ABRAHAM LINCOLN UNIVERSITY

Since 1996

University Catalog

Associate, Bachelor's, Master's & Doctorate Degrees

Diploma & Certificate Programs

January 1, 2019 – December 31, 2019

GALLERIA OFFICE TOWER

100 West Broadway, Suite 600 Glendale, CA 91210

213-252-5100 | www.alu.edu

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(213) 252-5100 | www.alu.edu

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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.

Supplemental Information as of [08/2019]

Since this catalog's 01/07/2019 publication, Abraham Lincoln University has made the following changes to the January 2019-December 2019 catalog:

Date published	Catalog Version#	Pages on which Change Appears	Change/Update
	Univ V1-0119	pg. 8	Updated "About the University" section
	Univ V1-0119	pg. 10	Added "Academic Calendar 2019"
	Univ V1-0119	pg. 12	Added "Institutional Learning Objectives"
	Univ V1-0119	pg. 15	Added Turbo Air to Memberships & Affiliations
	Univ V1-0119	pg. 19-20	Added Additional requirements for Masters and Doctorate Admissions
	Univ V1-0119	pgs. 21-22	DBA Admissions Requirements
	Univ V1-0119	pg. 26	Update to Fees section; change to waived fees for military students
	Univ V1-0119	pg. 27	Student Tuition Recovery Fund Update
	Univ V1-0119	pg. 28	Updated Financial Aid section with loan types
	Univ V1-0119	pg. 30	Updated late fee under payment plan section
	Univ V1-0119	pg.31	Removed Revised payment plan language from 2017 and chart info.
	Univ V1-0119	pgs. 34- 88	Updated School and Core descriptions, and program details for each program.
	Univ V1-0119	pg. 52	Organized DBA courses into core, dissertation, and research. Updated outcomes and program description.
	Univ V1-0119	pgs. 89-126	Remove and/ or add course prerequisites
	Univ V1-0119	pgs. 101, 102 & 115	Add MGT535 & 537 and MAT140
	Univ V1-0119	pgs. 98 & 99	Update course descriptions for DBA 723 & 724
	Univ V1-0119	pg. 131	Proctored exam info updated
	Univ V1-0119	pg. 135-136	Added "Grade Appeals" under "Academic Policies and Graduation Requirements." and updated timeline to 10 days
	Univ V1-0119	pgs 139-140	Add GPA requirement for graduate students
	Univ V1-0119	pg. 154	Added Tech Privacy Policy
	Univ V1-0119	pg. 148	Updated Withdrawal policy
07/05/19	Univ V1-0719	pg. 13	Updated Advisory Council and Executive Leadership Team members
07/05/19	Univ V1-0719	pg. 18	Added Military Spouse Friendly ® School Designation
07/05/19	Univ V1-0719	pgs. 30-31	Updated Federal Financial Aid section

07/05/19	Univ V1-0719	pg. 43	Updated program learning outcomes for Coaching Certificate program
07/05/19	Univ V1-0719	pg .50	Updated program learning outcomes for MBA program
07/05/19	Univ V1-0719	pg. 52	Updated program learning outcomes for MBA Coaching Concentration program
07/05/19	Univ V1-0719	pg. 54	Updated program learning outcomes for DBA program
07/05/19	Univ V1-0719	pg. 166	Updated Academics & Students Affairs staff section
07/05/19	Univ V1-0719	pg. 167	Updated Faculty section
08/15/19	Univ V1-0819	Cover	Updated catalog beginning and ending dates
8/15/19	Univ V1-0819	pg. 22	Updated Applicants with International Degrees and Credentials.
08/15/19	Univ V1-0819	pg. 31	Updated Right to Cancel and Withdrawal policy
08/15/19	Univ V1-0819	pgs. 33-34	Updated STRF disclosure
08/15/19	Univ V1-0819	pgs. 63-64	Updated general education and elective requirements for BSCJ degree plan
08/15/19	Univ V1-0819	pg. 134	Added Grading Response Time section.
08/15/19	Univ V1-0819	pg. 147	Updated Students Records policy

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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 flexible and affordable education. The university 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 allow 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 has 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

*Effective January 2019, University courses begin on Sunday and end on Saturday.

Academic Calendar 2019

2019 Spring Semester	January 6, 2019 – April 27, 2019
January 2019 Session	
Sunday, January 6	Session Begins
Monday, January 21	Holiday - Martin Luther King Day
Saturday, March 2	Session Ends
March 2019 Session	
Sunday, March 3	Session Begins
Saturday, April 27	Session Ends
Spring Break: Sunday – Saturday, April 28 – May 4, 2019	

2019 Summer Semester	2019 – August 31, 2019
May 2019 Session	
Sunday, May 5	Session Begins
Monday, May 27	Holiday – Memorial Day
Saturday, June 29	Session Ends
Summer Break: Sunday – Saturday, June 30 – July 6, 2019	
July 2019 Session	
Sunday, July 7	Session Begins
Saturday, August 31	Session Ends

2019 Fall Semester	September 1, 2019 – December 21, 2019
September 2019 Session	
Sunday, September 1	Session Begins
Monday, September 2	Holiday – Labor Day
Saturday, October 26	Session Ends
November 2019 Session	
Sunday, October 27	Session Begins
Thursday November 28 – November 29	Thanksgiving Break
Saturday, December 21	Session Ends
Winter Break: Sunday – Saturday, December 22 – January 4, 2020	

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 Joo Park, Attorney, J.D., MBA, CPA and President & CEO
Soon Hee Park, Secretary and Treasurer

Board of Directors
Hyung Joo Park, Attorney, J.D., MBA, CPA and President & CEO
Soon Hee Park, Secretary and Treasurer
Roy Winter, MBA, External Member

Advisory Council
Sharjeel Ahmad, Walgreens - Asset Protection
Charles Celano, Tustin Police Department (retired)
Andre Clansy, Los Angeles Police Department
Seungyeob Choi, Ph.D., Verizon Digital Media Services
Shane Conrad, Actionlink, LLC
Roberto Cordero, DBA, University of Phoenix
Ivory Freeman, Los Angeles Probation
Mary M. Hills, M.A., Heimann Hills Group
Nichole Karpel, Ed.D., Karpel Consulting
 Brian Kim, TurboAir, Inc
Jonathan Kramer, J.D., Telecom Law Firm, P.C.
Susan Lomeli, DPA, University of LaVerne
Donna Rekau, Ph.D., Real Estate Institute & Bookmark Education
Greg Russell, M.A., Allstate Insurance Alexandra Sarge, M.Acc., Sage Advisors
Val Senatore. Ph.D., Community College of Spokane
Carolyn Torres, J.D., Los Angeles County
Tommie Lee White, Private Practice
Steve Wojtak, Ph.D., Veteran's Administration/Customs

ALU Executive Leadership Team
Hyung Joo Park, Attorney, J.D., MBA, CPA and President & CEO
Robert Abel Jr., Ph.D., Chief Academic Officer
Joshua Sung, Chief Financial Officer
Jessica Park, J.D., Vice President

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.

Institutional Learning Objectives

The Institutional Learning Objectives (ILOs) are those skills, values, ideas, and qualities that the University believes are important for all students. The curriculum is built on a series of measurable objectives designed to produce competent, life-long learners ready to contribute to the global community. These objectives are grouped into five categories including *Critical Thinking, Diversity, Accountability, Continuous Improvement, and Information Literacy*.

ILO's	Upon completion of a program in their field of study, graduates of Abraham Lincoln University will be able to:
ILO 1: Critical Thinking	Develop and apply critical thinking skills in the application of knowledge to real-world situations.
ILO 2: Diversity	Evaluate situations and use decision-making skills in order to work, serve and lead effectively in a diverse world.
ILO 3: Accountability	Develop and recognize appreciation for ethics and integrity.

ILO 4: Continuous Improvement	Exhibit development of core competencies in their fields of study.
ILO 5: Information Literacy	Demonstrate acquired information literacy skills and show competency in use of technology to achieve objectives.

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.

Affiliations, Recognitions and Memberships

California Alliance of Paralegal Associations (CAPA)
ALU is a Sustaining Member of CAPA, which offers resources, educational opportunities and networking opportunities geared toward advancing and promoting the paralegal profession, including annual paralegal seminars to assure that paralegals are up to date on current legal trends and developments.

Turbo Air
Turbo Air Refrigeration Company's Founder and CEO, Brian Kim, has initiated a partnership with ALU creating the company's first ever tuition reimbursement program
allowing Turbo Air employees to enroll in online courses at Abraham Lincoln University.

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.

Los Angeles County Sheriff's Department
ALU works together with the Los Angeles County Sheriff's Department to provide educational opportunities to law enforcement personnel. The LA County Sheriff's Department offers an unparalleled variety of work assignments and schedules including training and educational incentives.

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 Friendly® School Designation
ALU has been named as a 2019-2020 Military Spouse Friendly® School. This designation represents only the post-secondary educational institutions that best support the common goals of military spouses. Criteria for this designation involve meeting or exceeding a standard level of commitment to providing programs, initiatives, and policies relevant to military spouses and their common challenges and obligations. The selection process takes into account the school's

accreditation, graduation rates, student-to-faculty ratio, admissions requirements, academic support, flexible programs, and more.

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 Veterans 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 an 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. The review process generally takes up to 10 days, unless there are special circumstances that require follow-up with the applicant.

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 an 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 an 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.

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

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.
- A Statement of Purpose addressing why you are seeking the degree.

In addition to the requirements listed above, applicants for master's degree and professional doctorate programs must submit and meet the following prerequisites:

For master's degree programs:
- A minimum of an official transcript showing the completion of a bachelor's degree or its equivalent (e.g. satisfactory completion of at least 120 semester units of transferable college level credit from other accredited colleges/universities, reviewed and accepted by the Academic Department) and any master's level work completed.
- An undergraduate academic record reflecting a minimal Cumulative Grade Point Average (CGPA) of C (2.0 on a scale of 4.0) or higher, and any graduate college

academic records must show a minimum Cumulative Grade Point Average (CGPA) of B (3.0 on a scale of 4.0) or higher.

Doctorate Degree Program Requirements (Excluding Juris Doctor Degree Program)

Applicants for a doctorate degree program (except for the J.D degree program[1]), 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. *for students with no master's level work completed, student can petition the admissions committee for admission into the program based on the criteria below.
- 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.

In addition to the requirements listed above, applicants for doctorate programs must submit and meet the following prerequisites:

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

For doctorate programs:
- Official transcripts showing the completion of a master's degree from an approved or accredited college or university/institution. If the master's degree was earned in an unrelated field, the Academic Department may evaluate the submitted documents to determine a reasonable foundation for the applicant to successfully complete the doctorate program.
- Master's degree with a 3.00 GPA
- For students with no master's level work completed, students can petition the Admissions Committee for admission into the DBA program ONLY based on the following:
  - A completed bachelor's degree with a 3.75 GPA
  - Bachelor's degree completed in the field of business or business- related field.
  - Three (3) to five (5) years direct business, professional work experience
  - Official transcripts received within 30 days of the start of the session, or the student is withdrawn from the program.

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 re-enrollments.

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. Instruction at ALU will not occur in a language other than English. 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 ALU (up to and including other 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

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.

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.

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[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 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 and Registration fees (the registration fee is 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, master's and doctorate degree programs. Otherwise, the following fees apply:

Table 1: Fees and Non-Tuition Charges Table

Academic and Technology Resources Fee (per year)	*$210
Library Access Fee (per year)	$75
Application/Transfer Credit Evaluation	$50
Academic Exception Request(s)	$20
Comprehensive Exam Fee (per Exam)	**$150
Continuing Enrollment Fee (per eight-week term)	**$450
Dissertation Completion	**$450
Duplicate Diploma	$150
Graduation	$300

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[3] Please see Footnote 2.

Late Monthly Payment Charges	$25
Registration (one time per program)	$100
Returned Checks	$20
Credit Card Chargeback	3.5% of amount charged
Student Tuition Recovery Fund	.0 x tuition charge rounded to nearest $1000 ($0)
Transcript	$10
Credit/ debit card convenience fee	3.5% of amount charged
ACH convenience fee	1% of amount charged

**DBA Program ONLY   **Refundable Fee; all other fees non-refundable*

Note: 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 arrangement requirements.

Registration and Program-Related Resources Fees
A one-time per program non-refundable Registration Fee of $100 is charged at the time of enrollment.

A non-refundable Library Access Fee of $75 is charged for each year of study.

An Academic and Technology Resources Fee of $210 is charged annually to cover online access to ALU systems.

See the Cancellation, Withdrawal and Refund Policy below for details on the student's rights and obligations for these fees.

Official Transcript Request
Students and alumni are charged $10 for official transcripts. Current students must submit requests for official transcripts via the student information system, Populi. Alumni and former students must contact the Registrar, registrar@alu.edu, to obtain an official transcript.

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 financially dismissed for failing to pay tuition, federal student loans or other charges.

Financial Aid

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)**.

Federal financial aid is available to eligible students in the following degree programs:

- Bachelor of Science in Criminal Justice
- Bachelor of Science in Legal Studies
- Master of Science in Law
- Juris Doctor

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 www.fafsa.gov and should be completed as early as possible each year. Be sure to include ALU's school code 042438 in the School Section of the FAFSA. 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 finaid@alu.edu.***

FAFSA information is used to determine the expected family contribution (EFC), and eligibility for federal and state financial aid. After receipt of the FAFSA, the ALU Financial Aid Office will send the student notification of their financial aid awards and terms and conditions. Students must sign and return the financial aid award notification.

