

ABRAHAM LINCOLN UNIVERSITY

Since 1996



# University Catalog

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

January 1, 2024 – December 31, 2024

**Abraham Lincoln University**  
500 N. Brand Blvd, Suite 2000, Office 12  
Glendale, CA 91203  
213-252-5100 | [www.alu.edu](http://www.alu.edu)



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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. ALU offers 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 Founder and Chairman



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, and business administration.

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

Founder and Chairman

## Academic Calendar 2024

<b>2024 Spring Semester</b>	<b>January 7, 2024 – April 27, 2024</b>
<b>January 2024 Session (A)</b>	
Sunday, January 7	Session Begins
Monday, January 15	Holiday - Martin Luther King, Jr. Day
Saturday, March 2	Session Ends
<b>March 2024 Session (B)</b>	
Sunday, March 3	Session Begins
Saturday, April 27	Session Ends
<b>Spring Break: Sunday – Saturday, April 28 – May 4, 2024</b>	

<b>2024 Summer Semester</b>	<b>May 5, 2024 – August 31, 2024</b>
<b>May 2024 Session (A)</b>	
Sunday, May 5	Session Begins
Monday, May 27	Holiday – Memorial Day
Saturday, June 29	Session Ends
<b>Summer Break: Sunday – Saturday, June 30– July 6, 2024</b>	
<b>July 2024 Session (B)</b>	
Thursday, July 4	Holiday – Independence Day
Sunday, July 7	Session Begins
Saturday, August 31	Session Ends

<b>2024 Fall Semester</b>	<b>September 1, 2024 – December 21, 2024</b>
<b>September 2024 Session (A)</b>	
Sunday, September 1	Session Begins
Monday, September 2	Holiday – Labor Day
Saturday, October 26	Session Ends
<b>November 2024 Session (B)</b>	
Sunday, October 27	Session Begins
Monday, November 11	Holiday – Veteran’s Day
Thursday November 28 - Friday, November 29	Holiday – Thanksgiving Day/Native American Heritage Day
Saturday, December 21	Session Ends
<b>Winter Break: Sunday – Saturday, December 22 – January 1, 2025</b>	

## **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, JD, MBA, CPA  
Soon Hee Park, Secretary and Treasurer

### **Board of Directors**

Hyung Joo Park, Attorney, JD, MBA, CPA  
Soon Hee Park, Treasurer  
Jessica Park, J.D., Secretary  
Leslie Gargiulo, PhD, Ex Officio Member

### **Academic Advisory Council**

Sharjeel Ahmad, Walgreens - Asset Protection  
Bob Biswas, PhD, Biswas & Associates  
Michael Bradley, JD, Larry Hill Corporation  
Charles Celano, Tustin Police Department (retired)  
Stephen Cohen, JD, Parcelle Law Group  
Shane Conrad, Actionlink, LLC  
Mary M. Hills, MA, Heimann Hills Group  
Brian Kim, TurboAir, Inc  
Jonathan Kramer, J.D., Telecom Law Firm, P.C.  
Udoka Nwanna, J.D., Self-Employed  
Donna Rekau, PhD, Real Estate Institute & Bookmark Education  
Val Senatore, PhD, Community College of Spokane  
Roxanne Wittkamp, EdD, Devry University

### **ALU Executive Leadership Team**

Leslie Gargiulo, PhD, President & CEO  
Don Gargiulo, Chief Operations Officer  
Jessica Park, JD, 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](http://www.deac.org)). DEAC is listed by the U.S. Department of Education as a recognized accrediting agency and is recognized by the Council for Higher Education Accreditation.

*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:

*Physical Address: 1747 North Market, Suite 225, Sacramento, CA 95834  
Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818  
[www.bppe.ca.gov](http://www.bppe.ca.gov)  
Phone: (916) 574-8900 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](http://www.bppe.ca.gov).

