the hearing and notify the student in writing of the appeal hearing date. If the student does not appear at the hearing, the hearing will proceed without the student's further input.

Hearings

The student at their own expense, has the right to be assisted by any advisor they choose. The advisor may be an attorney, but it should be understood that this is an administrative action of the University and *not* a legal proceeding. The student is responsible for presenting their own case, and advisors are *not* permitted to speak or to participate directly in any part of the process.

- The student and the University shall have the privilege of presenting witnesses, subject to questioning by the Hearing Panel or Conduct Administrator/designee.
- Pertinent records, exhibits, and written statements may be accepted as evidence for consideration at the discretion of the Conduct Administrator/designee.
- All procedural questions are subject to the final decision of the Conduct Administrator/designee.
- After the hearing, the Hearing Panel determines by majority vote whether the student has violated one or more provisions of the Academic Integrity Policy and if so, what sanctions are appropriate. The Hearing Panel's determination is made on the basis of whether it is more likely than not that the accused student(s) violated the Academic Integrity Policy.
- The student will be notified regarding the decision made by the Hearing Panel. If the Hearing Panel determines that sanctions are to be revoked, no indication of the incident is placed in the student's permanent academic record. If the Hearing Panel determines that sanctions are to be upheld, the decision is noted on the Academic Integrity Incident Report form, the violation is recorded in the student's permanent academic record, and the sanctions are imposed.

APPEAL OF HEARING PANEL DECISION

A student can appeal a Hearing Panel's decision or imposed sanctions based on one of the criteria listed below by completing, signing and submitting an **Academic Integrity Appeal** form within seven business days of the decision.

The criteria for appeal of a hearing panel decision are limited to the following:

- To determine whether the original hearing was conducted fairly in light of the charges and prescribed procedures, giving the student a reasonable chance to prepare and present evidence that the Academic Integrity policy was violated, and giving the student a reasonable opportunity to prepare and present a rebuttal of those allegations.
- To determine whether the decision reached regarding the accused student was based on substantive evidence; that is, whether the facts in the case were sufficient to establish that a violation of the Academic Integrity Policy had occurred.

- To determine whether the sanction(s) imposed were appropriate for the violation.
- To consider new evidence sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known at the time of the original hearing.

The decision on the appeal is final.

SANCTIONS

First Recorded Offense

Mandatory

Students are assigned a grade of zero for the entire paper, exam, quiz, threaded discussion assignment, homework, lab, or other work in which the incident of academic dishonesty occurred, and the students' grade in the course is adjusted accordingly. No partial grade will be given.

*If the incident involves a graded assignment that would be one the student could request be "dropped" for grading purposes, the student may not exercise that option.

**If the incident involves a graded assignment that has been so compromised that the assignment must be voided for the entire class, the offending individual's grade for the course will be based on inclusion of a grade of zero for the voided assignment for undergraduate students and a failing grade for the course for graduate students, even though the assignment has been voided for the rest of the class.

Discretionary

Students receive a failing grade for the course, lab course, etc., in which the first offense occurred and are precluded from withdrawing from the course.

Second Recorded Offense

Mandatory

Students receive a failing grade for the course, lab course, etc., in which the second offense occurred and are precluded from withdrawing from the course.

Students' records of violations of academic integrity are carried forward, and violations are cumulative per level (undergraduate or graduate), even if the student is dismissed or withdraws and returns.

Discretionary

Students are suspended for up to one academic year (six consecutive sessions) from the University or permanently expelled. Such students are precluded from withdrawing from the course(s) or the University in order to avoid suspension.

RETROACTIVE SANCTIONS

The sanctions previously described for first or second offenses may be applied retroactively if the offenses are discovered after grades or degrees, diplomas or certificates have been awarded on the basis that all previous work had been completed within and subject to ALU's academic integrity standards.

If the incident results in a course failure or if the retroactive zero grade for an assignment leads to a failure in the course, the student's GPAs are recalculated, and the student is required to make up the failed course as a condition of award conferral and recognition.

If a violation leading to a failed course is discovered after a student's degree, diploma or certificate is conferred, the student is contacted and given one chance to make up the course at his/her own expense. If the student refuses to do so, his/her degree, diploma or certificate is subject to revocation.

The decision on revocation of a degree, diploma or certificate is adjudicated using procedures specified in the Code of Conduct. The decision to revoke a student's degree, diploma or certificate is made by the provost/chief academic officer. The process for rescinding conferrals as defined in academic policy will be implemented.

If a degree, diploma or certificate is revoked, the student may not return to the University.

Student Identity Verification

Based on the United States Federal Higher Education Opportunity Act (HEOA), Public Law 110-315, and in compliance with DEAC standards, ALU has processes in place through which we establish that the student who registers in a distance education course or program is the same student who participates in and completes the course or program and receives the academic credit.

ALU meets this requirement by doing the following:

1. Verify the identity of a student who participates in class or coursework by using at least one of the following options in all Distance Education courses or programs
 - a. Every enrolled student will be given a secure login and password, which will change annually.
 - b. Proctored Examinations
Students in the degree programs at ALU are required to take two proctored exams during a program of study. Students in the diploma programs must take three proctored exams online. A qualified proctor, which must be approved by ABTU, has to verify the identity of the student taking the exam.
 - c. Copy of Driver license and Personal Photo are kept on file at the school, the personal photo and the driver's license are compared by the registrar to verify the identity of the student, before issuing the student a Photo Student ID.
2. Make every possible attempt to protect student privacy

How identity is verified:

Verifying the identity of students in our courses and programs is a significant, multifaceted, and ongoing process. Identity verification begins when a student applies for admission to the college and continues through his/her graduation, transfer, or withdrawal from study. Procedures related to student identity verification include but are not limited to: our registration, advising and transcript procedures, and our course management system login and security functions wherein we create a unique username and password for each individual student. This unique set of login credentials consists of data which the student is likely to know, and which others are unlikely to know. The student is forced to use these credentials to access our course

management system and reset their password to one which is entirely confidential. Data transmission of login information is secured using appropriate encryption technology.

The student is responsible for maintaining current contact information such as email address(es) and phone number(s) in the student account because the email address or phone number along with the student ID are used as primary means of identification for communication purposes.

The student is responsible for safeguarding email account login information and student password. ALU shall not be responsible for the misuse of password by any person.

Graduation Requirements

Undergraduate Programs

The following graduation requirements apply to *Diploma, Certificate, Associate, and Bachelor's* degree programs at ALU.

- Students must successfully complete all courses within their respective program, as outlined in the University Catalog, at the time of their enrollment.
- Students must complete the program with a minimum overall GPA of 2.0.
- Students can complete a course with a grade of “D”, however the student’s cumulative GPA must be at least a “C” average, or 2.0 in order to graduate.
- Students must have a minimum course completion rate of 67%
- Students must complete all course requirements for their program, within 150% of the stated program length.

Graduate Programs

The following graduation requirements apply to *Master's and Doctorate* programs at ALU.

- Students must successfully complete all courses within their respective program, as outlined in the University Catalog, at the time of their enrollment.
- Students must complete the program with a minimum overall GPA of 3.0.
- Students can complete a course with a grade of “C”, however a student’s overall GPA must be at least a “B” average, or 3.0 in order to graduate. Students who complete a course with a grade of “D” will need to retake the course.
- Students must have a minimum course completion rate of 67%
- Students must complete all course requirements for their program, within 150% of the stated program length.