Students who wish to borrow federal student loans must also complete a Master Promissory Note (MPN) and Entrance Loan Counseling at www.studentloans.gov before federal student loans can be processed and disbursed. The disbursement of financial aid funds occurs after the start of the student's first semester at the midpoint of each payment period. A payment period is equivalent to two semesters for University programs and one year for the JD program. The

specific timing of disbursements is dependent on the student's start date and progress in the program.

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.

Students may not be eligible for federal financial aid for retaking courses. Students who plan to retake a previously passed course should contact the Registrar to register for the course and speak to our Financial Aid Office to determine 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.

Federal Direct Loan Program
Federal Direct Loans are made directly from the U.S. Department of Education to students through the William D. Ford Federal Direct Loan Program. The two types of Direct Loans available at ALU are Subsidized Stafford Loans and Unsubsidized Stafford Loans. These loans offer a low, fixed interest rate with flexible repayment terms and MUST be paid back.

Direct Unsubsidized Loans (sometimes called Unsubsidized Stafford Loans) are federal student loans borrowed through the Direct Loans program that offer graduate students a low, fixed interest rate and flexible repayment terms. Demonstrated financial need is not required to qualify. A credit check or cosigner is not required. Students are responsible for paying the interest during all periods. If one chooses not to pay the interest while in school, during grace periods and deferment/ forbearance periods, the interest will accrue and be capitalized (that is, the interest will accumulate and be added to the principal amount of the loan).

Subsidized loans are based on demonstrated need which the government pays the interest on during the student's enrollment (at least half-time) and in authorized deferment periods. On Unsubsidized loans, not a need-based loan, the student is responsible for paying the interest that accrues while in school and deferment/grace periods. Repayment begins six months after the student graduates or withdraws from school, or falls below half-time enrollment status.

Federal Pell Grant Program
This grant program is designed to help undergraduate students who have not earned a bachelor's or a professional degree and who can demonstrate need as determined by the Department of Education. Eligibility is determined by a standard U.S. Department of Education formula, which uses family size, income, and resources to determine need. The actual amount of the award is based upon the cost of attendance, enrollment status, and the amount of money appropriated by Congress to fund the program.

A student can receive a Pell grant for no more than 12 full-time semesters or roughly 6 years (600% Pell Lifetime Eligibility). The Federal Pell Grant makes it possible to provide a

foundation of financial aid to help defray the costs of a post-secondary education. Unlike loans, the Federal Pell Grant does not usually have to be paid back.

ALU does not participate in the Federal Direct PLUS loan program (Parent PLUS or GRAD PLUS).

Loan Entrance and Exit Counseling

Federal student aid regulations require that all borrowers complete loan entrance and exit counseling for their Federal Direct Loans prior to the disbursement of federal student loan funds. Similarly, a student loan borrower who graduates or ceases to be enrolled at least half-time in an eligible program must complete exit counseling. Loan counseling notifications are provided to all financial aid applicants and student loan borrowers. Student Loan Entrance and Exit Counseling can be completed online at www.studentloans.gov.

Military Education Benefits
Tuition Assistance

Abraham Lincoln University is eligible to accept Military Tuition Assistance (TA) for active duty soldiers, which may pay up to 100% of tuition. ALU also accepts MyCAA (Military Spouse Career Advancement Accounts), a program delivering up to $4,000 over two fiscal years to military spouses in certificate, diploma, and degree programs.

Each of the military branches has its own application and procedure for Tuition Assistance. Therefore, prior to enrolling at ALU, military students requesting TA must visit their respective Military Service's education portal to ensure eligibility for TA benefits. Approval from the student's Educational Services Officer or military branch counselor is required prior enrollment in the first course.

For additional information, including a step-by-step process of applying for TA, visit ALU's website.

Veterans Education Benefits

Abraham Lincoln University is approved through the California State Approving Agency for Veterans Education (CSAAVE) to administer Veterans Affairs education benefits through the G.I. Bill®. For additional information on how to apply, including an online application form with clear step-by-step instructions, visit https://www.va.gov/education/how-to-apply/. ALU's Veterans Affairs Certifying Official can be contacted by emailing registrar@alu.edu.

Payment Plan Options

Payment plans are available for those who wish to defer ALU tuition payment(s). Those wishing to take advantage of deferred payment(s) must submit a completed payment plan agreement before the tuition due date each term. 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.

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 $25 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 financial dismissal from the university.

ALU Monthly Payment Plan (As of August 2018) (Tuition based on degree level):

Level of Degree	Undergraduate degree and Certificates	Graduate degree and Master's Certificates	Doctorate degree and Postgraduate Certificates (excluding JD)
Credit Cost	($750 per 3 credit)	($1050 per 3 credit)	($1350 per 3 credit)
Payment Plan	$375	$525	$675

ALU Payment Plan Requirements

- Students 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 e-check or credit/debit card is mandatory.
- The banking account or credit/debit 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 with a credit/debit card, a convenience fee in the amount of 3.5% of the payment will be charged.
- 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.

Cancellation, Withdrawal & Refund Policy

The university's Cancellation, Withdrawal and Refund Policy complies with prescribed standards established by DEAC and BPPE.

ALU's refund policy, as stated below, is in compliance with California Bureau of Private 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 BPPE'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 and Withdrawal

A student may cancel an Enrollment Agreement or withdraw from the University at any time. A student has the right to cancel the Enrollment Agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. If notice of cancellation is given through attendance at the first class session, or the seventh day after enrollment, whichever is later, the student will obtain a full (100%) refund of all tuition paid less the application fee of $50.

A student who withdraws after the first class session, or seventh day after enrollment, whichever is later, will be subject to a one-time per program non-refundable Registration Fee of $100 and a non-refundable yearly Library Access Fee of $75, as well as prorated amounts of refundable fees, as appropriate. A student may withdraw from a course or program and receive a refund by providing a written notice to the Registrar via email to registrar@alu.edu. Any money due to the student will be refunded within 30 days.

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.

Refund Policy

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	1st week	90%
	2nd week	75%
	3rd week	65%
	4th week	50%
	5th week	0%

EXAMPLE: A student paid tuition and fees for a 3-unit/ 8-week course and withdrew from classes 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. Refundable fees will be prorated as a portion of the standard 36-unit academic year, as follows:

Tuition and Fee Charges:

Tuition (3 units @ $250/unit)	$750
Academic and Technology Resources Fee	$210
Library Fee (non-refundable)	$75
Registration Fee (non-refundable)	$100
	_____
Total	$1135

After withdrawal during 5ᵗʰ week, the student will be charged:

Tuition ($750 x 50%)	$375.00
Academic & Technology Resources Fee (3 units/36 units x 50%)	$ 12.60
Library Fee (non-refundable)	$75.00
Registration Fee (non-refundable)	$100.00
	_____
Total charges	$562.60

Refund calculation - refunded to student or the federal financial aid programs:

Tuition - $750 x 50%	$375.00
Academic and Technology Resources Fee (50%)	$197.40
	_____
Refund to student/financial aid programs	$572.40

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.).

Student Tuition Recovery Fund

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. **At this time, the fee is $0.**

Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

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).* ALU's online sessions are eight weeks in length, which means that one semester credit hour requires a minimum of four hours of out of class student work each week.

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 Business Administration Management Marketing
Graduate Certificates	Coaching Management
Associate Degree	Business Administration
Bachelor's Degree	Business Administration
Master's Degree	Business Administration Business Administration - Coaching Concentration
Doctorate Degree	Business Administration

Undergraduate Certificates

Accounting Certificate

Program Description

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

Program Details

Semesters	2
Minimum Credits to Complete Degree:	21
Time to Complete Degree:	1 year; based on enrollment of 12 credits per semester

Learning Outcomes

Upon completion of the program, students should be able to demonstrate the following outcomes, based on successful completion of the corresponding courses:

- 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).
- 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.
- Describe the importance of capital investments and the capital budgeting process while understanding the components of the master budget.

	Course #	Name	Credit Hours
CORE The core courses within the Business Administration program introduces students to key aspects of business operation including general office functions, accounting, marketing, and project management to give students practical skills required for the business world.	ACC 220	Financial Accounting	3
	ACC 300	Intermediate Accounting I	3
	ACC 225	Managerial Accounting	3
	ACC 320	Cost Accounting I	3
	ACC 301	Intermediate Accounting II	3
	ACC 321	Cost Accounting II	3
	ACC 302	Intermediate Accounting III	3
		CORE TOTAL	**21**

Business Administration Certificate

Program Description

The Business Administration Certificate provides students basic coverage of business fundamentals, ethical business practice, marketing principles and simple financial accounting.

Program Details

Semesters	2
Minimum Credits to Complete Degree:	18
Time to Complete Degree:	1 year; based on enrollment of 12 credits per semester

Learning Outcomes

Upon completion of the program, students should be able to demonstrate the following outcomes, based on successful completion of the corresponding courses:

- 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.

CORE

The core courses within the Business Administration program introduces students to key aspects of business operation including general office functions, accounting, marketing, and project management to give students practical skills required for the business world.

Course #	Name	Credit Hours
ACC 220	Financial Accounting	3
BUS 110	Business Fundamentals	3
MGT 214	Principles of Management	3
ACC 225	Managerial Accounting	3
BUS 220	Principles of Marketing	3
BUS 254	Ethical Decision Making for Business	3
	CORE TOTAL	**18**

Marketing Certificate

Program Description

The Marketing Certificate prepares students with the technical and analytical skills necessary to compete in a complex, ever-changing and challenging market.

Program Details

Semesters	2
Minimum Credits to Complete Degree:	15
Time to Complete Degree:	1 year; based on enrollment of 12 credits per semester

Learning Outcomes

Upon completion of the program, students should be able to demonstrate the following outcomes, based on successful completion of the corresponding courses:

- 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.

CORE

The core courses within the Business Administration program introduces students to key aspects of business operation including general office functions, accounting, marketing, and project management to give students practical skills required for the business world.

Course #	Name	Credit Hours
BUS 220	Principles of Marketing	3
BUS 110	Business Fundamentals	3
BUS 434	Internet Marketing	3
BUS 325	Legal Environments in Business	3
BUS 490	Introduction to E-Business	3
	CORE TOTAL	**15**

Management Certificate

Program Description

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

Program Details

Semesters	2
Minimum Credits to Complete Degree:	18
Time to Complete Degree:	1 year; based on enrollment of 12 credits per semester

Learning Outcomes

Upon completion of the program, students should be able to demonstrate the following outcomes, based on successful completion of the corresponding courses:

- 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.

CORE

The core courses within the Business Administration program introduces students to key aspects of business operation including general office functions, accounting, marketing, and project management to give students practical skills required for the business world.

Course #	Name	Credit Hours
MGT 214	Principles of Management	3
MGT 494	Strategic Management	3
MGT 440	Operations Management	3
BUS 254	Ethical Decision Making for Business	3
BUS 395	International Business	3
ACC 200	Principles of Accounting I	3
	CORE TOTAL	**18**

Graduate Certificates

Coaching Certificate

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 Details

Semesters	2
Minimum Credits to Complete Degree:	12
Time to Complete Degree:	up to 1 year; based on enrollment of 6 credits per semester

Learning Outcomes

Upon completion of the program, students should be able to demonstrate the following outcomes, based on successful completion of the corresponding courses:

- Apply critical reasoning to establish professional conclusions using appropriate techniques and models in collecting and analyzing external and internal data.
- Demonstrate effective communication skills necessary to successfully analyze and present business reports in a diverse workforce.
- Demonstrate effective coaching strategies and techniques as they apply to individuals and teams.
- Analyze internal and external environmental factors that affect the development of effective coaching strategies for C-level executives.

CORE	Course #	Name	Credit Hours
The core courses within the Business Administration program introduces students to key aspects of business operation including general office functions, accounting, marketing, and project management to give students practical skills required for the business world.	COH 510	Coaching in the Workplace	3
	COH 515	Personal Coaching	3
	COH 520	Coaching Teams	3
	COH 525	Executive Coaching	3
		CORE TOTAL	**12**

Management Certificate

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 Details

Semesters	3
Minimum Credits to Complete Degree:	15
Time to Complete Degree:	1 year; based on enrollment of 6 credits per semester

Learning Outcomes

Upon completion of the program, students should be able to demonstrate the following outcomes, based on successful completion of the corresponding courses:

- 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.

CORE

The core courses within the Business Administration program introduces students to key aspects of business operation including general office functions, accounting, marketing, and project management to give students practical skills required for the business world.

Course #	Name	Credit Hours
BUS 560	Business Ethics	3
MGT 620	Implementing Organizational Change	3
MGT 646	Project Management Organizational Framework	3
COH 525	Executive Coaching	3
MGT 570	Adv. Strategic Management	3
	CORE TOTAL	**15**

Associate Degrees

Associate of Science in Business Administration (ASBA)

Program Description

The purpose of the Associate of Science in Business Administration degree 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.

Program Details

Semesters	5
Minimum Credits to Complete Degree:	60
Time to Complete Degree:	Up to 2 years; based on enrollment of 12 credits per semester & attending 3 semesters per year.

Learning Outcomes

Upon completion of the program, students should be able to demonstrate the following outcomes, based on successful completion of the corresponding courses:

- 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.

CORE

The core courses within the Business Administration program introduces students to key aspects of business operation including general office functions, accounting, marketing, and project management to give students practical skills required for the business world.