## U.S. Department of Education – Federal Student Financial Assistance (Title IV)

ALU has received certification from the U.S. Department of Education to participate in the William D. Ford Federal Direct Loan Program (subsidized and unsubsidized Stafford loans) and the Federal Pell Grant Program. ALU does not participate in the Federal Direct PLUS loan program (Parent PLUS or GRAD PLUS).

The following approvals are current and maintained in the F/A Office:

- Program Participation Agreement
- Eligibility and Certification Approval Report (ECAR)

## **Affiliations, Recognitions and Memberships**

### **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.

### **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.

### **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 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.

### **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. "GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA).

# 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 Distance Education Accrediting Commission (DEAC) 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 representative 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 18 years old on the first day of classes. Documentation of age is required.

## 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; the Chief Academic Officer 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 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.

### **Official Transcript Requirement**

Applicants must provide official transcripts evidencing an the previously completed degree or high school equivalent program from an accredited institution recognized by the United States Department of Education or an equivalent degree from a recognized foreign college or university.

Transcripts can only be considered official when sent directly to Abraham Lincoln University by the granting institution(s). Transcripts can be sent:

*Via email at [registrar@alu.edu](mailto:registrar@alu.edu)  
or  
Abraham Lincoln University  
ATTN: Registrar  
500 N. Brand Blvd., Suite 2000, Office 12  
Glendale, CA 91203, U.S.A.*

Electronic transcripts must come directly from the granting institution and not forwarded from the student. Hard copy (paper) transcripts must be received in a sealed envelope.

## **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](http://www.alu.edu). Prospective students indicate whether they will pursue a certificate, diploma program, associate, bachelor's, or master's degree and choose an academic program including Business Administration, Criminal Justice, Paralegal Studies and Legal Studies. Prospective students complete an application and interview with an ALU admissions representative who provides information on programs, start dates, admissions and program completion requirements, prepare students for academic success expectations, and answers student questions. 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 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 fee includes an evaluation of any previously earned credit for possible transfer toward an ALU degree program.

- Proof of High School Graduation or its equivalent. An official transcript is required within the first semester of the start date and prior to completion of 12 credit hours. Students without proof of high school graduation or its equivalent from an appropriately accredited institution are not admitted to the university.
- 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). See **Official Transcript Requirement**. Due to this step being potentially time-consuming, applicants are advised to submit transcripts early.
  - All credits accepted in transfer must be a "C-" grade or better for undergraduate programs. Transfer credits are not accepted for diploma or certificate programs.
- Any 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, within the first semester of the start date and prior to completion of 12 credit hours.
- 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 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 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.
  - The official transcript of the undergraduate academic record must reflect a minimum Cumulative Grade Point Average (CGPA) of C (2.0 on a scale of 4.0) or higher.
- Documentation of a current government-issued photo ID.
- A resume, curriculum vitae or list of professional accomplishments.
- Transcripts for any previous 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). See Official Transcript Requirement. 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 within the first semester of the start date.

- The transcript of the graduate academic record must reflect a minimum CGPA of B (3.0 on a scale of 4.0) or higher.
- All credits accepted in transfer must be “B-” grade or better for graduate programs.
- 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 the applicant is seeking the degree.
- For ALU JD students transferring to the MSL program, please see the section on **Equivalent Learning Credit for Students Enrolled in ALU’s JD Program**.

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

## Transfer Credit Evaluation

Students with previous post-secondary education from a *regionally or nationally accredited school* may be eligible to receive credit for past courses. Students requesting transfer credit must submit official transcripts to ALU directly from the institution or military branch, where the credit was earned before the end of their first semester before any credit is formally awarded. An unofficial transcript may be submitted for transfer credit evaluation pending receipt of official transcripts. All credits accepted in transfer must be a “C-” or better for undergraduate degree programs and a “B-” or better for graduate degree programs.

Any applied transfer credits will impact Pace calculations (Units Attempted and Units Earned) in determining Satisfactory Academic Progress (SAP). See “Standards of Academic Progress.”