Student Enrollment Status

Enrollment status is determined separately for each semester and is based on all courses in which the student was enrolled during the two sessions comprising the student's semester. Enrollment status is determined as of the first scheduled class in the student's earliest session (first day of the earliest session for online students). Enrollment status is not affected by the date of application.

Enrollment status is determined as follows:

Undergraduate

Credit Hours Enrolled per Semester	Enrollment Status
12 or more	Full-time
9-11	Three-quarter time
6-8	Half-time
Less than 6	Less than half-time

Graduate

Credit Hours Enrolled per Semester	Enrollment Status
6 or more	Full-time
Less than 3	Less than half-time

Course Loads

Students in good standing may register for as many as 6 semester-credit hours per session (there are TWO sessions per semester). Students may not register for more than the allowed semester-credit hours. Students whose academic histories indicate academic difficulties may be required to take a reduced academic load. Students may petition to increase their credits per hour by completing the appropriate form for review by the appropriate academic administrator.

Repeated Courses

A course can be repeated two times only. Thus, a given course can be taken three times at most (i.e., the first attempt of the course and two repeats of the same course). A student may repeat a course once without permission. The third attempt must be approved by the appropriate academic administrator; subsequent attempts are not permitted (see Standards of Academic Progress). If a course is repeated, the highest grade earned is used for computing the CGPA. Withdrawal from a course being repeated does not affect the CGPA.

Attendance

Attendance is directly tied to academic performance; therefore, regular attendance is required. Thus, students who do not attend class regularly risk earning lower or failing grades. Absenteeism may also result in warning, advising or withdrawal. Students may be withdrawn from ALU or from individual courses for attendance violations.

Students who never complete an academic event (see Academic Events) during the first two weeks of the session are dropped for non-attendance. Students dropped from all courses because of non-attendance should note that they are also dropped from courses in which may be enrolled for future sessions. Additionally, students dropped from a course or courses for non-attendance during the first two weeks are precluded from appealing.

Attendance is taken for all eight weeks of the session. Attendance is recorded daily based on each academic event to ensure the last date of attendance is available for the purpose of determining the timeframe of attendance as well as the amounts of earned and unearned financial aid. Students whose expected absence may be in violation of the published limits should contact the Student Services Department as soon as possible to discuss options (See Leave of Absence).

Attendance Monitoring

Attendance in online courses is defined as completing an academic event within a seven-consecutive calendar-day period. Students who do not complete an academic event at least once in any seven consecutive-calendar-day period are sent, via email, a notification, which indicates students must complete an academic event within the next seven consecutive calendar days or they will be withdrawn from the course. In this case, an academic event is referred to as completion of a discussion board, submission of homework assignment, case study or completion of a quiz/exam.

Attendance Appeal

Students in online courses who have been absent for seven consecutive calendar days, and who are unable to complete an academic event within the next seven-consecutive-calendar-day period, must submit an Academic Exception Request form to Student Services within five calendar days of receipt of their attendance withdrawal notification. Students whose appeals are approved, but who do not complete an academic event in the appropriate period, are withdrawn from such courses.

Students who have no attendance activity in a course during a period of 14 consecutive calendar days are notified of an attendance violation and automatically withdrawn.

Students are limited to one appeal for each course during the session.

Academic Events

Academic events are recorded for determining attendance status. Academic events include, but are not limited to, submission of a class assignment, participation in a discussion board, completion of a quiz or exam, or completion of a tutorial.

Assignment Extensions/Make-Up Work

Each course should be completed in eight-weeks and assignments within the courses should be completed within the specified time frames; however, there are circumstances that could present students from completing assignments within the allotted time, at which time an extension can be requested. To request an extension, students must submit a request for extension form to the Student Services department with explanation and any supporting documentation. ***The extension will then be forwarded to the faculty for review and decision by Student Services and must be responded to within 24 hours.*** Approval of an extension is solely at the discretion of ALU; however, faculty should take into consideration the following when approving an extension: a) explanation of the request, b) number of requests in the course and c) will student benefit from the extension and be academically successful if granted. If faculty deem appropriate they can approve and notify Student Services. *Please note: Student must complete the Academic Exception Request form in order to receive the extension.

Missed Exams

Students are expected to take quizzes and exams at regularly scheduled times. When this is not possible because of circumstances beyond their control, such as documented illness or work-related travel, students may arrange to take a make-up quiz or exam by contacting their professor.

Final exams must be taken during week eight of the session. For all other types of exams and quizzes, the professor and student agree upon an appropriate day and time to make-up the missed exam or quiz.

Late Examinations

Petitions for late examinations can be requested and will ONLY be considered timely if filed at least seven days of the date of the examination. Failure to take an examination within the module or course completion time may result in the student receiving a zero grade for that examination.

If there is an emergency situation preventing the student from taking a final exam on the designated date, the student must file a petition for a late exam with the university within one week of the exam. All petitions should be supported by documentation explaining the emergency.

Withdrawal from a Course

Students may withdraw from a course by making a formal request. Withdrawal requests must be communicated to Student Services, or to an appropriate academic administrator, verbally, by email or by submitting a request through the interactive student communication system.

Students who inquire about a withdrawal are contacted to confirm their intention to withdraw. Students inquiring about withdrawing who cannot be reached, or who do not respond, regarding their inquiry are withdrawn from their course if they have not attended the course in accordance with ALU's attendance policy (see Attendance). In addition, withdrawal requests for students who complete an academic event, after submitting and/or confirming a withdrawal request are considered to have revoked their withdrawal request.

Military Withdrawal

Active Duty, Reserve and National Guard students deployed or participating in required training for more than 14 consecutive days are granted special consideration.

The student must notify student services of a deployment situation that would require special consideration. For additional information contact student services.

Interruption of Study - Withdrawal

Students who must interrupt studies during a semester or who defer starting the next semester must follow the University's official withdrawal procedure, which includes completing loan exit counseling. Students should contact Student Services as soon as possible to complete the official documentation for withdrawal.

Leave of Absence

Students who require an extended period away from their studies may request a Leave of Absence, which allows them to take up to ***180 days in a 12-month period*** from their studies and still remain in their program. Students must settle all tuition accounts before a Leave of

Absence becomes effective. Approval of a Leave of Absence request is solely at the discretion of ALU if there is a reasonable expectation the student will return.

To request a Leave of Absence, students must complete the Leave of Absence form and provide any additional supporting documentation requested by the university. The LOA form should include an explanation of the circumstances, an expected return date, as well as a statement detailing how they intend to continue and successfully complete the program in the future. Failure to submit this document can result in administrative withdrawal from the University.

To ensure students are not adversely affected because of their military status, a natural disaster or a national emergency, and to minimize the administrative burden placed on such individuals, if an affected student has difficulty providing a written LOA request because of affected status, a verbal LOA request may be approved. Affected students include those who:

- Are serving on active duty during a war or other military operation, or national emergency;
- Are performing qualifying National Guard duty during a war or other military operation, or national emergency;
- Reside or are employed in an area that is declared a disaster area by any federal, state or local official in connection with a national emergency

ALU will document the decision for granting an approved LOA to an affected student if that student has difficulty providing a written LOA request because of affected status. The documentation will include both the reason for the LOA and the reason for waiving the requirement that the LOA be requested in writing.