Course #	Name	Credit Hours
ACC 201	Principles of Accounting II	3
BUS 110	Business Fundamentals	3
BUS 220	Principles of Marketing	3
BUS 240	Managing Perf./ Dev. Teams	3
BUS 254	Ethical Decision Making	3
BUS 325	Legal Environment in Business	3
BUS 350	Quantitative Methods	3
MGT 214	Principles of Management	3
	CORE TOTAL	**24**

GENERAL ED

The following courses are required as part of the degree and cover areas of communications, math, and natural/social sciences.

ACC 200	Principles of Accounting I	3
BUS 330	Human Resource Mgt.	3
CMP 101	Introduction to Computers	3
COM 100	Introduction to Communications	3
ENG 160	English Composition I	3
ENG 170	English Composition II	3
MAT 140	College Algebra	3
	GENERAL ED TOTAL	**21**

ELECTIVES

Students select from FIVE (5) elective courses to complete this category.

ACC 220	Financial Accounting	3
ACC 225	Managerial Accounting	3
ACC 300	Intermediate Accounting I	3
ACC 301	Intermediate Accounting II	3
ACC 302	Intermediate Accounting III	3
ACC 320	Cost Accounting I	3
ACC 321	Cost Accounting II	3
ACC 400	Auditing I	3
ACC 401	Auditing II	3
ACC 415	Advanced Accounting	3
ACC 480	Forensic Accounting I	3
ACC 481	Forensic Accounting II	3
BUS 205	Business Research & Communication	3
BUS 395	International Business	3
FIN 245	Personal Finance	3
	TOTAL ELECTIVES	**15**

Bachelor's Degrees

Bachelor of Science in Business Administration (BSBA)

Program Description

The Bachelor of Science in Business Administration degree 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 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 Details

Semesters	10
Minimum Credits to Complete Degree:	120
Time to Complete Degree:	Up to 4 years; based on enrollment of 12 credits per semester & attending 3 semesters per year.

Learning Outcomes

Upon completion of the program, students should be able to demonstrate the following outcomes, based on successful completion of the corresponding courses:

- Analyze the external and internal influences on business institutions and practices.
- Identify and analyze legal and/or ethical issues that arise in business practices and institutions.
- 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.
- Demonstrate effective written communication skills in a business environment.
- Make effective business decisions using analytical and critical thinking skills.

	Course #	Name	Credit Hours
CORE The core courses within the Business Administration program introduces students to key aspects of business operation including general office functions, accounting, marketing, and project management to give students practical skills required for the business world.	BUS 110	Business Fundamentals	3
	ACC 201	Principles of Accounting II	3
	MGT 214	Principles of Management	3
	BUS 220	Principles of Marketing	3
	BUS 240	Managing Perf/Dev Teams	3
	BUS 254	Ethical Decision Making in Business	3
	ACC 220	Financial Accounting	3
	ACC 225	Managerial Accounting	3
	ACC 300	Intermediate Accounting I	3
	ACC 301	Intermediate Accounting II	3
	ACC 302	Intermediate Accounting III	3
	MGT 315	Customer Relationship Management	3
	BUS 350	Quantitative Methods	3
	BUS 395	International Business	3
	MGT 424	Leadership in Organizations	3
	FIN 444	Finance for Managers	3
	MGT 464	Organizational Behavior	3
	MGT 474	Fundamentals of Project Mgmt.	3
	BUS 484	Entrepreneurship	3
	MGT 494	Strategic Management	3
	BUS 499	Senior Capstone	3
		CORE TOTAL	**63**

	Course #	Name	Credit Hours
GENERAL ED The following courses are required as part of the degree and cover areas of communications, math, and natural/ social sciences.	ENG 160	English Composition I	3
	ENG 170	English Composition II	3
	COM 100	Introduction to Communications	3
	MAT 140	College Algebra	3
	PSY 110	Psychology	3
	CMP 101	Introduction to Computers	3
	ACC 200	Principles of Accounting I	3
	ECON 310	Principles of Macroeconomics	3

	ECON 315	Principles of Microeconomics	3
	BUS 330	Human Resource Management	3
	COM 420	Managerial Communications	3
	MGT 440	Operations Management	3
		GENERAL ED TOTAL	**36**

ELECTIVES Students select from SEVEN (7) elective courses to complete this category.	BUS 205	Business Research & Communications	3
	BUS 434	Internet Marketing	3
	ACC 320	Cost Accounting I	3
	ACC 321	Cost Accounting II	3
	ACC 400	Auditing I	3
	ACC 401	Auditing II	3
	ACC 415	Advanced Accounting	3
	ACC 480	Forensic Accounting I	3
	ACC 481	Forensic Accounting II	3
	FIN 245	Personal Finance	3
	FIN 460	Federal Taxation I	3
	FIN 461	Federal Taxation II	3
	BUS 490	E-Business	3
		ELECTIVE TOTAL	**21**

Master's Degrees

Master of Business Administration (MBA)

Program Description

The Master of Business Administration degree prepares students for management positions in public, private, and non-profit organizations. Students 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.

Program Details

Semesters	6
Minimum Credits to Complete Degree:	36
Time to Complete Degree:	2 years; based on enrollment of 6 credits per semester

Learning Outcomes

Upon completion of the program, students should be able to demonstrate the following outcomes, based on successful completion of the corresponding courses:

- Demonstrate effective communication skills necessary to successfully analyze and present business reports to a diverse workforce.
- Apply critical reasoning to establish professional conclusions using appropriate techniques and models in collecting and analyzing external and internal data.
- Differentiate between the structures in global business organizations that support and are used to manage a socially and culturally diverse work force.
- Demonstrate an appreciation for integrity and ethical decision making by contrasting the roles, tasks, and decisions of business leaders and other professionals in business, industry, and non-profit organizations.
- Analyze external and internal influences on business by integrating formal academic learning with personal business experience to make effective business decisions.
- Utilize appropriate technologies to achieve organizational objectives by gathering information and developing an understanding of the key issues facing business to make effective decisions in a global business environment.

CORE	Course #	Name	Credit Hours
The core courses within the Business Administration program introduces students to key aspects of business operation including general office	BUS 560	Business Ethics	3
	MGT 500	Modern Management	3
	MGT 530	Marketing Management	3
	BUS 510	Managerial Accounting	3
	MGT 514	Human Relations Management	3

functions, accounting, marketing, and project management to give students practical skills required for the business world.	BUS 540	Managerial Economics	3
	BUS 580	Strategies for Change	3
	MGT 590	Advanced Organizational Behavior	3
	BUS 699	Graduate Capstone	3
		CORE TOTAL	**27**

	MGT 525	Marketing Research	3
	BUS 550	Business Finance	3
	BUS 551	Corporate Financial Mgmt.	3
	BUS 552	Innovative Finance and Venture Capital	3
	BUS 553	Corporate Global Finance	3
	BUS 600	Contract Law Fundamentals	3
	BUS 620	International Business Law	3
	BUS 623	Communications Law	3
	COH 510	Coaching in the Workplace	3
ELECTIVES	COH 515	Personal Coaching	3
	COH 520	Coaching Teams	3
Students select from THREE (3) elective courses to complete this category.	COH 525	Executive Coaching	3
	COH 530	Group Theory & Skills	3
	COH 535	Group Work Practice	3
	COH 540	Project Management Coaching	3
	MGT 504	Sales Management	3
	MGT 570	Advanced Strategic Mgmt.	3
	MGT 620	Implementing Organizational Change	3
	MGT 645	Project Management Essentials	3
	MGT 646	Project Management Organizational Framework	3
	MGT 647	Project Management Integration Framework	3
		ELECTIVE TOTAL	**9**

Master of Business Administration (MBA) - Coaching Concentration

Program Description

The Master of Business Administration – Coaching degree provides students with the leadership skills expected in today's business environment. 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 as well as learn how to coach in a workplace environment, accommodate personal interactions, coach a team, work with executives in a coaching relationship and coaching in a project management setting.

Program Details

Semesters	6
Minimum Credits to Complete Degree:	36
Time to Complete Degree:	2 years; based on enrollment of 6 credits per semester

Learning Outcomes

Upon completion of the program, students should be able to demonstrate the following outcomes, based on successful completion of the corresponding courses:

- Demonstrate effective communication skills necessary to successfully analyze and present business reports to a diverse workforce.
- Apply critical reasoning to establish professional conclusions using appropriate techniques and models in collecting and analyzing external and internal data.
- Differentiate between the structures in global business organizations that support and are used to manage a socially and culturally diverse work force.
- Demonstrate an appreciation for integrity and ethical decision making by contrasting the roles, tasks, and decisions of business leaders and other professionals in business, industry, and non-profit organizations.
- Analyze external and internal influences on business by integrating formal academic learning with personal business experience to make effective business decisions.
- Utilize appropriate technologies to achieve organizational objectives by gathering information and developing an understanding of the key issues facing business to make effective decisions in a global business environment.
- Demonstrate effective coaching strategies and techniques as they apply to individuals and teams.
- Analyze internal and external environmental factors that affect the development of effective coaching strategies for C-level executives.

Course #	Name	Credit Hours

CORE

The core courses within the Business Administration program introduces students to key aspects of business operation including general office functions, accounting, marketing, and project management to give students practical skills required for the business world.

Course #	Name	Credit Hours
BUS 560	Business Ethics	3
MGT 500	Modern Management	3
MGT 530	Marketing Management	3
BUS 510	Managerial Accounting	3
BUS 540	Managerial Economics	3
BUS 580	Strategies for Change	3
MGT 590	Advanced Organizational Behavior	3
BUS 699	Graduate Capstone	3
	TOTAL	**24**

CONCENTRATION

Course #	Name	Credit Hours
COH 510	Coaching in the Workplace	3
COH 515	Personal Coaching	3
COH 520	Coaching Teams	3
COH 525	Executive Coaching	3
	TOTAL	**12**

Doctorate Degree

Doctor of Business Administration (DBA)

Program Description

The Doctor of Business Administration provides the knowledge today's business leaders need. It's designed for those who wish to take their business or consulting careers to the next level through high-quality, practice-focused research. The DBA curriculum contains applied research modules to develop independent thinkers and problem solvers. The program offers a combination of both theoretical and applied research methodology courses that emphasize assessment of the problems most relevant to managers. Graduates of the DBA program learn to use evidence-based decision-making models to lead their organizations into the future.

Recipients of the Doctor of Business Administration degree must complete at least 60 semester units, including 36 units of required core courses, 12 units of research focused courses, and 12 units of dissertation courses. Also, all recipients must engage and pass the Comprehensive Exam Competency (CEC). Students must complete all courses and the CEC to begin their dissertation phase.

Program Details

Semesters	10
Minimum Credits to Complete Degree:	60
Time to Complete Degree:	up to 3.5 years; based on enrollment of 6 credits per semester

Learning Outcomes

Upon completion of the program, students should be able to demonstrate the following outcomes, based on successful completion of the corresponding courses:

- Employ effective communication skills in translating business research findings into appropriate guidelines for managing a business in a diverse, global environment.
- Analyze external and internal data using advanced critical reasoning skills to effectively handle business problems and identify business opportunities.
- Evaluate organizational business structures in a global business environment using current business theories and practices to gain an awareness of the socially and culturally diverse workforce and apply appropriate leadership and management skills for maximum productivity.
- Evaluate decisions of business leaders and other professionals in business, industry, and non- profit organizations through the lens of integrity and ethical practices using current business theories and practices.
- Employ formal academic learning with personal business experience to analyze external and internal influences on business to establish the strategic direction of an organization.
- Assess organizational information needs by comparing contemporary theories on business and management with current research and practices.

	Course #	Name	Credit Hours
CORE The core courses within the Business Administration program introduces students to key aspects of business operation including general office functions, accounting, marketing, and project management to give students practical skills required for the business world.	DBA 710	Organization & Organizational Change Theories	3
	DBA 712	Financial Management	3
	DBA 713	Leadership Theories, Models, Styles & Traits	3
	DBA 714	Leadership & Change Management	3
	DBA 715	Ethics of Business Management	3
	DBA 716	Corporate Social Responsibility & Economics	3
	DBA 717	Business Policies & Administration	3
	DBA 718	Business Management Theories in Practice	3
	DBA 719	Human Resource Management	3
	DBA 720	Strategic Management Theories, Process & Application	3
	DBA 721	Business Strategy & decision Making	3
	DBA 722	Applied Strategic Perspectives	3
		CORE TOTAL	**36**
RESEARCH	DBA 723	Research Methods	3
	DBA 724	Research Design & Analysis	3
	DBA 725	Statistics for Business	3
	DBA 726	Applied Strategic Analysis	3
	DCE700A	Doctoral Comprehensive Exam I*	0
	DCE700B	Doctoral Comprehensive Exam II	0
		RESEARCH TOTAL	**12**
DISSERTATION	DBA 727	Dissertation Overview, Process & Proposal	3
	DBA 728	Dissertation I	3
	DBA 729	Dissertation II	3
	DBA 730	Dissertation III	3
		DISSERTATION TOTAL	**12**

Students are concurrently enrolled in this course with DBA726; students unsuccessful are required to complete 2nd attempt before continuing in program. Students can take additional Dissertation Courses (IV-VI) to complete their dissertation; however, if the student does not complete their dissertation successfully after 6 attempts, they will be dismissed from the program. However, dismissed candidates may appeal the dismissal. If successful, the appealing candidate shall return to the dissertation course deemed appropriate by the Chief Academic Officer.

Criminal Justice Programs

ALU's Criminal Justice Department offers a variety of degree programs focusing on the contemporary issues in the field of Criminal Justice. 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 Criminal Justice 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. Through this program, students will prepare for entry-level positions in the field by building foundational skills in the primary functions of law enforcement, prosecution, trial, corrections, juvenile offenders, handling evidence and crime scene investigation.