Due to the rapid development and improvement of technology in computing software and hardware and changes in cybersecurity, information technology, and other computer science related courses are limited to those completed within the last seven (7) years. Courses in cybersecurity, information technology, or other computer science related courses taken earlier than seven (7) years from the time of enrollment will not be considered for transfer into an ALU program.

Specific industry-recognized professional licenses, nationally-recognized exams, and military coursework (evaluated based on the American Council on Education recommendations) may also qualify for transfer credit.

Abraham Lincoln University does not offer credit for life experience or prior experiential learning. ALU does not award transfer credit earned at a college or university that is not accredited by an agency recognized by the United States Department of Education or the equivalent.

## **Equivalent Learning Credit for Students Enrolled in ALU's JD Program**

Students enrolled in ALU's Juris Doctor (JD) program can elect to transfer into the Master of Science in Law (MSL) program and be awarded transfer credit for ALU JD courses earned with a C or better based on the evaluation of the institutional program outcomes. Any credits earned in ALU's JD program with a C or better that do not meet the graduate transfer credit policy requirements can be evaluated as equivalent learning credits transferable to the MSL program, subject to a 7.5 semester credit limit. In combination with the transfer credit policy, the total amount of credits allowed to be transferred into the MSL program *may not exceed 75 percent of the credits required for the master's degree.*

## **Individual Degree Plan**

After the transcripts are evaluated, transfer credit is applied to the selected program. An individual degree plan (IDP) 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.

## **Student Location Policy**

The U.S. Department of Education requires that any university offering online or distance programs to citizens in a state where it is not physically located to meet those other states' requirements to legally offer postsecondary, online education to their residents. The regulations for authorization vary from state to state. Visit ALU's website for a complete list of states where we are authorized to offer our online programs.

Students must keep contact information current with ALU. Students may update their contact information by submitting a Change of Address form, located on the Student Center page of eLearn. If the student subsequently moves to a new state, to avoid any interruptions in enrollment status, the student is responsible for double-checking that ALU's program is approved in the new state. Rules and regulations vary by state and could change at any time which could affect a student's enrollment.

## **New Student Orientation**

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 New Student Orientation (NSO) gives incoming students the opportunity to become comfortable with the university's online student learning center platform. It also helps them prepare for classes and successfully complete their course work. 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.

## **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](http://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:

<b>English Equivalency Measurement</b>	<b>Undergraduate MIN Score</b>	<b>Graduate MIN Score</b>
TOEFL PBT (Paper Based Test)	57	60
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
Duolingo English Test	95	100
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
Common European Framework of Reference (CEFR)		B2
Appropriately Accredited Institution recognized by the U.S. Secretary of Education and/or the Council of Higher Educational Accreditation (CHEA)*	30 semester credit hours with an average grade of "C" or higher	30 semester credit hours with an average grade of "B" or higher

Accepted foreign equivalent listed in the International Handbook of Universities where the language of instruction was English.

30 semester credit hours with an average grade of "C" or higher	30 semester credit hours with an average grade of "B" or higher
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\*Transcripts not in English must be evaluated by an appropriate third party and translated into English or evaluated by a trained transcript evaluator fluent in the language on the transcript. In this case, the evaluator must have expertise in the educational practices of the country of origin and include an English translation of the review.

## Deferral of Enrollment Policy

An applicant who is accepted to the university may defer the start of their classes. If the accepted applicant does not begin their degree program within six (6) months of their acceptance, their acceptance is canceled and the accepted applicant will have to undergo the entire admissions process again, including payment of the application fee. A written explanation of the reasons for their failure to start classes and why they are ready to start classes at present will be required.

## Rescinding Admission

Abraham Lincoln University's expectation is that all students approved for admission uphold the University's intellectual, ethical, and professional standards. By accepting admission, students agree to abide by the policies, standards, and code of conduct set forth on the school's website and in the University catalog.