During an approved LOA, the student is not considered withdrawn and no refund proration/calculation will be performed.

Resumption of Study

Students who resume after an interruption of studies should note that course availability may vary by session. Because program requirements may change periodically, an academic administrator will assess resuming students' academic records to determine whether an alternate plan of study is required. Alternate plans may result in additional coursework requirements and financial obligations.

Students who have missed at least **three consecutive sessions** must request readmission through standard admission procedures.

Students previously pursuing an associate degree who wish to resume and pursue a bachelor's degree must submit a new application and are evaluated for admission and placement under the desired program's admission requirements. Students with an outstanding balance on their ALU student account are not permitted to resume.

Academic Honors

An honors graduate from a baccalaureate program is eligible for one of the following recognitions:

Cum Laude 3.50–3.69
Magna Cum Laude 3.70–3.89
Summa Cum Laude 3.90–4.00

A graduate from a non-baccalaureate program who has a CGPA of at least 3.50 graduates "with Distinction."

Standards of Academic Progress

Students must demonstrate satisfactory academic progress toward completing their academic programs by meeting ALU's established standards of academic progress in each of five specific measurable areas:

- Grade point averages
- Course repeats
- Maximum coursework allowed
- Pace of progress toward graduation

Grade point averages and pace calculations used to determine academic standing are based on all courses the student completes as a ALU undergraduate. The calculation for maximum coursework allowed is based on the required credit hours of the student's primary program. All areas of academic progress are evaluated at the end of each student's semester, and academic standing is assigned according to the evaluation. A summary of academic progress standards follows. Students should consult Student Services or the registrar for policy details.

Requirements for Students Starting the Semester in Good Standing

New students, and all other students who start the semester in good standing, are subject to requirements noted below:

Grade Point Averages

To remain in good academic standing, a student must maintain a Cumulative Grade Point Average (CGPA) of 2.00 or higher (3.00 or higher for Graduate students). If at the end of the semester the CGPA is below 2.00 (3.00 for Graduate students), the student is placed on academic warning.

Course Repeats

To remain in good academic standing, a student must successfully complete all courses by the second attempt. A student who attempts a course a second time and at the end of the semester does not pass the course is placed on academic/financial aid warning. A student who attempts a course a third time and at the end of the semester does not pass the course is dismissed.

Maximum Coursework Allowed

To remain in good academic standing, a student may attempt no more than 1.5 times the number of credit hours in the current program. A student who exceeds this maximum and has not graduated is dismissed.

Pace of Progress Toward Graduation, Including Withdrawal from All Courses

To remain in good academic standing, a student must earn credit toward graduation at a pace (rate of progress) that ensures successful program completion within the maximum coursework allowance. The pace of progress is the ratio of credit hours passed to credit hours attempted. Pace is measured using a specific percentage established for incremental ranges of attempted credit hours. In addition, at least one course must be completed during the semester. A student must ultimately pass at least 67 percent of attempted credit hours. A student who fails to maintain the minimum pace and has not graduated is placed on academic warning. In addition, if the student withdraws from all courses during the semester, the student is placed on academic warning.

For example:

<u>If you enroll in:</u>	<u>You must complete:</u>
15 credit hours	10 credit hours
12 credit hours	8 credit hours
9 credit hours	6 credit hours
6 credit hours	4 credit hours

****An F will not count as a completed course, but it will be calculated in the semester GPA.***

Students starting the semester in good standing who do not meet all requirements are placed on academic warning or dismissed, as noted above. Students placed on academic warning may continue their studies for one semester without an appeal. However, these students should immediately seek academic advising and review all academic requirements carefully.

Students dismissed for failing to meet standards of academic progress may submit an academic appeal and may not continue their studies unless the appeal is approved (see Academic Appeal). Students with approved appeals are placed on academic probation.

Requirements for Students Starting the Semester on Academic Warning or Academic Probation

Students who start the semester on academic warning or academic probation are subject to the general requirements noted below:

Students on Academic Warning: At the end of an academic warning semester, the student a) returns to good standing or b) is dismissed.

a) At the end of an academic warning semester, the student returns to good standing if all of the following occurred:

- The student's CGPA was at least 2.00 or the student had never completed a GPA course.
- The student passed all courses attempted a second or subsequent time.
- The student did not exceed the maximum coursework allowance.
- The student met pace of progress standards, including completion of at least one course during the semester.

b) A student who does not return to good standing is academically dismissed.

Students on Academic Probation: At the end of an academic probation semester, the student a) returns to good standing, b) remains on academic probation for one additional semester or c) is dismissed.

a) At the end of a probationary semester, the student returns to good standing if all of the following occurred:

- The student's CGPA was at least 2.00 or the student had never completed a GPA course.

- The student passed all courses attempted a second or subsequent time.
- The student did not exceed the maximum coursework allowance.
- The student met pace of progress standards, including completion of at least one course during the semester.

b) At the end of the academic probation semester, a student who does not return to good standing remains on academic probation for one additional semester if all of the following occurred during the semester:

- The student's CGPA was at least 2.00 or the student had never completed a GPA course; or the CGPA was less than 2.00 and the SGPA was at least 2.50.
- The student passed all courses attempted.
- The student did not exceed the maximum coursework allowance; or the student exceeded the maximum coursework allowance, and the semester pace was at least 67 percent.
- The student maintained the required pace of progress; or the student did not maintain the required pace of progress, and the semester pace was at least 67 percent.
- The student completed at least one course.

At the end of the additional academic probation semester, the student returns to good standing if all of the following occurred:

- The student's CGPA was at least 2.00 or the student had never completed a GPA course.
- The student passed all courses attempted a second or subsequent time.
- The student did not exceed the maximum coursework allowance.
- The student met pace of progress standards, including completion of at least one course during the semester.

Otherwise, the student is academically dismissed.

c) A student who does not meet requirements for returning to good standing, or for continuing for an additional semester on academic probation, is academically dismissed.

Academic Appeal

Students who have been dismissed for failing to meet Standards of Academic Progress may appeal the dismissal by submitting an Academic Dismissal Appeal form to Student Services for review by the appropriate academic administrator prior to the established deadline. Students should contact Student Services for more information.

Appeals must explain the verifiable mitigating circumstances that contributed to poor academic performance, show how the circumstances have been overcome, provide required documentation and present a realistic plan for meeting requirements to return to good standing. Appeals without supporting documentation are denied.

A student informed of the dismissal after beginning the session immediately following the dismissal may remain enrolled while the appeal is processed by the appropriate academic administrator. A student continuing in a course or courses while the appeal is processed and whose appeal is subsequently denied may not continue and is administratively dropped from class or classes. A student not currently enrolled whose appeal is approved may enroll for the current semester, provided the registration deadline has not passed, and is subject to academic probation conditions in Requirements for Students Starting the Semester on Academic Warning or Academic Probation. Failure to meet specified conditions results in a second dismissal. Additional appeals are denied unless students have new verifiable mitigating circumstances. Fourth appeals must be submitted to a national college dean or designee. Students who fail to return to good standing after submitting a fourth appeal are dismissed and precluded from registering; however, they may reapply for admission after one year.