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

Diploma	Criminal Justice
Undergraduate Certificates	Investigation
	Homeland Security
Associate Degree	Criminal Justice
Bachelor's Degree	Criminal Justice
Master's Degree	Criminal Justice

Diploma Program

Program Description

The Diploma in Criminal Justice program 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 Details

Semesters	3
Minimum Credits to Complete Degree:	30
Time to Complete Degree:	1 year; based on enrollment of 12 credits per semester

Learning Outcomes

Upon completion of the program, students should be able to demonstrate the following outcomes:

- 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.

	Course #	Name	Credit Hours
CORE The core courses within the Criminal Justice program introduces students to key aspects of law enforcement, prosecution, trial, corrections, juvenile offenders, handling evidence and crime scene investigation.	CJS 100	Ethics in Law Enforcement	3
	CJS 110	Introduction to Criminal Justice	3
	CJS 130	Introduction to Justice Admin.	3
	CJS 140	Introduction to Criminology	3
	CJS 200	Criminal Law	3
	CJS 225	Criminal Investigations I	3
	CJS 223	Criminal Procedure	3
	CJS 230	Criminal Evidence	3
		CORE TOTAL	**24**
ELECTIVES Students select from TWO (2) elective courses to complete this category.	CJS 245	Community Policing	3
	CJS 295	Police Patrol	3
		TOTAL ELECTIVE HOURS	**6**

Undergraduate Certificates

Investigation

Program Description

The Certificate of Investigation focuses on developing skills related to criminal investigation and criminalistics. Students 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 Details

Semesters	3
Minimum Credits to Complete Degree:	21
Time to Complete Degree:	1 year; based on enrollment of 12 credits per semester

Learning Outcomes

Upon completion of the program, students should be able to demonstrate the following outcomes, based on successful completion of the corresponding courses:

- 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.

CORE

The core courses within the Criminal Justice program introduces students to key aspects of law enforcement, prosecution, trial, corrections, juvenile offenders, handling evidence and crime scene investigation.

Course #	Name	Credit Hours
CJS 105	Technology in Criminal Justice	3
CJS 110	Introduction to Criminal Justice	3
CJS 225	Criminal Investigations I	3
CJS 230	Criminal Evidence	3
CJS 325	Criminal Investigation II	3
	CORE TOTAL	**15**

ELECTIVES

Students select from TWO (2) elective courses to complete this category.

Course #	Name	Credit Hours
CJS 335	Crime Scene Investigation	3
CJS 340	Fingerprinting	3
	TOTAL ELECTIVE HOURS	**6**

Homeland Security

Program Description

The Homeland Security Certificate prepares students to enter a career field specialized in Homeland Security. This certificate program is designed to introduce students to homeland security issues related to domestic and international terrorism.

Program Details

Semesters	2
Minimum Credits to Complete Degree:	18
Time to Complete Degree:	1 year; based on enrollment of 12 credits per semester

Learning Outcomes

Upon completion of the program, students should be able to demonstrate the following outcomes, based on successful completion of the corresponding courses:

- 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.
- Identifying various governmental agencies in multiple countries that manage disasters in their respective countries.

CORE

The core courses within the Criminal Justice program introduces students to key aspects of law enforcement, prosecution, trial, corrections, juvenile offenders, handling evidence and crime scene investigation.

Course #	Name	Credit Hours
CJS 362	History of Terrorism	3
CJS 382	Risk Analysis	3
CJS 342	Emergency Response Planning	3
CJS 392	Transportation & Cargo	3
CJS 400	Crisis Management	3
CJS 372	International Disaster Management	3
	CORE TOTAL	**18**

Associate Degrees

Associate of Science in Criminal Justice (ASCJ)

Program Description

The Associate of Science in Criminal Justice degree is a unique way to master the concepts of the legal system, law enforcement, evidence handling, and crime scene investigation. The Criminal Justice degree program 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.

Program Details

Semesters	5
Minimum Credits to Complete Degree:	60
Time to Complete Degree:	Up to 2 years; based on enrollment of 12 credits per semester

Learning Outcomes

Upon completion of the program, students should be able to meet the following objectives, based on successful completion of the corresponding courses:

- 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.

Course #	Name	Credit Hours

CORE

The core courses within the Criminal Justice program introduces students to key aspects of law enforcement, prosecution, trial, corrections, juvenile offenders, handling evidence and crime scene investigation.

Course #	Name	Credit Hours
CJS 105	Technology in Criminal Justice	3
CJS 100	Ethics in Law Enforcement	3
CJS 110	Introduction to Criminal Justice	3
CJS120	Introduction to Law Enforcement	3
CJS 130	Intro to Justice Admin	3
CJS 140	Intro to Criminology	3
CJS 200	Criminal Law	3
CJS 223	Criminal Procedure	3
CJS 225	Criminal Investigations I	3
CJS 345	Corrections	3
	CORE TOTAL	**30**

GENERAL ED

The following courses are required as part of the degree and cover areas of communications, math, and natural/social sciences

Course #	Name	Credit Hours
COM 202	Effective Professional Communications	3
ENG 160	English Composition I	3
ENG 170	English Composition II	3
MAT 140	College Algebra	3
HIST 160	American History I	3
PSY 110	Introduction to Psychology	3
	GENERAL ED TOTAL	**18**

ELECTIVES
Students select from FOUR (4) elective courses to complete this category.

Course #	Name	Credit Hours
CJS 245	Community Policing	3
CJS 295	Police Patrol	3
CJS 310	Police Management	3
CJS 315	Supervision of Police	3
CJS 335	Crime Scene Investigation	3
CJS 340	Fingerprinting	3
CJS 350	Homicide Investigations I	3
CJS 355	Drug Enforcement	3
CJS 360	Investigation of Terrorism	3
CJS 370	Patrol Procedures	3
CJS 380	Computer Crime	3
CJS 385	Traffic Law and Accident Investigation	3
CJS 397	First Responders	3
	TOTAL ELECTIVE HOURS	**12**

Bachelor's Degrees

Bachelor of Science in Criminal Justice (BSCJ)

Program Description

The Bachelor of Science in Criminal Justice degree program focuses on developing students' understanding of advanced concepts in 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.

Program Details

Semesters	10
Minimum Credits to Complete Degree:	120
Time to Complete Degree:	4 years; based on enrollment of 12 credits per semester

Learning Outcomes

Upon completion of the program, students should be able to demonstrate the following outcomes, based on successful completion of the corresponding courses:

- 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.
- Apply sound criminal justice principles and decision making to planning, organizing, and coordinating operations.

	Course #	Name	Credit Hours
CORE The core courses within the Criminal Justice program introduces students to key aspects of law enforcement, prosecution, trial, corrections, juvenile offenders, handling evidence and crime scene investigation.	CJS 105	Technology in Criminal Justice	3
	CJS 100	Ethics in Law Enforcement	3
	CJS 110	Introduction to Criminal Justice	3
	CJS120	Introduction to Law Enforcement	3
	CJS 130	Intro to Justice Admin	3
	CJS 140	Intro to Criminology	3
	CJS 200	Criminal Law	3
	CJS 205	Constitutional Law	3
	CJS 223	Criminal Procedure	3
	CJS 225	Criminal Investigations I	3
	CJS 305	Constitutional Law II	3
	CJS 325	Criminal Investigation II	3
	CJS 345	Corrections	3
	CJS 420	Criminalistics	3
	CJS 440	Juvenile Justice	3
	CJS 499	Senior Capstone	3
		CORE TOTAL	**48**

	Course #	Name	Credit Hours
GENERAL ED The following courses are required as part of the degree and cover areas of communications, math, and natural/social sciences	PSY 110	Introduction to Psychology	3
	SOC 110	Introduction to Sociology	3
	MAT 140	College Algebra	3
	ENG 160	English Composition I	3
	ENG 170	English Composition II	3
	HIST 160	American History I	3
	HIST 165	American History II	3
	SCI 195	Survey of Physical Sciences	3
	COM 202	Effective Professional Communications	3
	COM 275	Speech Communication	3
		GENERAL ED TOTAL	**30**

	Course #	Name	Credit Hours
ELECTIVES Students select from FIFTEEN (15) elective courses to complete this category.	CJS 245	Community Policing	3
	CJS 295	Police Patrol	3
	CJS 310	Police Management	3
	CJS 315	Supervision of Police	3
	CJS 335	Crime Scene Investigation	3
	CJS 340	Fingerprinting	3
	CJS 350	Homicide Investigations I	3

CJS 355	Drug Enforcement	3	
CJS 360	Investigation of Terrorism	3	
CJS 370	Patrol Procedures	3	
CJS 380	Computer Crime	3	
CJS 397	First Responders	3	
CJS 435	Kinesic Interviewing	3	
CJS 450	Homicide Investigations II	3	
CJS 455	Investigations of Organized Crime	3	
CJS 465	Clandestine Laboratory Investigation	3	
CJS 475	Investigation of Arson	3	
CJS 490	Investigation of White Collar Crime	3	
CJS 493	Security Systems, Procedures and Development	3	
	TOTAL ELECTIVE HOURS	**42**	

Master's Degree

Master of Science in Criminal Justice (MSCJ)

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. Students 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.

Program Details

Semesters	6
Minimum Credits to Complete Degree:	36
Time to Complete Degree:	2 years; based on enrollment of 6 credits per semester

Learning Outcomes

Upon completion of the program, students should be able to demonstrate the following outcomes, based on successful completion of the corresponding courses:

- 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 solutions for law enforcement, criminal investigation, and the 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 and identify and implement solutions to issues confronting practitioners in areas of criminal justice.

	Course #	Name	Credit Hours
CORE The core courses within the Criminal Justice program introduces students to key aspects of law enforcement, prosecution, trial, corrections, juvenile offenders, handling evidence and crime scene investigation.	CJS 500	Criminal Law	3
	CJS 505	Criminal Justice Ethics	3
	CJS 510	Advanced Criminal Procedure	3
	CJS 520	Criminology	3
	CJS 530	Law Enforcement Management	3
	CJS 545	Drug Enforcement	3
	CJS 550	Forensic Science	3
	CJS 560	Dynamics of Family Violence	3
	CJS 590	Interview & Interrogation	3
	CJS 699	Graduate Capstone	3
	RES 500	Research Methods	3
		CORE TOTAL	**33**
ELECTIVES Students select from ONE (1) elective courses to complete this category.	CJS 515	Technology in Law Enforcement	3
	CJS 565	Use of Force in Law Enforcement	3
	CJS 575	Police Administration	3
	CJS 580	Terrorism & Homeland Security	
	CJS 585	Corrections	3
		GENERAL ED TOTAL	**3**

General Studies Program

ALU's General Studies 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 General Studies program is a unique, career-oriented way to earn a liberal arts education that allows students to individually tailor their program. Students may focus on their individual interests, abilities and intellectual concerns to meet their academic and personal development goals.

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

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

Undergraduate Certificates

Communication & Writing

Program Description

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

Program Details

Semesters	2
Minimum Credits to Complete Degree:	18
Time to Complete Degree:	Up to 1 year; based on enrollment of 12 credits per semester

Learning Outcomes

Upon completion of the program, students should be able to demonstrate the following outcomes, based on successful completion of the corresponding courses:

- 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

CORE	Course #	Name	Credit Hours
The core courses within the General Studies program introduces students to the foundational subjects of a liberal arts education.	COM 100	Intro to Communications	3
	COM 275	Speech Communication	3
	COM 420	Managerial Communications	3
	ENG 160	English Composition I	3
	ENG 170	English Composition II	3
	RES 340	Research Methods and Writing	3
		CORE TOTAL	**18**

Associate Degree

Associate of Arts in General Studies (AAGS)

Program Description

The Associate of Arts in 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 General Studies degree 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 Details

Semesters	5
Minimum Credits to Complete Degree:	60
Time to Complete Degree:	Up to 2 years; based on enrollment of 12 credits per semester

Learning Outcomes

Upon completion of the program, students should be able to demonstrate the following outcomes, based on successful completion of the corresponding courses:

- 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.

	Course #	Name	Credit Hours
CORE The core courses within the General Studies program introduces students to the foundational subjects of a liberal arts education.	CMP 101	Introduction to Computers	3
	SPAN 110	Introduction to Spanish I	3
	SPAN 115	Introduction to Spanish II	3
	SCI 195	Survey of Physical Sciences	3
	MAT 201	Business Mathematics	3
	MAT 280	Business Statistics	3
	COM 202	Effective Prof. Communications	3
	CHEM 210	Survey of Chemistry	3
		CORE TOTAL	**24**

	Course #	Name	Credit Hours
GENERAL ED	ART 100	World of Art	3
	COM 100	Introduction to Communication	3
	COM 101	Communication for Personal Development	3
	HIST 160	American History I	3
	BIO 100	Introduction to Biology	3
	COM 275	Speech Communication	3
	ENG 160	English Composition I	3
	ENG 170	English Composition II	3
	HUM 125	Critical Thinking	3
	MAT 140	College Algebra	3
	PSY 110	Introduction to Psychology	3
	SOC 110	Introduction to Sociology	3
		GENERAL ED TOTAL	**36**

Bachelor's Degree

Bachelor of Arts in General Studies (BAGS)

Program Description

The Bachelor of Arts in General Studies degree 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 can design an undergraduate program that more readily meet their academic and personal development goals. Students learn concepts and skills from a variety of fields to create solutions to contemporary problems. Students acquire the critical skills needed to integrate and complement their individual interests, abilities, and intellectual and practical concerns.