ALU may rescind an offer of admission for, but not limited to, the following reasons:

1. An applicant is found to have presented misleading or fraudulent information during the application process, such as documents that are forged, altered, obtained inappropriately, materially incomplete or otherwise deceptive.\*
2. An admitted student fails to uphold the standards outlined in the Student Code of Conduct outlined in the University catalog.

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

The decision to rescind an offer of admission is final.

## 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, and master's degree courses and programs are as follows:

<b>Program/ Degree</b>	<b>Semester Credit (1)</b>	<b>Semester Credit (3)</b>	<b>Total Program</b>
Certificate (Undergraduate)	\$415	\$1,245	\$4,980-\$9,960
Certificate (Graduate)	\$660	\$1,980	\$7,920-\$11,880
Diploma	\$415	\$1,245	\$12,450
Associate	\$415	\$1,245	\$24,900
Bachelor's	\$415	\$1,245	\$49,800
Master's	\$660	\$1,980	\$19,800

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 class at a time at the graduate level or two courses at the undergraduate level within their individual degree plans.

### International Student Tuition Schedule

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

<b>Program Degree</b>	<b>Semester Credit (1)</b>	<b>Semester Credit(3)</b>	<b>Total Program</b>
Certificate (UG)	\$375	\$1,125	\$5,625- \$9,000
Certificate (GR)	\$525	\$1,575	\$9,450-\$12,600
Diploma	\$375	\$1,125	\$11,250
Associate	\$375	\$1,125	\$22,500
Bachelors	\$375	\$1,125	\$45,000
Master's	\$525	\$1,575	\$15,750

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 class at a time at the graduate level or two courses at the undergraduate level within their degree plans.

### 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 50%.***

ALU does not accept transfer credits toward any diploma or certificate program.

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

<b>Program/ Degree</b>	<b>Percentage Transfer Credits</b>	<b>Maximum Transfer Credit (\$)</b>	<b>Tuition Total Program</b>
Associate	75%	\$18,675	\$ 6,225
Bachelor's	75%	\$37,350	\$12,450
Master's	50%	\$9,900	\$9,900

## International Student Transfer Credit Offset to Tuition

<b>Program/ Degree</b>	<b>Percentage Transfer Credits</b>	<b>Maximum Transfer Credit (\$)</b>	<b>Tuition Total Program</b>
Associate	75%	\$16,875	\$5,625
Bachelor's	75%	\$33,750	\$11,250
Masters	50%	\$7,875	\$7,875

## Concurrent Enrollment

Concurrent Enrollment occurs when undergraduate students plan to enroll in a course(s) at another institution while they are also enrolled at Abraham Lincoln University.

**Students must have approval from the Registrar to receive credit for the course(s) that will be transferred from another school.**

If Concurrent Enrollment is approved, the transfer credit will be applied to a student's undergraduate degree at ALU. If a student does not receive Concurrent Enrollment approval, the transfer credit will not be applied to their undergraduate degree.

Students must apply for Concurrent Enrollment approval each semester they plan to take courses at another institution while enrolled at Abraham Lincoln University.

It is the student's responsibility to confirm that the coursework they are taking is transferable and applies to a particular degree requirement.

Students not meeting satisfactory academic progress are not eligible to request concurrent enrollment.

Students receiving Title IV Funds, must speak to the financial aid department to understand the impact of concurrent enrollment on financial aid.

## Fees and Non-Tuition Charges

Application 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, and master's degree programs. Otherwise, the following fees apply:

### Fees and Non-Tuition Charges Table

<b>Type</b>	<b>Refundable</b>	<b>Amount</b>
Academic Record Request	Non-Refundable	\$50
Academic, Technology and Library Resources Fee	Refundable only through the first week of the course.	\$60 per course
ACH Convenience Fee	Non-Refundable	1% of amount charged
Application	Non-Refundable	\$50
Change of Program Fee	Non-Refundable	\$100
Credit Card Chargeback and Credit/Debit card convenience fee	Non-Refundable	3.5% of amount charged
Duplicate Diploma	Non-Refundable	\$150

Graduation*	Non-Refundable	\$350
Late monthly payment charges	Non-Refundable	\$25
Registration (one-time per program)	Refundable if cancelled <= 7 days after signing this Agreement / Non-Refundable > 7 days cancellation period	\$200
Returned Check	Non-Refundable	\$20
Student Tuition Recovery Fund	Non-Refundable	.000 x tuition charge rounded to nearest \$1,000
Official transcript	Non-Refundable	\$10 per copy

\*Diploma and Certificate programs are exempt from this charge.