If an appeal is not submitted within three sessions after dismissal, the student must request readmission through standard admission procedures as well as submit an appeal to the appropriate academic administrator.

Academic administrators' decisions to deny appeals are final and cannot be appealed.

Additional Standards of Academic Progress Information for Students Receiving Veterans Education Benefits

ALU notifies the Department of Veterans Affairs (VA) of those students who are receiving veteran's education benefits and whose status is academic warning, which is considered the first probationary period.

Students are placed on academic warning for failure to meet minimum CGPA, pace of progress toward graduation and other minimum requirements outlined in Standards of Academic Progress. Students on academic warning are eligible to receive veteran's education benefits for their academic warning semester. If at the end of the academic warning semester such students do not return to good standing, they are dismissed. Students who are dismissed may appeal. Those with approved appeals may continue on probation for another semester and remain eligible for veteran's education benefits. Students who do not successfully appeal their dismissals are dismissed and have their veteran's benefits terminated for unsatisfactory progress. The VA is notified of such dismissals.

After the second probationary period, veteran's education benefits are terminated for students who fail to meet the minimum CGPA required for graduation, pace requirements and other ALU standards noted in Standards of Academic Progress. These students may continue enrollment without VA benefits for another semester if satisfactory incremental progress is made. Veterans education benefits may resume if students meet the minimum CGPA required for graduation and pace requirements, as well as return to good academic standing, at the end of the third probationary semester.

Veteran students must notify Student Services immediately upon withdrawal from school or from a course. For students receiving veteran's education benefits, ALU notifies the VA of changes in student status within 30 days of the official last date of attendance.

University Suspension or Expulsion

Code of conduct violations can result in university suspension and expulsion.

Students suspended for a defined period of time are eligible to graduate once their suspension has been lifted and all graduation requirements have been fulfilled. Those expelled from the University are not eligible to graduate.

Rescinding Award Conferrals

ALU University reserves the right to sanction a student or graduate with permanent expulsion from all ALU institutions, including other ALU University locations. ALU also reserves the right to rescind award conferrals if they were based on submission of documents that were forged, fraudulent, altered, obtained inappropriately, materially incomplete or otherwise deceptive, or if a student or graduate misused ALU academic documents.

Students or alumni who submit fraudulent documents or misuse ALU University academic documents are afforded rights to a hearing under the Code of Conduct. The misconduct is adjudicated using procedures specified in the Code of Conduct and may result in University expulsion.

Students and graduates whose award conferrals are rescinded remain responsible for fulfilling financial obligations to any ALU institution; federal, state and local governments; and private loan providers.

Diplomas and Transcripts

Diplomas are mailed after all graduation requirements have been met. Students should note that the degree or certificate awarded is indicated on diplomas and transcripts; however, specializations are indicated on transcripts only.

Commencement Ceremonies

Graduation ceremonies are generally held once a year in Spring. Students may participate in a ceremony prior to satisfying all graduation requirements as long as they have no more than **eight (8) credit hours remaining in a certificate program or no more than two sessions remaining in an associate or bachelor's degree program**. More information about commencement ceremonies is available from the Student Services Department.

Note: To officially graduate from ALU University, students must satisfy all academic requirements for their specific program. Participation in a commencement ceremony is not a guarantee or indication of program completion.

Deployment Policy

ALU University recognizes the many hardships military personnel and their families face every day. We understand that military students who are deployed away from their homes, families, and their permanent duty stations may experience difficulties completing their educational goals and campus/online class requirements.

We encourage military students to continue their education and assure them that ALU University will remain flexible and responsive to their needs. In support of our deployed students, we have adopted a deployment policy for all Active Duty, Reserve, and National Guard students deployed or participating in required training for more than 14 consecutive days. For this policy, qualifying service in the U.S. Armed Forces includes the following: active duty, active duty for training, or full-time National Guard duty under federal or state authority.

Student Services

In addition to providing educational programs to help students achieve their goals, ALU is committed to providing students with exceptional service.

Academic Advising

The University has a team of professionals who support each student's progress through the degree. Each student has direct access to faculty and is assisted by a member in the following areas: Admissions, Student Services, the Registrar, and Academic Affairs.

Student Support

Students are encouraged to connect with Student Services about matters related to degree plans, course selection and academic progress. Students are encouraged to consult first with faculty if they are having problems with coursework and then, if necessary, with the appropriate academic administrator. Tutoring assistance is available for students who request it.

Alumni Association

The goal of Abraham Lincoln University Alumni Association is to serve and support alumni through programs that address their professional, educational and social needs. Membership in the Alumni Association is complimentary to all certificate and degree program graduates. For more information, visit <https://www.alu.edu/about/alumni-association/> or email alumni@alu.edu.

Library

Abraham Lincoln University's virtual library supports the educational goals and instructional needs of our students. Students can access library materials digitally via their personal devices, 24/7, from the Student Center or directly via the library website at www.lirn.net. Resources include periodical and research databases, full-text journal articles and information from academic and trade publications.

Student Records

The Student Services department is principally accountable to manage student records from the point of the first enrollment through graduation and handles inquiries on, transfer credit evaluation, veteran affairs coordination, tuition billing, academic progress advising and retention.

All materials submitted in support of students' applications, including transcripts from other institutions, letters of reference and related documents, become the property of Abraham Lincoln University. During a student's enrollment, ALU maintains records that include admission and attendance information, academic transcripts and other relevant data. Student academic records are maintained in accordance with ALU's academic document retention schedule after the student is no longer enrolled. Students who wish to review their files must submit a written request to the registrar. Permanent student records include admission information and academic transcripts. Except as required by law, no information regarding attendance, grades or any other aspect of students' academic standing will be released to any third party without written student consent.

Disability Accommodations

Reasonable accommodations are provided to students with disabilities in accordance with applicable laws. Student Services can provide additional information about our Nondiscrimination policy and assistance with accommodation requests during the admission process or after enrollment. To learn more, email student.services@alu.edu or call 213-252-5100.

Change of Contact Information

Students must keep contact information current with Abraham Lincoln University. Students may update their contact information by submitting a *Change of Contact Information* form, located in the Student Learning Center to petitions@alu.edu. For change of address situations, before moving to another state and to avoid any necessary interruptions in studies, students are encouraged to review the list of approved/exempt states where ALU is authorized to offer online programs. Rules and regulations regarding authorization vary state by state and could change at any time affecting a student's enrollment.

Official Transcripts

Students and alumni are charged a fee for each electronic transcript and for each paper transcript. Students must submit requests for official transcripts via the student portal. Students are provided an electronic, final transcript at no charge upon graduation.

Document Requests

To obtain student records such as billing statements, diplomas, and transcripts, students should contact Student Services at 213-252-5100. Requests may also be submitted by email by submitting a request to student.services@alu.edu.

Housing

Abraham Lincoln University is an online, distance learning educational institution. On-site classroom attendance is not required. ALU does not provide housing accommodations nor assist in locating housing.

Placement Services

The university does not offer placement services.