Program Details

Semesters	10
Minimum Credits to Complete Degree:	120
Time to Complete Degree:	4 years; based on enrollment of 12 credits per semester

Learning Outcomes

Upon completion of the program, students should be able to demonstrate the following outcomes, based on successful completion of the corresponding courses:

- Analyze social, economic and political influences on personal and social behavior.
- 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.

CORE

The core courses within the General Studies program introduces students to the foundational subjects of a liberal arts education.

Course #	Name	Credit Hours
ANTH 350	Cultural Anthropology	3
CHEM 210	Survey of Chemistry	3
CMP 101	Introduction to Computers	3
HIST 165	American History II	3
MAT 201	Business Mathematics	3
MAT 280	Business Statistics	3
PHIL 430	Religious Studies	3
COM 202	Effective Prof. Communications	3
COM 420	Managerial Communications	3
ECON 205	Introduction to Economics	3
ENG 110	Introduction to Writing	3
POLI 365	American Government	3
RES 340	Research Methods and Writing	3
SCI 295	Environmental Science	3
SOC 210	Diversity and Culture	3
SPAN 110	Introduction to Spanish I	3
SPAN 115	Introduction to Spanish II	3
PSY 315	Abnormal Psychology	3
	CORE TOTAL	**54**

GENERAL ED

The following courses are required as part of the degree and cover areas of communications, math, and natural/social sciences.

Course #	Name	Credit Hours
ART 100	World of Art	3
BIO 100	Introduction to Biology	3
COM 100	Introduction to Communication	3
COM 101	Communication for Personal Development	3
COM 275	Speech Communication	3
ECON 310	Principles of Macroeconomics	3
ECON 315	Principles of Microeconomics	3
ECON 490	Managerial Economics	3
ENG 160	English Composition I	3
ENG 170	English Composition II	3
ENG 180	Introduction to Literature	3

ENG 185	Literary Studies	3
HIST 150	World History I	3
HIST 160	American History I	3
HUM 125	Critical Thinking	3
MAT 140	College Algebra	3
PHIL 225	Ethics	3
POLI 110	Introduction to Political Science	3
PSY 110	Introduction to Psychology	3
PSY 305	Developmental Psychology	3
SCI 195	Survey of Physical Sciences	3
SOC 110	Introduction to Sociology	3
	GENERAL ED TOTAL	**66**

Legal Studies/Law Programs

ALU's Legal Studies Department offers a variety of degree programs, certificates and a Diploma in Paralegal Studies to help students meet their educational and career-related 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 Legal Studies program provides students with foundational and advanced knowledge, depending on the degree type, of necessary legal skills and principles. 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 provides a foundation for career and academic advancement

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

Diploma	Paralegal Studies
Undergraduate Certificates	Legal Assistant
Graduate Certificates	Human Resource Law
	Business Law
	Real Estate Law
Associate Degree	Paralegal Studies
Bachelor's Degree	Legal Studies
Graduate Degree	Law

Diploma

Paralegal Studies

Program Description

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 online classes help students to become efficient in online legal research.

Program Details

Semesters	3
Minimum Credits to Complete Degree:	30
Time to Complete Degree:	1 year; based on enrollment of 12 credits per semester

Learning Outcomes

Upon completion of the program, students should be able to demonstrate the following outcomes, based on successful completion of the corresponding courses:

- Utilize critical thinking, analytical, and interpersonal skills applicable to real-world problems.
- Identify primary and secondary sources of the law.
- Prepare written legal analysis identifying issues in a case, the rule of law, application, counter arguments, and conclusions.
- Make effective personal and professional decisions using appropriate analytical and critical thinking processes.
- Prepare professional legal documents
- Demonstrate core knowledge in the following areas of law: business law, criminal law, real property, and contracts

	Course #	Name	Credit Hours
CORE The core courses within the Legal Studies program introduces students to key prepare students for work in corporate legal departments, government agencies, and non-profit organizations.	LGS 100	Introduction to the Legal Profession	3
	CJS 200	Criminal Law	3
	LGS 107	Contracts	3
	LGS 108	Legal Research	3
	LGS 204	Real Property	3
	LGS 206	Business Organizations	3
	LGS 208	Legal Analysis & Writing	3
	LGS 110	Litigation and Trial Practice I	3
		CORE TOTAL	**24**

	Course #	Name	Credit Hours
ELECTIVES Students select from TWO (2) elective courses to complete this category.	LGS 102	Family Law	3
	LGS 105	Law Office Technology	3
	LGS 106	Wills, Trusts and Estates	3
	LGS 205	Social Security Disability	3
	LGS 207	Bankruptcy	3
		TOTAL ELECTIVE HOURS	**6**

Undergraduate Certificates

Legal Assistant

Program Description

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

Program Details

Semesters	2
Minimum Credits to Complete Degree:	24
Time to Complete Degree:	Under 1 year; based on enrollment of 12 credits per semester

Learning Outcomes

Upon completion of the program, students should be able to demonstrate the following outcomes, based on successful completion of the corresponding courses:

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

	Course #	Name	Credit Hours
CORE The core courses within the Legal Studies program introduces students to key aspects of business operation including general office functions, accounting, marketing, and project management to give students practical skills required for the business world.	LGS 100	Introduction to the Legal Profession	3
	LGS 105	Law Office Technology	3
	LGS 108	Legal Research	3
	LGS 110	Litigation and Trial Practice I	3
	LGS 210	Litigation & Trial Practice II	3
	LGS 208	Legal Analysis & Writing	3
	LGS 303	Ethics for the Legal Professional	3
		CORE TOTAL	**21**
ELECTIVES Students select from ONE (1) elective courses to complete this category.	LGS 200	Administrative Law	3
	LGS 402	Alternative Dispute Resolution	3
		TOTAL ELECTIVE HOURS	**3**

Graduate Certificates

Human Resource Law

Program Description

The Human Resource Law Certificate prepares students for a career in compliance and the law as it pertains to employment. The program 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 Details

Semesters	3
Minimum Credits to Complete Degree:	18
Time to Complete Degree:	1 year; based on enrollment of 6 credits per semester and attending 3 semesters per year

Learning Outcomes

Upon completion of the program, students should be able to demonstrate the following outcomes, based on successful completion of the corresponding courses:

- 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.
- Study crucial issues in human resources rules and regulation and apply employment regulations with regard to privacy and theft.

CORE

The core courses within the Legal Studies program introduces students to key aspects of business operation including general office functions, accounting, marketing, and project management to give students practical skills required for the business world.

Course #	Name	Credit Hours
BUS 600	Contract Law	3
BUS 625	Employment Law	3
MGT 514	Human Resource Management	3
LGS 632	Legal Research	3
LGS 630	Legal Writing	3
MGT 528	Alternative Dispute Resolution	3
	CORE TOTAL	**18**

Business Law

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 program exposes students to the many legal and business issues that lawyers encounter regularly in the global market.

Program Details

Semesters	4
Minimum Credits to Complete Degree:	21
Time to Complete Degree:	1.5 years; based on enrollment of 6 credits per semester and attending 3 semesters per year

Learning Outcomes

Upon completion of the program, students should be able to demonstrate the following outcomes, based on successful completion of the corresponding courses:

- Apply the regulations that safeguard the protection of people against unlawful discrimination.
- 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.

CORE

The core courses within the Legal Studies program introduces students to key aspects of business operation including general office functions, accounting, marketing, and project management to give students practical skills required for the business world.

Course #	Name	Credit Hours
BUS 600	Contract Law	3
LGS 525	Contemporary Business Law	3
LGS 620	International Business Law	3
LGS 632	Legal Research	3
LGS 630	Legal Writing	3
	CORE TOTAL	**15**

ELECTIVES

Students select from TWO (2) elective courses to complete this category.

Course #	Name	Credit Hours
LGS 615	Agency & Partnership	3
LGS 530	Securities Law	3
	TOTAL ELECTIVE HOURS	**6**

Real Estate Law

Program Description

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

Program Details

Semesters	4
Minimum Credits to Complete Degree:	21
Time to Complete Degree:	1.5 years; based on enrollment of 6 credits per semester and attending 3 semesters per year

Learning Outcomes

Upon completion of the program, students should be able to demonstrate the following outcomes, based on successful completion of the corresponding courses:

- 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.

CORE

The core courses within the Legal Studies program introduces students to key aspects of business operation including general office functions, accounting, marketing, and project management to give students practical skills required for the business world.

Course #	Name	Credit Hours
BUS 600	Contract Law Fundamentals	3
BUS 523	Real Estate Fundamentals	3
LGS 523	Real Estate Law	3
LGS 632	Legal Research	3
LGS 630	Legal Writing	3
LGS 532	Intellectual Property Law	3
	CORE TOTAL	**18**

ELECTIVES

Students select from ONE (1) elective courses to complete this category.

Course #	Name	Credit Hours
LGS 615	Agency & Partnership	3
LGS 530	Securities Law	3
	TOTAL ELECTIVE HOURS	**3**

Associate Degree

Associate of Science in Paralegal Studies (ASPS)

Program Description

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

Program Details

Semesters	5
Minimum Credits to Complete Degree:	60
Time to Complete Degree:	2 years; based on enrollment of 12 credits per semester

Learning Outcomes

Upon completion of the program, students should be able to demonstrate the following outcomes, based on successful completion of the corresponding courses:

- 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.
- Perform advanced legal research and writing tasks using online and in-person library resources for a wide variety of legal problems.
- Prepare and write legal memoranda, motions, and other court documents for review by an attorney.
- Draft interoffice memoranda for the purpose of advising or informing supervising attorneys.
- Edit and refine previously prepared legal documents to accommodate changes in circumstances and changes in law.
- Exhibit proficiency in writing letters, memoranda, and other communications in a corporate or law firm environment.
- Take the CLA/CP exam given by the National Association of Legal Assistants.

	Course #	Name	Credit Hours
CORE The core courses within the Legal Studies program introduces students to key aspects of business operation including general office functions, accounting, marketing, and project management to give students practical skills required for the business world.	LGS 100	Introduction to the Legal Profession	3
	LGS 107	Contracts	3
	LGS 103	Criminal Law	3
	LGS 108	Legal Research	3
	LGS 204	Real Property	3
	LGS 206	Business Organizations	3
	LGS 208	Legal Analysis & Writing	3
	LGS 110	Litigation and Trial Practice I	3
	LGS 200	Administrative Law	3
	LGS 210	Litigation and Trial Practice II	3
		CORE TOTAL	**30**
GENERAL ED The following courses are required as part of the degree and cover areas of communications, math, and natural/social sciences	HIST 160	American History I	3
	CMP 101	Introduction to Computers	3
	PSY 110	Introduction to Psychology	3
	ENG 160	English Composition I	3
	MAT 140	College Algebra	3
		GENERAL ED TOTAL	**15**
ELECTIVES Students select from FIVE (5) elective courses to complete this category.	LGS 102	Family Law	3
	LGS 105	Law Office Technology	3
	LGS 106	Wills, Trusts and Estates	3
	LGS 201	Immigration Law	3
	LGS 202	Environmental Law	3
	LGS 203	Intellectual Property	3
	LGS 205	Social Security Disability	3
	LGS 207	Bankruptcy	3
	LGS 304	Survey of the Legal Profession	3
	LGS 305	Employment Law	3
	LGS 308	Communication Law	3
	LGS 310	Education Law	3
		ELECTIVE CREDIT HOURS	**15**

Bachelor's Degree

Bachelor of Science in Legal Studies (BSLS)

Program Description

The Bachelor of Science in Legal Studies degree 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 pursue a Juris Doctor degree, this program provides a foundation for career and academic advancement. Upon completion of this Bachelor's Degree program, students can be eligible to sit for the National Association for Legal Assistants (NALA) Certificate exam.

Program Details

Semesters	10
Minimum Credits to Complete Degree:	120
Time to Complete Degree:	3.5 years; based on enrollment of 12 credits per semester

Learning Outcomes

Upon completion of the program, students should be able to demonstrate the following outcomes, based on successful completion of the corresponding courses:

- 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.
- Perform legal research and writing tasks using online and in-person library resources for a wide variety of legal problems.
- Exhibit proficiency in writing letters, memoranda, and other communications.
- Prepare and write legal memoranda, motions, and other court documents for review by an attorney.
- Edit and refine previously prepared legal documents to accommodate changes in circumstances and changes in law.
- Draft interoffice memoranda for the purpose of advising or informing supervising attorneys.
- Take the CLA/CP exam given by the National Association of Legal Assistants.

	Course #	Name	Credit Hours
CORE The core courses within the Legal Studies program introduces students to key aspects of business operation including general office functions, accounting, marketing, and project management to give students practical skills required for the business world.	LGS 100	Introduction to the Legal Profession	3
	LGS 107	Contracts	3
	LGS 103	Criminal Law	3
	LGS 108	Legal Research	3
	LGS 204	Real Property	3
	LGS 206	Business Organizations	3
	LGS 208	Legal Analysis & Writing	3
	LGS 110	Litigation and Trial Practice I	3
	LGS 200	Administrative Law	3
	LGS 210	Litigation and Trial Practice II	3
	LGS 303	Ethics for the Legal Professional	3
	LGS 301	Torts I	3
	LGS 404	Laws of Criminal Evidence	3
	LGS 402	Alternative Dispute Resolution	3
	LGS 499	Senior Capstone	3
		CORE TOTAL	**45**

	Course #	Name	Credit Hours
GENERAL ED The following courses are required as part of the degree and cover areas of communications, math, and natural/social sciences	COM 275	Speech Communications	3
	CMP 101	Introduction to Computers	3
	PSY 110	Introduction to Psychology	3
	SOC 110	Introduction to Sociology	3
	ENG 160	English Composition I	3
	ENG 170	English Composition II	3
	MAT 140	College Algebra	3
	COM 202	Effective Professional Communications	3
	HIST 160	American History I	3
	POLI 365	American Government	3
		GENERAL ED TOTAL	**30**

	Course #	Name	Credit Hours
ELECTIVES *Students select from FIFTEEN (15) elective courses to complete this category.*	CJS 130	Intro to Justice Administration	3
	CJS 440	Juvenile Justice	3
	LGS 102	Family Law	3
	LGS 105	Law Office Technology	3
	LGS 106	Wills, Trusts and Estates	3
	LGS 201	Immigration Law	3
	LGS 202	Environmental Law	3

LGS 203	Intellectual Property	3
LGS 205	Social Security Disability	3
LGS 207	Bankruptcy	3
LGS 302	America's Courts & Criminal Justice System	3
LGS 304	Survey of the Legal Profession	3
LGS 305	Employment Law	3
LGS 308	Communication Law	3
LGS 310	Education Law	3
LGS 401	Torts II	3
LGS 406	Elements of Contract Drafting	3
LGS 409	Criminal Procedure for the Legal Profession	3
LGS 407	Business Law	3
LGS 410	Elder Law	3
	ELECTIVE CREDIT HOURS	**45**

Master's Degree

Master of Science in Law (MSL)

Program Description

The Master of Science in Law degree 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 degree, this program provides a foundation for career and academic advancement.

Program Details

Semesters	6
Minimum Credits to Complete Degree:	36
Time to Complete Degree:	2 years; based on enrollment of 6 credits per semester

Learning Outcomes

Upon completion of the program, students should be able to demonstrate the following outcomes, based on successful completion of the corresponding courses:

- 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.
- Perform legal research and writing tasks using online and in-person library resources for a wide variety of legal problems.
- Edit and refine previously prepared legal documents to accommodate changes in circumstances and changes in law.
- Prepare and write legal memoranda, motions, and other court documents for review by an attorney.
- Draft interoffice memoranda for the purpose of advising or informing supervising attorneys.

	Course #	Name	Credit Hours
CORE The core courses within the Legal Studies program introduces students to key aspects of business operation including general office functions, accounting, marketing, and project management to give students practical skills required for the business world.	LGS 600	Contracts I	3
	LGS 632	Legal Research	3
	LGS 601	Contracts II	3
	LGS 630	Legal Writing	3
	LGS 610	Torts I	3
	LGS 611	Torts II	3
	LGS 699	Graduate Capstone	3
		CORE TOTAL	**21**
ELECTIVES Students select from FIVE (5) elective courses to complete this category.	LGS 523	Real Estate Fundamentals	3
	LGS 525	Contemporary Business Law	3
	LGS 527	Banking Law	3
	LGS 530	Securities Law	3
	LGS 532	Intellectual Property Law	3
	LGS 540	Wills & Trusts	3
	LGS 620	International Business Law	3
	LGS 623	Communications Law	3
	LGS 625	Employment Law	3
	LGS 542	Elder Law	3
	LGS 640	Immigration Law	3
		ELECTIVE TOTAL	**15**

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.

Business Administration

ACC200 Principles of Accounting I
This course covers the purpose of accounting, which 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. Prerequisite: 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.

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.

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. Prerequisite: 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. Prerequisite: ACC301

ACC320 Cost Accounting I
This course initiates the discussion of 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 need to motivate other employees and evaluate both managers and business units in the organization. Prerequisite: ACC200

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. Prerequisite: 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. Prerequisite: 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 is also studied. In addition, an audit research paper is required. Prerequisite: 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.   Prerequisite: ACC302

ACC480 Forensic Accounting I
This course 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. The course challenges the students' abilities to sharpen critical thinking skills through the 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 critical thinking skills through the analysis of actual case studies. Prerequisite: ACC480

BUS110 Business Fundamentals
This course provides 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 are evaluated. Each of these concepts are applied to real-life situations for further understanding. The class culminates 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 increases the students' knowledge of organizational writing and communications, including case analysis, data interpretation, problem solving, and report writing. Prerequisite: 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.

BUS240 Managing Performance/Dev. Teams
This course introduces performance management and team development in organizational success. This course addresses managing performance towards 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 in today's complex business organizations. This course relies upon applying a stakeholder's perspective and value-based management approaches to situations that involve groups and individuals who often have competing demands and interpretations of a problem, crisis, or opportunity. Prerequisite: 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 is on how to identify challenges; understand the technologies that help to meet those challenges; design business processes to take advantage of such 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. Prerequisite: BUS110

BUS330 Human Resources Management
This course provides overview of all aspects of human resource management including acquiring, preparing, developing, and compensating employees. Human resources management helps companies to meet competitive challenges and to 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. Prerequisite: MGT214

BUS350 Quantitative Methods
This course is an overview of statistical techniques used in business decision-making. The quantitative approach involves using numbers to help define, describe, and resolve a wide range of business problems. Students examine research design, statistics, data analysis, and research methodology.

BUS395 International Business
This course introduces key concepts defining today's competitive global environment, including various cultural, political, economic and legal systems and their impacts on international business. In addition, students examine various international business issues, trends, monetary systems, trade policies and institutions, as well as regional economic integrations.

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 regarding the vital role played by entrepreneurs and entrepreneurship in the 21st century global economy. Students assess, explore, critique, and celebrate the phenomenon of entrepreneurship. The course focuses on the creation of new ventures, the ways that they come into being, and factors associated with their success.

BUS490 Introduction to e-Business
This course introduces students to E-business practices, not only those being used by "dot com" companies but those being adopted by established businesses as well. It also addresses the new technological environment that marketers are facing by introducing strategic considerations related to technology and technology implementation. The course explores the basics of marketing exchange utilizing the information highway, multimedia techniques, database marketing, and interactive telecommunications and other e-business techniques. Prerequisite: BUS434

BUS499 Senior Capstone
The purpose of this individualized learning experience is to offer an Abraham Lincoln University student well on the way to complete undergraduate degree requirements the opportunity 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 students to integrate other related educational or professional development activities. Prerequisite: **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, break-even 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 Fundamentals
This course provides 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 course includes covering appropriate property disclosures and disclaimer statements, title abstraction, agreements of sale, conditions, and contingencies. Also, the course discusses elements of deeds and types of deeds along with mortgages and closings.

BUS540 Managerial Economics
This course draws on the principles of economics and applies them to managerial decisions. Student should be well versed in economic theories, models, and concepts in order to make pertinent, appropriate, and well-reasoned applications.

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. Also, capital budgeting processes and techniques, cash flow and capital budgeting, and cost of capital and project risk are included. Options and the international financial market are discussed as well. Prerequisite: BUS510

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. It also allows for further study of business ethics as a fundamental of business management.

BUS580 Strategies for Change
This course focus on issues related to how complex, large-scale change initiatives can be managed to ensure that planned changes are implemented quickly and that those changes effectively and addresses the many organizational issues facing companies, in other words the organizational context in which these changes will take place.

BUS600 Contract Law Fundamentals
This course covers the basics of contract law including relevant terminology, procedures and contexts of contract law in practice. Students learn effective methods for drafting contracts as well as components and procedures associated with contract usage under a variety of governing bodies. Prerequisite: BUS550

BUS620 International Business Law
This course provides a comprehensive look at critical issues and functions in the global legal environment; focusing on 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 citizens' constitutional rights to freedom of expression by examining how the courts rendered 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 the course of study 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. Prerequisite: **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 include information, tools, and techniques students need to take personal coaching to another level, including

how to build rapport, utilize different levels of listening, use intuition, and identify goals and behavioral barriers.

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 leadership styles as a team grows and changes; staying actively engaged without dominating a team and stunting its growth; recognizing failure, recovery, and success modes in coaching and getting the most out of a personal agile coaching journey.

COH525 Executive Coaching
This course exposes students to the wide variety of topics related to 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 are equipped to become ethical transformational leaders.

COH530 Group Theory & Skills
This course introduces student to the theory and the needed research to understand how to make groups effective. Through exercises and thorough explanations, the course equips students with the skills required to apply that knowledge to practical situations. Students focus on valuing diversity and cooperative learning, leading counseling groups, and coordinating team development and training. Prerequisite: COH520

COH535 Group Work Practice
This course prepares students to function as leaders in group work. Students receive a thorough grounding in a variety of areas from treatment to organizational and community settings, reviewing case studies and practice examples. Prerequisite: 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. *The course is mapped to the exam topics of the PMP Certification Exam.*

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 that trends 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 integrates new criteria for creating learning organizations that remain flexible and adaptable.

DBA712 Financial Management: Theory & Practice
This course explores how financial management can inform and 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. Prerequisite: DBA710

DBA713 Leadership Theories, Models, Styles & Traits
This course explores how leadership theory can inform and 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. Prerequisite: 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. Prerequisite: 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. Prerequisite: DBA710

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. Prerequisite: DBA710

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 focuses on the strategies that senior management uses to shape and guide the organization. Prerequisite: DBA710

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 economistic 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. Prerequisite: DBA710

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 management of knowledge and intellectual capital are explored. Prerequisite: DBA710

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. Prerequisite: DBA710

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. Prerequisite: 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 to do an in-depth analysis of what actually takes place in strategic planning, strategy implementation and other activities that deal with strategy.

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. Prerequisite: *Completion of all Core courses.* Concurrent enrollment in DCE700A

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. Prerequisite: DBA723 and concurrent enrollment in DCE700B (if unsuccessful in DCE700A)

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. This course prepares students for DBA726, Applied Statistical Analysis. Prerequisite: 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. Prerequisite: DBA725; **Students are concurrently enrolled in DCE700A.**

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. Prerequisite: **Successful completion of Comprehensive examination (DCE700A/B)**

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. Prerequisite: 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. Prerequisite: 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. Prerequisite: DBA729

DCE700A Doctoral Comprehensive Exam I
The Doctoral Comprehensive Examination is taken following the completion of all content and start of the Research courses. It is intended to assure that Learners have mastered knowledge of their discipline before they earn candidacy status and begin research in support of their dissertation. This is a non-credit course and students must earn an 80% on all parts of the exam to proceed in the program.

DCE700B Doctoral Comprehensive Exam II
The Doctoral Comprehensive Examination is taken following the completion of all content and start of the Research courses. It is intended to assure that Learners have mastered knowledge of their discipline before they earn candidacy status and begin research in support of their dissertation. Students must enroll in this course if they have not successfully passed all part of their exam with an 80% or better. This is a non-credit course and students earn a P/F grade.

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. Prerequisite: MAT140

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. Prerequisite: ACC200

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. Prerequisite: 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. Prerequisite: FIN460

MGT214 Principles of Management
This course provides training about 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.

MGT315 Customer Relationship Management   T
his 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 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 help them develop into effective leaders. Prerequisite: 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. Prerequisite: MGT214

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. Prerequisite: 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. Prerequisite; 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. Prerequisite: 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 focuses on both the qualitative and quantitative aspects of marketing research.

MGT528 Alternative Dispute Resolution
This course introduces the student to the field of Alternative Dispute Resolution (ADR) in the major areas of in or out-of-court disputes. The concepts learned in this course will aide in identifying resolution processes and help prepare students to expand the possible purposes and forms of conflict management. Discussion will include ADR methods and processes, the interplay between various types of litigation including Online Dispute Resolution (ODR), negotiation, mediation, evaluation, consultation, and ombudsmen. Additional topics include professional ethics and confidentiality.

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.

MGT535 Managing in an Age of IT Change
This course investigates the challenges that fast-paced frequently-changing IT environments present to managers. Students 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.

MGT537 Management of Information Systems
This course exposes students to the planning, organizing, and controlling of user services. Students examine managing the essential technologies as well as the management of the traditional information systems development process is explored. This course also incorporates investigation into organizational learning curves, dealing with vendors, budgeting, accounting, management reporting, and legal considerations of information systems (IS).

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. Prerequisite: MGT500

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. Prerequisite: MGT500

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. Prerequisite: MGT500

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.
Prerequisite: 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. *Special consideration is given to preparing students for the Project Management Professional (PMP) certification exam.*
Prerequisite: MGT645

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 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 provides insights into the answers and helps 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. Prerequisite: 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. Prerequisite: 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 explore the theory of governmental authority that underpins the Constitution, and the evolution of Constitutional rights as codified in the Constitutional amendments. Prerequisite: 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 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. Prerequisite: 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. Prerequisite: 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. Prerequisite: 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. Prerequisite: CJS120

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. Prerequisite: 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 facilitates criminal conviction. Prerequisite: 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.   Prerequisite: 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. Prerequisite: 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). Prerequisite; 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. Prerequisite: 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. Prerequisite: 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. Prerequisite: CJS225

CJS362 History of Terrorism
This course introduces 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. Prerequisite: 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 provides students with an understanding of police field operations. This course covers 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 investigates 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 is to equip students with a complete and practical set of technological procedures and techniques for digital crime, while helping them tackle the challenging process of seeking scientific truth through objective and thorough analysis of digital evidence. Students can be part of advancing this developing field in the area of forensic science discipline. Prerequisite: 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 need to compare risk to the cost of countermeasures needed to avoid or mitigate the loss allows us to, use cost benefit analyses, and decide whether the countermeasures in question are worthwhile economically.