Student Rights & Responsibilities

Maintenance and Confidentiality of Student Privacy and Records

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

Abraham Lincoln University's policy regarding confidentiality and student privacy is in keeping with the U.S. Family Educational Rights and Privacy Act (FERPA), and DEAC Standard II.L. Student Privacy, Integrity and Identity, which affords students certain rights with respect to their education records, a summary of which follows:

- The right to inspect and review the student's education records within 45 days of the day Abraham Lincoln University receives a request for access.
- The right to request the amendment of the student's education records that the student believes are inaccurate.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. School officials are individuals or entities working for or on the behalf of the educational institution. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- As allowed within FERPA guidelines, Abraham Lincoln University may disclose education records without consent to officials of another school, upon request, in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S Department of Education concerning alleged failure by Abraham Lincoln University to comply with the requirements of FERPA.

At its discretion, Abraham Lincoln University may provide directory information in accordance with the provisions of the Family Education Rights and Privacy Act. Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed.

To protect student privacy, students' directory information is released only upon approval of the registrar. Students may withhold directory information by notifying the registrar in writing; please note that such withholding requests are binding for all information to all other parties, including faculty, 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 in the University catalog.

Non-Discrimination Policy

Abraham Lincoln University does not discriminate on the basis of race, color, national origin, sex/gender, 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.

Drug Abuse Prevention Policy

Abraham Lincoln University is committed to promoting a drug-free learning environment. The university has a vital interest in maintaining a safe and healthy environment for the benefit of its employees and students. Dignity and self-respect are essential components to the mission of the university. The use of performance-impairing drugs can impair judgment and increase the risk of injuries.

Consistent with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), all students and employees are advised that individuals who violate federal, state or local laws and campus policies are subject to university disciplinary action and criminal prosecution. The possession, use or distribution of a controlled substance or dangerous drugs, or any drug unlawful to possess, e.g. marijuana, except as expressly permitted by law, is a violation of law and of campus policy.

Penalties may include required participation in and completion of appropriate rehabilitation programs in addition to federal, state and local sanctions.

Students should be aware there are significant psychological and physiological health risks associated with the use of illicit drugs and alcohol. Physical addiction, loss of control and withdrawal syndrome as well as serious damage to vital organs of the body can result from drug and alcohol abuse.

The following resources are available for assisting employees with possible problems of chemical abuse:

<http://www.aa.org/?Media=PlayFlash> - Alcoholics Anonymous Support Group

<http://www.niaaa.nih.gov/Pages/default.aspx> - National Institute on Alcohol Abuse and Alcoholism

<http://www.ncadd.org/> - National Council on Alcoholism and Drug Dependence

<http://www.mayoclinic.com/health/alcoholism/DS00340> - Mayo Clinic

Effects and Symptoms of Overdose, Withdrawal and Misuse of Alcohol and Drugs

A description of alcohol and drug categories, their effects, symptoms of overdose, withdrawal symptoms and indications of misuse can be found at:

<http://ncadi.samhsa.gov/> Substance Abuse and Mental Health Services Administration

<http://www.usdoj.gov/dea/concern/concern.htm> - The Drug Enforcement Administration of the U.S.

Department of Justice Federal Trafficking Penalties can be found at:

<http://www.usdoj.gov/dea/agency/penalties.htm>

Americans with Disabilities Act

In seeking to provide a fair environment for all students who wish to learn and strive to succeed, Abraham Lincoln University acts in compliance with the Americans with Disabilities Act (ADA), along with other local, state and federal requirements regarding disabled students. ALU makes every effort to provide reasonable accommodations for students who qualify under ADA.

Section 504 of the Rehabilitation Act is a national law that protects qualified individuals with disabilities from discrimination based on their disability. For purposes of educational access at ALU, qualified individuals with disabilities are persons who, with reasonable accommodation, can access and perform the essential functions to meet prescribed academic requirements of courses and programs.

Reasonable requests for accommodation must be based upon documentation that meets Abraham Lincoln University's published criteria and does not create "undue hardship". Undue hardship is defined as an action requiring significant difficulty or expense when considered in light of factors such as the university's size, financial resources, and the nature and structure of its academic and student service operations. Requests for accommodation must not compromise academic requirements essential to proper completion of courses and programs. Under this definition, courses and programs need not be substantially altered or academically compromised to match the specific needs of disabled individuals.

Requesting Disability Accommodations

In order to request disability accommodations, students must inform Abraham Lincoln University that they have a qualified disability by completing the *Accommodations Request Form*. No accommodations may be made before the school has been notified of a disability through the submission of proper documentation. Documentation must be provided at least 30 days in advance of any accommodation requests. The responsibility for ensuring that this documentation is submitted on time is solely the student's.

For pre-existing conditions, applicants are advised to submit accommodation requests during the admission process, prior to enrolling into any course or program. Existing students are advised to submit accommodation requests before completing required coursework. Completed coursework that precedes an accommodation request may not be resubmitted. This includes all required assessments and course events listed in each syllabus, assigned by the faculty member or other ALU employee.

The process for requesting reasonable disability accommodations includes:

- Applicant completes the *Accommodations Request Form*.
- Applicant provides appropriate documentation with request to Abraham Lincoln University for review.
- Applicant is notified of finding in writing by ALU within 30 days of receiving the documentation.
- If documentation is deemed incomplete by ALU, applicant is notified to provide additional, or clarify existing, documentation.
- Only information directly related to the accommodation will be shared within ALU; medical history will be treated in confidence.

Required Disability Accommodation Documentation

Documentation differs depending upon the type of disability. To be sure that your accommodation request will be fully considered, please include all of the following:

- Detailed clinical/medical diagnosis of the disability including learning, mental and physical restrictions and limitations.
- Names, dates, and results of all diagnostic tests, including professional evaluation of the results.
- Description of student limitations in activities related to the ability to enroll and complete the academic requirements of ALU courses and programs.
- Specific accommodation recommendations related to ALU academic activities and to the diagnosis.
- Disability evaluator's professional credentials, licenses and experience related to the applicant's specific accommodation request.

Additional guidance for documenting specific disabilities may be found on the College Board website at the following link: <http://professionals.collegeboard.com/testing/ssd/application/disabilities>. If the link is inactive, go to the website student home page at <http://student.collegeboard.org/>. Use the search function to locate “documenting specific disabilities.”

Documentation Time Limits

Disability accommodation documentation time limits vary based upon the disability:

- Three years for a learning disability for applicants/students under 21 years of age. For applicants/students over the age of 21, documentation older than three years is acceptable if clinical testing was completed after the age of 18.
- Six-months for a qualified mental disability.
- Documentation in regard to physical disabilities may vary. For permanent conditions, any documentation meeting the ALU criteria will be considered regardless of the date of the documentation.
- One-year for temporary physical disability.

Appeal of Denied or Modified Accommodation Requests

Applicants and students may appeal denied accommodation requests. The appeal must be in writing and submitted within 15 days of the accommodation denial or modification. ALU does not retaliate against individuals who file a discrimination charge, testify, or participate in any way in an investigation, proceeding, or litigation under the ADA.

Additional information from ALU regarding the Americans with Disabilities Act

For more information regarding ALU’s compliance with the Americans with Disabilities Act, please contact student.services@alu.edu via email or call (213) 252-5100.