CJS385 Traffic Law and Accident Investigation
This course investigates 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. Prerequisite: CJS295

CJS392 Transportation and Cargo Security
This course closely examines 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 investigates all aspects of the role of a first responder as well as discuss issues about staying safe while at the scene of an emergency. Prerequisite: CJS245

CJS400 Crisis Management
This course investigates all aspects of crisis management and negotiating. It examines 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). Prerequisite: CJS400

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. Prerequisite: 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. Prerequisite: 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 handles and thinks through the information relevant to the follow-up work necessary for preparing a solid case for presentation in court and the attainment of a homicide conviction. Prerequisite: 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. Prerequisite: 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, a court will have the information needed to make a fully informed decision. Prerequisite: 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 is informed by the standards or guidelines for a proper fire scene investigation. Prerequisite: 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. Prerequisite: 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 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. Prerequisite: CJS230

CJS499 Senior Capstone
The purpose of this individualized learning experience is to enable an Abraham Lincoln University student well on 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 study with Abraham Lincoln University. The project also allows the student to integrate other related educational or professional development activities**.** Prerequisite: **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 trail and jury process. Prerequisite: CJS500

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 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 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 examine issues such as the Israeli-Palestinian conflict or the controversy surrounding the USA Patriot Act.

CJS585 Corrections
This course provides 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 examine proper interview and interrogation of suspects, analyze the process of kinesics, and understand the risk of obtaining false confessions.
Prerequisite: CJS575

CJS699 Graduate Capstone
The capstone project allows graduate 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. Prerequisite: **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 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 are 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 helps 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 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 is 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. Prerequisite: 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.

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. Prerequisite: BUS110

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 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. Prerequisite: ENG160

ENG180 Introduction to Literature
This course introduces students to the many ways in which literature achieves this goal. During the course, students 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 are 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. Prerequisite: ENG180

HIST150 World History I
This course explores 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 includes 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. Students 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. Students 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. Prerequisite: 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 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 prepare them to be successful in higher level courses. This course is a review of fundamental math concepts. **Based on admissions review.**

MAT140 College Algebra
This course introduces topics that include functions and their inverses, transformations of functions, first and second degree equations and inequalities, logarithmic and exponential equations, graphs of linear and quadratic functions, conic sections, polynomial functions, exponential functions, and factor theorems, properties and applications of complex numbers, systems of equations, matrix solutions, and sequences and series.

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. Prerequisite: MAT140

PHIL225 Ethics
This course is a basic foundational ethics course for all 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 and Hinduism and 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 familiarizes 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. Prerequisite: PSY110

PSY315 Abnormal Psychology
This course is designed to provide students with an overview of the range of human behaviors described as "abnormal." Students are exposed to the definition of normality and abnormality, how these definitions have changed over time, and models of understanding human behavior and suffering. Students discuss specific syndromes and diagnostic categories of psychopathology and survey some of the treatments used for these disorders. Prerequisite: 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 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 humankind's 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 introduces basic concepts and key ideas while providing opportunities to learn reasoning skills and a new way of thinking about the 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 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 study vocabulary, verb conjugation, and sentence structure with assignments geared towards speaking Spanish in real life settings.
Prerequisite: 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. It includes 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 paralegal program, an emphasis is 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 and 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. Students learn about 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: legal principles, legal research and analysis, administrative law, case law, researching and briefing, annotated law reports, uniform laws, computer and legal research and legal citations. Students enrolled in Legal Research utilize a subscription to Westlaw online legal library.

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, 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 environmental policies. Students 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 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 first examine an overview of the legal system, including analytic principles and the legal process. They then 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 allow students to prepare interoffice memorandums, court briefs and general legal correspondence. Students enrolled in Legal Analysis and Writing utilize a subscription to Westlaw online legal library. Students have the opportunity to take a series of tutorials to learn effective online research skills. *Upon successful completion, students can receive a Paralegal Training Certificate from Thomson-West.* Prerequisite: LGS108

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. Prerequisite: LGS110

LGS301 Torts I
This course explores civil wrongs and illustrates and explains 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. Students identify 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 raised, 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. Prerequisite: 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 are 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 of any evidence to support or disprove facts is critical in any case; therefore, consideration is 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. Prerequisite: LGS107

LGS407 Business Law
This course introduces 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 Eighth 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 as an Abraham Lincoln University student well on 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 study with ALU. Prerequisite: **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 Transaction Law
This course provides students with an understanding of real property, its forms of ownership and interests. In addition, the course investigates 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. Prerequisite: 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 covers 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 guides students through today's system of financial regulation that is unlike anything else in the world. Prerequisite: 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. Prerequisite: LGS601

LGS532 Intellectual Property Law
This course reviews intellectual property and goes 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. Prerequisite: 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 exposes students to the common law contract principles relating to contracts for services and the Uniform Commercial Code contract principles relating to contracts for goods. Students 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 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
Continuation of Contracts 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 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. Prerequisite; 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 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 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 also examine strict liability causes of action such as pet ownership and products liability. Finally, students examine tort defenses of privilege, mistake, self-defense, consent, necessity, immunity, contributory and comparative negligence and assumption of the risk.

LGS611 Torts II
Continuation of Torts I with studies completing the topics listed under Torts I. Prerequisite: LGS610

LGS615 Agency & Partnership
This course is a survey of the law of various unincorporated business associations. This course focuses on the laws of agency, partnership and LLCs, including formation, termination, fiduciary responsibilities and raising capital concern. Finally, this course examines 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 is 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 focuses on predictive legal writing and students 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. Prerequisite: LGS632

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. It 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 KeyCite 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 graduate 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. Prerequisite: **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 a.m. to 6 p.m. Pacific Time (PT). ALU's 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) helps incoming students prepare for classes and being a student at the university. The NSO acquaints students with services, technology, policies and systems that will be used during their time at ALU. NSO is mandatory for all students.

Library

ALU's library supports the educational goals and instructional needs of 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.

Course Structure

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 p.m. 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, eLearn. Students receive support through email, 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 30 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 30 students. Class size varies by course.

Proctored Exams
Students are required to successfully pass, up to two proctored exams during the completion of their academic program. ALU partners with a third-party vendor, ProctorU, a recognized online test proctoring service that uses live proctors. ProctorU's use of live proctors add convenience to the test-taker's experience and ensures academic integrity. Live proctors are able to intervene if test-takers have others attempt to sit in for their exams or use unpermitted materials on their exams. ProctorU is partners with the school and notifies them if there *is* a breach of academic integrity while the test taker is testing, such as someone coming into the room with him or her or the test-taker using an unpermitted computer program or website. This service also supports the student identification requirement by providing a secure login and password to enrolled students, administering live mandatory proctored examinations at regular points and also keeps student identity documents in student file for verification of identity purposes.

The number of proctored exams, by program, includes:

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Associate degree - up to 2 exams
Bachelor's degree - up to 4 exams
Masters degree - up to 2 exams
Doctorate degree - up to 3 exams

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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 via online live proctoring, ProctorU. Students will be responsible to create accounts with ProctorU during the course. Exams are taken online through the eLearn system. 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 three hours. The time, and other accommodations, may be adjusted to allow for documented special needs. Please contact students' services for further details.

Written instructions are provided to both the student for all proctored exams. Student Services can assist in the process. To comply with live mandatory proctored exam requirements, students will incur costs to participate in this option.

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 Engagement Sessions via Adobe Connect

Students enrolled in courses will be given the opportunity to participate in a **_fifty-minute 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.

Academic Policies & Graduation Requirements

Grades

Grade Point System and Grade Point Averages

GPAs 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 GPAs 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 GPAs exclude grades earned in non-GPA courses.

Grading Response Time

ALU has identified the following timelines for grading to be completed in university courses.

University Programs		
Undergraduate Courses	100 through 499	3 Days
Master's Level Courses	500 through 699	3 Days
Advanced Graduate Studies and Doctoral Program Courses (except JD)	700 through 799	4 Days
Comprehensive Exam	DBA727	14 Days
Dissertation Courses	DBA728 & DBA729	7 Days
	DBA730	14 Days

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 (GPAs) 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. GPAs are calculated using grades from undergraduate-level courses taken at ALU 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.

Grade Appeals

A student may appeal a final course grade if the grade posted does not reflect the grade earned or there were unforeseen, extenuating circumstances during the course. The appeal must be made through the grade appeals link to the faculty member from whom the grade was received. Appeals must be submitted, along with supporting documentation, no more than 10 calendar days after the student receives notification of the final course grade. The Chief Academic Officer or designee reviews all appeals. The appeal decision made under the authority of the Chief Academic Officer or designee is final.

NOTE: The final grade appeal process is not designed to accommodate issues such as, but not limited to, time management concerns, submission of an assignment after course end date, a

student's personal IT related issues, or job demands.

Procedure

Faculty members should adhere to the following procedure when dealing with grade appeals:

- The student must submit the online grade appeal form and supporting documentation no more than ten business days after the final course grade has posted.
- Upon receipt of an appeal, the faculty member must review the appeal and respond within five business days.
- The Dean (or designee) must review the appeal and render a final decision on the grade within five (5) business days after receiving the faculty response.

NOTE: If the faculty member does not respond within their allotted time, the CAO will render a final decision without faculty response.

Transfer Credit Evaluation

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:

- Project Management Professional (PMP)
- 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 ALU's financial aid office 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 TRANSFERABILTY 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 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 Abraham Lincoln 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 Abraham Lincoln 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.

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 ALU, 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.

Academic Honors

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

<div align="center">

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

</div>

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

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

Undergraduate students are classified according to the number of units completed, calculated as follows:

Status	Units Completed
Freshman	0-29

Sophomore	**30-59**
Junior	**60-89**
Senior	**90-plus**

Graduate

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

Course Loads

Undergraduate students in good standing may register for as many as *6 semester-credit hours* per session and Graduate students in good standing may register for as many as *3 semester-credits 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) whether the student will benefit from the extension and be academically successful if the extension is granted. If faculty deems 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.

University Withdrawal Policy

Students who have no activity and have not been in contact with the University about their status for 21 days and have not completed a Leave of Absence request will be Administratively Withdrawn from the University. Students will have three consecutive sessions to return to their studies to remain in their program. Students that do not resume within six months from the last date of attendance will be required to request readmissions through the standard admission process.

Course Withdrawal

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.

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 four 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:

If you enroll in:	You must complete:
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.

Students 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 (3.00 for graduate students) 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 (3.00 for graduate students) 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 (3.00 for graduate students) 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 (3.00 for graduate students) 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.

Standards of Academic Progress - Students Receiving Veterans Education Benefits

ALU notifies the Department of Veterans Affairs (VA) of those students who are receiving veterans 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 veterans 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 veterans 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, veterans 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 veterans 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 for a period of 7 years 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 registrar@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

Student Privacy and Records

Maintenance and Confidentiality of Student Privacy and Records

Abraham Lincoln University's policy regarding confidentiality and student privacy is in keeping with the U.S. Family Educational Rights and Privacy Act (FERPA), 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.

Technology Privacy Policy

Abraham Lincoln University provides numerous information technology resources for the benefit of all members of the university community. These resources include frequently accessed programs such as websites, email, course management systems, and online payment systems as well as computer systems such as GradPro which may be more specialized in their use and application. Members of the public, too, may visit and search ALU web pages and utilize tools which appear there. The University also provides network and internet access through the Campus networks to members of the campus community. Of course, ALU also provides numerous computers for use with work and study as well as the basic infrastructure and architecture which enables the system to operate.

All of these resources enable users to communicate with each other, the University, and others off campus; to transact various matters of business, and to gain access to a vast amount of data with greatly increased ease and efficiency.

ALU has established this policy so that users are aware of the privacy which surrounds their use of technology resources and the information and communications they send and which are received by, and which are stored in, such means.

If you have any questions or concerns about this policy or your information, please contact the Technology Department at 213-252-5100.

Scope
This policy applies to all users of university information technology resources, which is defined as all information technology/network equipment, facilities, and services made available to users by Abraham Lincoln University, and the data stored thereon. The term information technology resources encompass all university owned and operated computers, software, hardware, and infrastructure. It further includes all university services and programs such as email, online payment, and ALU web pages. It also includes:

- Data and other files, including electronic mail, stored in or located or residing on (temporarily or otherwise) university-owned centrally-maintained systems, departmentally-maintained systems, and university-owned systems or computers.
- University data and other files stored off campus in systems owned or operated by other entities (these systems may be subject to their own terms and conditions related to privacy and other matters).
- Data communicated over Campus networks
- Telecommunications (voice or data) traffic from, to, or between any devices described above including voicemail.

As used in this Information Technology Privacy Policy, "you" and "user" both refer to any individual -- whether student, faculty, staff or individual external to ALU -- who uses ALU information technology resources.

Many communicate via Abraham Lincoln University's information technology systems and resources for many reasons. You may send an email to the Human Resources, a work colleague, or a friend; forward a draft document to a coworker; submit a class assignment to a professor electronically, or apply for admission to the University via an online form. Thus, depending upon the nature of any communication the information transmitted and available through information technology resources could include personally identifiable information such as name, telephone numbers, date of birth, permanent addresses, social security number, employment or class information, etc. Information requested by ALU in forms or applications is needed so ALU can provide the service you need or request.