You may send your documented accommodation request to Student Affairs at Abraham Lincoln University in a number of ways:

1. Email with attachments to: student.services@alu.edu
2. Mail or ship through a carrier with document tracking capability to:
Abraham Lincoln University
ATTN: Student Services Dept.
100 West Broadway, Suite 600
Glendale, CA 91210

Student Code of Conduct

Students are expected to conduct themselves in a manner conducive to learning and the learning of others. ALU has established a Student Code of Conduct. Students are expected to conduct themselves ethically, honestly, and with integrity as responsible members of the University's academic community. As a member of the University's academic community, students acknowledge and accept an obligation to abide by the Student Code of Conduct. Conduct on or off campus which is determined to impair, interfere with, or obstruct the opportunities of others to learn, or which disrupts the mission, processes, or orderly functions of the University, will be deemed misconduct.

As members of ALU, students have responsibilities and duties commensurate with their rights and privileges. In this policy, ALU provides guidance to students regarding those standards of student conduct and behavior that it considers essential to its educational mission. This policy also provides guidance regarding the types of conduct that infringe upon the fulfillment of the ALU's mission.

Any student who is found to have violated the student code of conduct policy is subject to disciplinary sanctions up to and including suspension or dismissal, as further described below.

Elements/Violations of Student Code of Conduct Policy

The following is a list of behaviors that violate ALU's Student Code of Conduct Policy; although not exhaustive, this list provides examples of unacceptable student behaviors.

1. Persistent or gross acts of willful disobedience or defiance toward school personnel.
2. Assault, battery, or any other form of physical abuse of a student or school employee.
3. Fighting.
4. Verbal abuse of a student or school employee.
5. Conveyance of threats by any means of communication, including but not limited to threats of physical abuse and threats to damage or destroy school property or the property of other students or school employees.
6. Any conduct that threatens the health or safety of oneself or another individual. Threats to commit self-harm and/or actual incidents of self-harm by any student are a violation of this code.
7. Harassment or bullying by any means of any individual, including coercion and personal abuse. Harassment or bullying includes but is not limited to written or verbal acts or uses of technology that have the effect of harassing or intimidating a person.
8. Any form of unwanted sexual attention or unwanted sexual contact.
9. Theft, attempted theft, vandalism/damage, or defacing of school property or the property of another student, faculty, or staff member.
10. Interference with the normal operations of the school (e.g., disruption of teaching and administrative functions, disciplinary procedures, or other school activities).
11. Unauthorized entry into, or use of, school facilities.
12. Forgery, falsification, alteration, or misuse of school documents, records, or identification.
13. Dishonesty, including but not limited to lying, cheating, plagiarism, or knowingly supplying false information or deceiving the school and/or its officials.

14. Disorderly, lewd, indecent, or obscene conduct, including but not limited to any type of clothing or materials worn or brought onto the premises by any student deemed to be lewd, indecent, or obscene as determined by school officials.
15. Extortion.
16. Violation of school safety regulations, including but not limited to setting fires, tampering with fire safety and/or firefighting equipment, failure to exit during fire drill, or turning in false fire alarms and bomb threats.
17. Breach of peace on school property or at any school-sponsored or supervised program.
18. Use, sale, possession, or distribution of illegal or controlled substances, drugs, or drug paraphernalia on school property or at any function sponsored or supervised by the school. Being under the influence of illegal or controlled substances on school property or at any school function is also prohibited
19. Use, sale, possession, or distribution of alcoholic beverages on school property or at any function sponsored or supervised by the school. Being under the influence of alcohol on school property or at any school function is also prohibited.
20. Possession or use of firearms, explosives, dangerous chemicals, or other weapons on school property or at school-sponsored functions.
21. Smoking in classrooms or other school buildings or areas unless designated as a smoking area.
22. Failure to comply with direction of school officials, faculty, staff, or security officers who are acting in the performance of their duties.
23. Failure to identify oneself when on school property.
24. Violation of federal, state, or local laws and school rules and regulations on school property or at school-sanctioned or school-sponsored functions.
25. Any in-school or off-campus act considered inappropriate or as an example of misconduct that adversely affects the interests of ALU and/or its reputation.
26. Any violation of the institution's policies on the responsible use of technology, including but not limited to:
 - The theft or abuse of a computer, email, Internet, or Intranet resources
 - Unauthorized entry into a file to use, read, or change the contents of or for any other purpose
 - Unauthorized transfer of a file
 - Unauthorized downloading of copyrighted materials in violation of the law
 - Unauthorized use of another individual's identification and/or password
 - Use of computing facilities to interfere with the work of another student, faculty member, or school official
 - Use of computing facilities to send obscene or abusive messages
 - Use of computing facilities to interfere with normal operation of the school's computing system
27. Abuse of the ALU disciplinary system, including but not limited to:
 - Failure to obey the summons of a disciplinary body or school official
 - Falsification, distortion, or misrepresentation of information before a disciplinary body or school official
 - Disruption or interference with the orderly conduct of a disciplinary proceeding - Attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the course of the disciplinary proceeding

- Verbal or physical harassment and/or intimidation of a member of a disciplinary body prior to, during, and/or after the disciplinary proceeding
 - Failure to comply with the sanction(s) imposed under the student conduct policy
 - Influencing or attempting to influence another person to commit an abuse of the disciplinary system
28. Harassment or bullying based on sex, race, color, national origin, religion, sexual orientation, age, disability, or any other criteria protected by state, federal, or local law.

Disciplinary Procedures

Complaint

1. Any member of ALU (e.g., faculty, staff, or student) may file a complaint against any student for misconduct or for otherwise being in violation of ALU policies. The complaint shall be prepared in writing and directed to the appropriate academic administrator. Complaints should be submitted as soon as possible after the alleged violation occurred.
2. The appropriate academic administrator shall review and investigate the complaint to determine if the allegations have merit, to identify violations of the student conduct policy, and to impose sanctions for such violations.
3. Unless otherwise provided by law, ALU generally will not disclose the name of the person making the complaint to the accused student (“student”) unless it determines in its sole discretion that the circumstances warrant it.

Notification and Adjudication

1. The appropriate academic administrator will notify the student of the complaint and the alleged violation of the student conduct policy within 14 days. This notification may be in written form or through oral communication. The student will meet with the appropriate academic administrator to discuss the complaint and alleged violation and will render and communicate the decision to the student.
2. If a good faith effort has been made to contact the student to discuss the alleged violation and the student fails to appear for the meeting, the appropriate academic administrator may make a determination of violations of ALU policies based on the information available and impose sanctions for such violations. This decision shall be communicated to the student.
3. The appropriate academic administrator’s determination shall be made on the basis of whether it is more likely than not that the student violated a rule, regulation, or policy of ALU.

Procedures Regarding Student Dismissals

When the Administration proposes to dismiss/expel a student, the following procedures should apply unless the student elects to forego them.