Information You May Not Realize You Provide
In addition to the kinds of information referenced above, information may be transmitted and recorded (whether you realize it or not) anytime you use Abraham Lincoln University's technology resources including simply visiting an Abraham Lincoln University website. This information includes but is not limited to:

- Internet address of the computer being used
- The web pages requested or viewed
- The network software accessed
- The web page which referred the user to any ALU web page
- The internet browser used
- The date, time, and duration of the activity
- The accounts accessed
- The volume of data stored and transferred
- Documents and files

You may use ALU's information technology resources to create files, documents, or other compilations of data or information. These items may not be sent to anyone, but may simply be created on an ALU computer at a workstation or in a computer laboratory and could remain there without you intentionally saving them on the computer.

ALU's information resources are used to create, store, and manage files or documents about employees, students, alumni, contractors, and others. These documents can contain personally identifiable information including name, address, date of birth, social security number, gender, race, grades, and other personal information, as well as financial information such as salary, banking information, and payroll deductions. Such information and the compilation of such information are necessary in order to carry on the regular operations of an institution of higher education.

Cookies

Cookies are a technology which can be used to provide you with tailored information from a website. A cookie is an element of data that a website can send to your browser, which may then store it on your system. It can then be read back later by the website when required. The use of cookies is a convenient way of allowing a computer to remember specific information relating to a website. You can set your browser to notify you when you receive a cookie, giving you the chance to decide whether to accept it.

ALU's systems make use of cookies for the following purposes:

- Site administration
- Completing the user's current activity
- User Targeting
- Information from Online Payments

It is possible to make online payments at ALU with debit/ credit cards and e-checks. In some instances, the user making the payment is directed to a third party website in order to make payment. The third party sites may have their own privacy policies. In other instances, online payments result in the storage of information on ALU servers.

Email

Emails sent or received using ALU's information technology resources or sent from or to any email address provided by ALU (eg. a staff@alu.edu, firstname.lastname@faculty.alu.edu or firstname.lastname@student.alu.edu) are subject to monitoring and access by ALU.

ALU utilizing an outside email/service provider

This email will be subject to this Information Technology Privacy Policy. The email/service

provider will also monitor and have access to the accounts which it provides. ALU will also have access to emails and other documents/ transmissions in those accounts maintained by the provider. The provider will have its own privacy policies.

Who Has Access to Information Available from ALU's Information Technology Resources?

ALU Employees- To provide services as noted above, information technology resources are used to communicate with the University and its staff and faculty for many different reasons. Requests for services and information from and submissions to the University are reviewed by the appropriate ALU employee.

Depending upon the nature of the user's transmittal, the communication may be reviewed by more than one employee in order to provide the needed service. These employees will only use this data for work-related purposes, which may include sharing it with appropriate individuals outside ALU, and as otherwise allowed here.

In the course of their normal job duties and the operation of the University, authorized employees will have access to data, including stored data, about you. This data may not have been communicated directly to those employees by you, but appropriate employees will have access as a regular part of their employment. They will only use this data for work-related purposes, which may include sharing it with appropriate individuals outside ALU, and as otherwise allowed here.

Monitoring and Access
ALU, as a regular part of its business, monitors its information technology resources in an effort to ensure they are used in accordance with law and university policy, that they are operating efficiently, that there are no threats to them, and that they are regularly maintained and updated. This regular monitoring may result in ALU's accessing information technology resources you use including email and communications you send or receive, viewing or scanning files or software you have placed on ALU's information technology resources, and retrieving, copying, and distributing information found. Appropriate action will be taken if this regular monitoring reveals violations of law or any university policy.

ALU may as a regular part of its business also monitor and access the information technology resources you use. This includes email and communications you send or receive or files or software you have placed on ALU's information technology resources. ALU may retrieve, copy, and distribute information found if such actions are taken by an employee as a regular and necessary part of his/her job duties, or if such actions are determined to be in the best interests of ALU by the President or designee. This may occur, for example, in the event there are reasonable grounds to believe:

- There is a threat to the University's information technology resources, or if such access is needed to ensure the efficient operations of any ALU information technology resources.
- That a violation of university policy or an illegal act has occurred or may occur.
- There is a threat to university property or the rights of the University.
- There is an emergency affecting the safety of persons or property.
- Access is needed in order for ALU to conduct its regular business affairs efficiently.
- Litigation involving the University or its agents or employees is possible or on-going; or

a word document, to which a department needs access, is on an employee's computer but the employee is absent.

ALU's monitoring and access may occur without notice to you. The fact that any information technology resource is password protected will not prevent monitoring and access by ALU. Monitoring and access may include physically accessing information resources wherever located.

Disclosure of information to individuals outside of ALU
ALU may initiate disclosure of information from its information technology resources to persons or entities inside or outside the University if needed in order for ALU to carry on its activities as an institution of higher education or if otherwise consistent with law. ALU employees, faculty or students may need to share information with other agencies in order to implement programs provided at ALU or to assist with a particular request for information that is necessary for those agencies. ALU will advise law enforcement officials if the regular monitoring of its information technology resources uncovers activity which may be criminal in nature such as downloading child pornography or communications of an illegal nature.

Requests for information from persons or entities outside the University.

The following considerations are relevant in the event ALU receives a request from a person or entity outside the University for information, including personally identifiable information, available from its information technology resources.

FERPA

In general, personally identifiable information in records maintained by or for ALU which directly relates to a student may be disclosed only as allowed by the provisions of the Family Educational Rights and Privacy Act (FERPA). The University's current FERPA policy, including the provision by which students can prevent disclosure of certain "directory information," can be found at https://studentprivacy.ed.gov/. In addition to what is stated in the policy, FERPA recognizes that information in student records can under certain circumstances be shared with individuals outside ALU even if a student does not consent.

ALU may need to share information with other agencies in order to implement programs provided at ALU or to assist with a particular request for information that is necessary for those agencies, such as agencies that give ALU accreditation or approvals.

Other Considerations
The release of information found within ALU's information technology resources may be required if it is the subject of legal processes, such as a subpoena, or is requested by an agency with proper jurisdiction.

ALU may be required to produce information stored within its information technology resources in the event of litigation. In addition, ALU reserves the right to collect and release any information regarding or created by any user in the event ALU and the user are involved in litigation including any administrative or internal proceedings.

Security of information
Abraham Lincoln University utilizes appropriate and reasonable measures to protect the security of its information technology resources. It cannot, however, guarantee absolute security for information. ALU has no control over the privacy of information you share on any pages or sites

outside of the alu.edu domain even if they are accessed through or linked to ALU information technology resources. Similarly, ALU cannot guarantee the security of data once it is released to a third party.

Review and Modification
Any amendments to this policy will be approved by the President or President's designee over this policy. All new or amended policies will become effective as soon as Presidential approval is obtained and they have been published on the Policy website.

Penalty
Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Acceptance/Consent
Signature on an account application form, acceptance of a user ID, online registration, or use of any information technology resource denotes that the applicant/user has read and understands, accepts and consents to this Information Technology Privacy Policy.

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.

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:

<div align="center">

Abraham Lincoln University
ATTN: Student Services Dept.
100 West Broadway, Suite 600
Glendale, CA 91210

</div>

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 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 CAO 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:

- **Warning**: A notice in writing that a student has failed to meet some aspect of the school's standards and expectations.
- **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.
- **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.
- **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.
- **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.
- **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 CAO 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 Accreditation 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 Services.

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 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 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 faculty and administrators actively participate in professional organizations, as well as in organizations dedicated to excellence in education programs and services.

The following current 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.	President & CEO
Robert Abel, Jr., Ph.D.	Chief Academic Officer
Joshua Sung	Chief Financial Officer
Jessica K. Park, J.D.	Vice-President & Dean, School of Law

Academics & Student Affairs
Bernadette M. Agaton, J.D.	Associate Dean of Accreditation & Compliance
Robin Bailey-Chen, Ed.D.	Director of Financial Aid
Andrew Cho, J.D.	Academic Program Coordinator
Greg Herbert, Ed.D	Program Director of Business Administration
Elizabeth Gomez	Financial Aid Coordinator & School Certifying Official
Lydia Liberio, LL.M.	Associate Dean of Academic Affairs
Lidby Lopez	Registrar/Student Services Coordinator

University Faculty

George Ackerman
Ph.D., Capella University
J.D., Nova Southern University
M.S., Nova Southern University
MBA, Nova Southern University

Carina Aguirre
J.D., Texas Tech University

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

Janet Booker
Ed.D., University of Phoenix

M.A., University of Phoenix

Kimberly Bradshaw
DBA, University of Phoenix
MBA, University of Phoenix

Penny Clemmons
J.D., Claremont Graduate University
Ph.D., Chicago School of Professional Psychology
M.A., Drucker School of Management

Joy Klotz
Ph.D., Capella University
MBA, Keller Graduate School
M.A. Carroll College

Sandi Levinson
M.S., Nova Southeastern University

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

Ed Lindain
J.D., University of Santo Tomas
M.L., University of San Diego

Oleg Maksimov
Ph.D., The City University of New York

Laura Malave
M.S., University of South Florida

Ron Monard
J.D., Western State University College of Law

Amanda Monard
J.D., Northwestern California University

Michael Morris
DBA, California Southern University

MBA, National University

James Conroy
M.S., University of Wisconsin

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

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

Lauren Davis-Hall
D.Min., Amridge University
M.A., Argosy University

Michael Davis
M.A., Teacher Leadership
MFA, Graphic Design

Sherry Davis
MBA, Ashford University

Herbert Duvivier
M.D., Tufts University School of Medicine

John Gardiner
MBA, University of Southern California

Michele Godfrey
MBA, Hawaii Pacific University

Robert Haluska
MISM, Keller Graduate School
MPM, Keller Graduate School

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

Gregory Herbert
Ed.D., George Washington University
MBA, Embry-Riddle Aeronautical University

Kevin Nguyen
J.D., Western State College of Law

Denise Poorman
Ph.D., University of California, Riverside
MHRM, Keller Graduate School
MBA, Keller Graduate School

Michael Prince
M.S., University of Phoenix

Shelley Quinn
MBA, Keller Graduate School

Robert Ramirez
DBA, In-Progress
MBA, University of Phoenix

Adrian Rios
Ph.D., University of the Rockies
M.A., Ashford University

George Ripsom
M.S., University of Phoenix

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

Linda Vasquez
M.A., California State University, Northridge

Walter Witham
Ph.D., Northcentral University
MSCJ, University of Cincinnati

Brent Jacobs
DBA, Baker College
M.S., Walsh College

Yusun Kathy Kang
J.D., Southwestern University School of Law

Roxanne Wittkamp
MBA, Webster University

Vicki Yanaga
MBA, University of Phoenix

APPENDIX 1: Standard Occupational Classification Codes

Undergraduate Certificate Programs		
Program	**Standard Occupational Classification (SOC) Code**	**Employment Position**
Homeland Security Certificate	11-9161 11-9199 33-1012	Emergency Management Directors Managers, All Other First-line Supervisors of Police and Detectives
Accounting Certificate	11-3031 13-2011 13-2031 13-2051	Financial Managers Accountants and Auditors Budget Analysts Financial Analyst
Legal Assistant Certificate	23-2011 23-2093 23-2099	Paralegals and Legal Assistants Title Examiners, Abstractors and Searchers Legal Support Workers, All Other
Communications and Writing Certificate	27-3041 27-3042 27-3043	Editors Technical Writers Writers and Authors
Marketing Certificate	13-1161	Market Research Analyst and Marketing Specialist
Business Administration Certificate	13-1111	Management Analyst
Management Certificate	11-2022 11-3011 11-9199	Sales Manager Administrative Services Manager Managers, All Other
Investigation Certificate	33-9032 33-9099	Security Guards Protective Service Workers, All Other

Graduate Certificate Programs

Program	Standard Occupational Classification (SOC) Code	Employment Position
Coaching Certificate	13-1151	Training and Development Specialists
Real Estate Law Certificate	41-9022	Real Estate Sales Agent
Human Resource Law Certificate	13-1071	Human Resources Specialist
Business Law Certificate	13-1111	Management Analyst
Management Certificate	11-2022 11-9199	Sales Managers Managers, All Other

Diploma Programs

Program	Standard Occupational Classification (SOC) Code	Employment Position
Criminal Justice - DCJ	33-9099	Protective Services Worker, All Other
Paralegal Studies - DPS	23-2099	Legal Support Workers, All Other

Associate Degree Programs

Program	Standard Occupational Classification (SOC) Code	Employment Position

Business Administration - AS	11-2022 11-9199	Sales Managers Managers, All Other
Criminal Justice - AS	11-9199	Managers, All Other
General Studies - AA	43-4051	Customer Service Representatives
Paralegal Studies – AS	23-2011 23-2099	Paralegal and Legal Assistants Legal Support Workers, All Other

Bachelor's Degree Programs		
Program	**Standard Occupational Classification (SOC) Code**	**Employment Position**
Business Administration - BS	11-2022 11-9199	Sales Manager Managers, All Others
Criminal Justice - BS	33-9021	Private Detectives and Investigators
General Studies - BA	43-4051	Customer Service Representatives
Legal Studies - BS	23-2099	Legal Support Workers, All Other

Graduate and Professional Degree Programs		
Program	**Standard Occupational Classification (SOC) Code**	**Employment Position**
Business Administration - MBA	11-1021 11-3121	General and Operations Managers Human Resources Managers

Criminal Justice - MS	33-1012	First-line Supervisors of Police and Detectives
Law - MS	23-2099	Legal Support Workers, All Other
Business Administration - DBA	11-1011 11-1021	Chief Executives General and Operations Managers
Juris Doctor - JD	23-1011 23-1012 23-1022	Lawyers Judicial Law Clerks Arbitrators, Mediators and Conciliators