1. The charges against the student shall be presented to the student in written form, including the time, place, and nature of the alleged offense(s). Within a reasonable time after the student has been notified of the charge(s), ALU will set a time for a hearing.
2. Hearings shall be conducted by the appropriate academic administrator (herein referred to as the “hearing officer”) and may also include faculty, staff, and students according to the following guidelines:
 - Hearings normally shall be conducted in private.
 - Admission of any person to the hearing shall be at the discretion of the Dean or his or her designee.
 - In hearings involving more than one student, the hearing officer, in his or her discretion, may permit the hearing concerning each student to be conducted separately.
 - The complaining party (which may be a member of the Administration) and the student may present witnesses at the hearing. Those witnesses may be questioned by the hearing officer.
 - Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by the hearing officer at his or her discretion.
 - All procedural questions are subject to the final decision of the hearing officer.
 - After the hearing, the hearing officer shall determine whether the student has violated the rules, regulations, or policies that the student is charged with violating. The hearing officer will issue a written determination. If the hearing officer determines that a violation has occurred, the hearing officer’s determination will also address whether dismissal from ALU is an appropriate sanction for the offense(s).
 - The hearing officer’s determination shall be made on the basis of whether it is more likely than not that the student violated a rule, regulation, or policy of ALU.
 - The hearing officer shall provide the student with a copy of the determination, including information regarding the student’s right of appeal therefrom.

Interim Suspension

ALU may immediately remove or suspend a student from school without applying or exhausting these procedures when, in ALU’s sole judgment, the student poses a threat of harm to himself or herself, to others, or to property of ALU or a member of ALU.

During the interim suspension, students shall be denied access to the school (including classes) and/or all other school activities or privileges for which the student might otherwise be eligible.

Student Involvement in Conduct Proceedings

At the discretion of the Dean or his or her designee, students of ALU may participate in the adjudication of disciplinary proceedings, including hearings and appeals.

Violations of Law

If a student is charged with a violation of federal, state, or local laws or regulations occurring away from the University, disciplinary action may be instituted, and sanctions imposed against the student when the school has a reasonable belief that the health, safety, or welfare of the ALU community is threatened. Disciplinary procedures may be instituted against a student charged with violation of a law that is also a violation of the student conduct policy. Proceedings under this policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. ALU will cooperate fully with law enforcement and other agencies in the enforcement of criminal laws on school property.

Sanctions

ALU may impose sanctions for violations of the student code of conduct policy. The type of sanction imposed may vary depending upon the seriousness of the violation(s). ALU reserves the right to immediately impose the most severe sanction if circumstances merit.

Although not exhaustive, the following list represents the types of sanctions that may be imposed upon any student or student organization found to have violated the student conduct policy:

1. **Warning:** A notice in writing that a student has failed to meet some aspect of the school's standards and expectations.
2. **Probation:** Probation is used for repeated violations or a specific violation of a serious nature. The Dean or his or her designee defines the terms of probation.
3. **Suspension:** Separation of the student from the school for a predetermined period of time. The student may be able to return to school once specified conditions for readmission are met. The student may not attend classes, use school facilities, participate in or attend school activities, or be employed by the school during his or her suspension.
4. **Expulsion:** The student will be expelled from ALU immediately. The student will not be permitted to continue his or her studies at the school and may not return to the school or any time or for any reason.
5. **Restitution:** Compensation for loss or damage to property leased, owned, or controlled by the school. Restitution may take the form of monetary or material replacement.
6. **Discretionary sanctions:** The student will be required to complete an educational service, attend counseling, or have restricted privileges.

The above list is only a general guideline. Some sanctions may be omitted, and other sanctions not listed above may be used.

Appeal Procedures

Students have a right to appeal disciplinary actions when they believe they have been treated in an arbitrary or biased fashion or without adherence to ALU policies and procedures.

- The student must initially obey the terms of the decision (e.g., a student who has been suspended from school may not be on school property in accordance with the directions indicated in the decision).
- The student must write a letter of appeal in the student's own words, addressed to the Chief Academic Officer or his or her designee. This letter must state the grounds for believing the decision was arbitrary or biased or that it was without adherence to ALU policies and procedures. It must be delivered within seven calendar days following the student's receipt of the decision.
- The Chief Academic Officer or his or her designee may appoint an ad hoc committee to review appeals and make a recommendation regarding disposition of the appeal. This committee will be composed of faculty or staff members not involved in making the initial disciplinary decision. The student making the appeal may be provided an opportunity to address the committee in person. The student may be accompanied by one person (family member, friend, etc.) as an observer. The student may not be accompanied by an attorney. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee.
- The committee will report back to the Chief Academic Officer or his or her designee with its recommendation following its review of the appeal. The Dean or his or her designee will render a written decision on the appeal within 30 calendar days from receipt of the appeal. The decision will be final.

Student Grievance Policy

The ALU grievance policy addresses issues requiring resolution and to promote honesty and respect inherent to the educational work of students and faculty. This policy is applicable to students, administrators, faculty or any party who has good reason to believe that the institution is not in compliance with Distance Education and Training Council standards, policies or procedures. A grievance on the part of a student, staff or faculty is defined as any decision or action taken by a faculty or staff member in the course of official duty that violates or constitutes arbitrary, capricious or unequal application of written campus policies or procedures.

Student complaints are typically about items such as:

- administrative issues
- financial issues
- technical issues
- faculty performance
- grading
- program content and program effectiveness/expectations
- library services

The university believes that problems can be resolved through cooperation among students, faculty and staff administrators. Fundamental to the process is the principle that all parties have made a good-faith effort to resolve the grievance prior to initiating this process. The following are steps recommended to resolve grievances at Abraham Lincoln University:

Step 1: The student is encouraged to resolve the problem informally with the faculty or staff member involved.

Step 2: If Step 1 does not resolve the problem, the student is encouraged to communicate informally with the faculty or staff member's supervisor.

Step 3: If Step 2 does not resolve the problem, the student should submit a written letter to the Chief Academic Officer, explaining the situation; any supporting documentation must be attached to the letter. This letter must be submitted within one month of the time the grievance occurred. The student has the right to forego the first two steps of this process and submit a letter of grievance directly to Student Affairs.

Step 4: After reviewing the grievance, the Chief Academic Officer shall attempt to resolve the situation directly to the mutual satisfaction of all parties.

Step 5: If such resolution is unsuccessful, the Academic Standards Committee (ASC) shall conduct a hearing. The Committee shall review the grievance and render a decision in writing no later than 30 days after the letter is submitted.

Step 6: The student may appeal, in writing, any decision of the Committee to the president of Abraham Lincoln University. An appeal may also be made to the president in cases of probation, suspension, expulsion, and/or other disciplinary action. The president's decision shall be in writing and shall be final.

Students or members of the public may also file complaints with the following entities:

Distance Education Accrediting Commission

1101 17th Street, N.W., Suite 808
Washington, D.C. 20036
(202) 234-5100

California Bureau for Private Postsecondary Education

Physical address: 2535 Capitol Oaks Drive, Ste. 400, Sacramento, CA 95833
Mailing address: P.O. Box 980818, W. Sacramento, CA 95798-0818
Toll-free: (888) 370-7589
Local: (916) 431-6959
Fax: (916) 263-1897

Online complaint forms are accessible at www.bppe.ca.gov.

University Administration & Faculty

To ensure that students gain the most relevant education, ALU University combines the expertise of seasoned education administrators and a nationwide faculty of dedicated professors. Together, these professionals focus squarely on making your academic experience valuable, meaningful and relevant to employers' needs.

Nearly all ALU University faculty hold master's degrees, Ph. Ds or other doctorate degrees and bring their passion for teaching to the learning environment every day. The University prepares new professors to teach and fully supports all faculty in their ongoing dedication to educational excellence. Our professors bring real-world experience to the course and supplement course delivery with various instructional activities geared toward students' success.

In addition, to remain current on advances in their fields, many ALU University faculty and administrators actively participate in professional organizations, as well as in organizations dedicated to excellence in education programs and services.

The following present University administrators, followed by lists of professors teaching at ALU. Faculty may teach at the undergraduate or graduate level; often they teach courses at both levels. Information on professors teaching ALU is available from Academic and Student Affairs. A comprehensive, up-to-date faculty list is available at www.alu.edu

Administration

Hyung J. Park, Attorney, MBA, CPA & J.D.
Robert Abel, Jr., Ph.D.
Joshua Sung
Jessica K. Park, J.D.

President & CEO
Chief Academic Officer
Chief Financial Officer
VP and Dean, School of Law

Student Services/Registrar

Lidby Lopez
Elizabeth Gomez

Student Services Coordinator
Registrar

University Faculty

Elizabeth Asfaw

Ph.D., Capella University
M.A., Central Michigan University

Richard Barksdale

MSIM, Aspen University

Dustin Bessette

DBA, National Graduate School of Quality
Management
MBA, Campbellsville University

Jill Bonds

Ed.D., Pepperdine University
M.Ed., Pepperdine University

David Bouvin

DBA, Argosy University
MBA, Argosy University

William Bowen

Ph.D., University of California, Riverside
M.A., University of California, Riverside

Timothy Carlin

J.D., University of Dayton

Charles Celano

M.A., University of Redlands

Raymond Chao

J.D., Loyola University
LLM, Loyola University

Tammie Clearfield

J.D., University of Miami
M.S., Florida International University

Darius Cooper

Ph.D., Capella University
M.S., Radford University

Bari Courts

Ph.D., Capella University
MBA, University of Cincinnati

Elycia Daniel

M.A., Clark Atlanta University

Sherry Davis

MBA, Ashford University

Lauren Hall-Davis

D.Min., Amridge University
M.A., Argosy University

Herbert Duvivier

M.D., Tufts University School of Medicine

Jennifer Foo

J.D., Thomas Jefferson School of Law

John Gardiner

MBA, University of Southern California

Christine Hansen

Ph.D., University of Hawaii
M.A., University of Hawaii

Brent Jacobs

DBA, Baker College
M.S., Walsh College

Mohamad Khatibloo

M.A., Chapman University

Sandi Summers Levinson

M.S., Nova Southeastern University

Lydia Liberio

J.D., Loyola Marymount University
M.A., University of California, Irvine

Oleg Maksimov

Ph.D., The City University of New York

Laura Malave

M.S., University of South Florida

Tonya Nagle

Ph.D., University of Phoenix

M.A., University of Phoenix

M.F.A., National University

M.A., National University

Kevin Nguyen

J.D., Western State College of Law

Laura Pogue

D.M., University of Phoenix

MBA, University of Michigan

Michael Prince

M.S., University of Phoenix

Adrian Rios

Ph.D., University of the Rockies

M.A., Ashford University

George Ripsom

M.S., University of Phoenix

Kenny Roberts

Ph.D., Walden University

MBA, National University

Sally Rogers

Ph.D., Walden University

MBA, Valdosta State University

Justin Singer

J.D., Thomas Jefferson School of Law

Janice Spangenburg

Ph.D., Regent University

M.S., Fielding Graduate University

Vicki Yanaga

MBA, University of Phoenix

APPENDIX 1: SOC Codes

Undergraduate Certificate Programs	
Program	Standard Occupational Classification (SOC) Code
A+ Certificate	15-1151, 15-1152
Network+ Certificate	15-1121, 15-1122, 15-1143, 15-1152
Security+ Certificate	15-1151, 15-1152
Homeland Security Certificate	11-9161, 11-9199, 33-1012
Accounting Certificate	11-3031, 13-2011, 13-2031, 13-2051
Legal Assistant Certificate	23-2011, 23-2093, 23-2099
Communications and Writing Certificate	25-1123, 25-2031, 25-1123, 25-1199, 27-3041, 27-3042, 27-3043
Certificate in Marketing	11-1011, 11-1021, 11-2022, 11-3011, 11-3051, 11-3071, 11-9021, 11-9151, 11-9199, 13-1051, 13-1111, 25-1011
Business Administration Certificate	11-3031, 13-2011, 13-2051
Management Certificate	11-1021, 11-2022, 11-3011, 11-3051, 11-3071, 11-9021, 11-9151, 11-9199, 13-1051, 13-1111, 25-1011
Investigation Certificate	25-1111, 33-3021, 33-3051

Graduate Certificate Programs	
Program	SOC Code
Coaching Certificate	13-1071, 25-1011
Real Estate Law Certificate	11-9141, 13-2021, 41-9021, 41-9022
Human Resource Law Certificate	11-3111, 11-3121, 11-3131, 13-1071, 13-1075, 13-1141, 13-1151, 25-1011
Certificate in Business Law	11-3011, 11-3061, 13-1011, 25-1011
Management Certificate	11-1021, 11-2022, 11-3011, 11-3051, 11-3071, 11-9021, 11-9151, 11-9199, 13-1051, 13-1111, 25-1011
Advanced Leadership Certificate (Doctorate level)	25-1011
Advanced Management Certificate (Doctorate level)	11-1011, 11-1021, 15-2031, 25-1011

Diploma Programs	
Program	SOC Code
Criminal Justice - DCJ	11-9199, 25-1111, 33-1012
Paralegal Studies - DPS	23-2011, 23-2093, 23-2099

Associate Degree Programs	
Program	SOC Code
Business Administration - AS	11-1021, 11-2022, 11-3011, 11-3051, 11-3071, 11-9021, 11-9151, 11-9199, 13-1051, 13-1111, 25-1011
Criminal Justice - AS	11-9199, 25-1111, 33-1012
General Studies - AA	25-1199
Information Technology - AS	11-3021, 15-1111, 15-1121, 15-1122, 15-1132, 15-1133, 15-1143
Paralegal Studies - AS	23-2011, 23-2093, 23-2099

Bachelor's Degree Programs	
Program	SOC Code
Business Administration - BS	11-1021, 11-2022, 11-3011, 11-3051, 11-3071, 11-9021, 11-9151, 11-9199, 13-1051, 13-1111, 25-1011
Criminal Justice - BS	11-9199, 25-1111, 33-1012
General Studies - BA	25-1199
Legal Studies - BS	25-1112

Graduate and Professional Degree Programs	
Program	SOC Code
Business Administration - MBA	11-1021, 11-2022, 11-3011, 11-3051, 11-3071, 11-9021, 11-9151, 11-9199, 13-1051, 13-1111, 25-1011
Criminal Justice - MS	11-9199, 25-1111, 33-1012
Information Technology - MS	11-3021, 15-1111, 15-1121, 15-1122, 15-1132, 15-1133, 15-1143
Law - MS	No Match
Business Administration - DBA	11-1021, 11-2022, 11-3011, 11-3051, 11-3071, 11-9021, 11-9151, 11-9199, 13-1051, 13-1111, 25-1011
Juris Doctor ⁵ - JD	23-1011, 23-1012, 23-1022, 23-1112

⁵ Please see separate School of Law Catalog for Juris Doctor (J.D.) degree policy details.