### **Registration and Program-Related Resources Fees**

A one-time per program non-refundable Registration Fee of \$200 is charged at the time of enrollment.

An Academic, Technology and Library Resources Fee of \$60 per course is charged 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 may contact the Registrar, [registrar@alu.edu](mailto: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. 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:

<b>Degree</b>	<b>Textbooks Costs (approximate)</b>
Certificate	\$720 - \$1,152
Diploma	\$1,440
Associate	\$2,880
Bachelor's	\$5,760
Master's	\$1,440

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 may purchase required books and some course materials from ALU's eCampus virtual bookstore, <https://alu.ecampus.com/>.

## 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 Dismissal

Students who fail to pay tuition pursuant to the terms of the enrollment agreement, within 60 days, are subject to review and financial dismissal from the program.

## Financial Dismissal Appeals

Students who have been financially dismissed may appeal the dismissal by submitting an official written appeal to Operations (operations@alu.edu) for review by the appropriate university administrator **three (3) calendar days from the date of notification of dismissal**. Students should contact the Operations/Student Billing Office for more information.

The written appeal must explain the verifiable mitigating circumstances that contributed to the dismissal, explain how the circumstances have been overcome, provide required documentation, and present a realistic plan to ensure the issue does not happen in the future.

## 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**). The financial aid administrator works with students to determine eligibility for financial aid.

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

- Associate of Science Administration (ASBA)
- Associate of Science in Criminal Justice (ASCJ)
- Associate of Science in Paralegal Studies (ASPS)
- Bachelor of Science in Business Administration (BSBA)
- Bachelor of Science in Criminal Justice (BSCJ)
- Bachelor of Science in Legal Studies (BSLS)
- Master of Science in Business Administration (MBA)
- Master of Science in Criminal Justice (MSCJ)
- Master of Science in Law (MSL)
- Juris Doctor (JD)

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.studentaid.gov](http://www.studentaid.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](mailto:finaid@alu.edu).***

FAFSA information is used to determine the Student Aid Index (SAI), and eligibility for federal and state financial aid. After receipt of the FAFSA, the ALU Financial Aid Office will review the student's eligibility and request additional documents from the student as needed. Once eligibility is determined the ALU Financial Aid Office will send the student notification of their financial aid awards and terms and conditions.

Students must sign and return all financial aid documents.

Students who wish to borrow federal student loans must also complete a Master Promissory Note (MPN) and Loan Entrance Counseling at [www.studentaid.gov](http://www.studentaid.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 one semester for University programs. 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 must be submitted.
- Students must be enrolled in class.
- Students must complete Loan Entrance Counseling and a Master Promissory Note.
- 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 as long as the student is attending school.

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

### **Federal Financial Aid Verification Policy**

In accordance with federal financial aid regulations, the student data entered on the Free Application for Federal Student Aid (FAFSA) may be selected to be verified.

Each award year the U.S. Department of Education randomly selects certain federal aid applicants for whom the institution must verify information based on certain data elements provided on their FAFSA. Students who are selected for verification will be placed in one of the following groups to determine which FAFSA information must be verified.

V1—Standard Verification Group. Students in this group must verify the following if they are tax filers:

- Adjusted gross income.
- U.S. income tax paid
- Untaxed portions of IRA distributions
- Untaxed portions of pensions
- IRA deductions and payments
- Tax-exempt interest income
- Education credits
- Household size
- Number in college

Students who are not tax filers must verify the following:

- Income earned from work.
- Household size
- Number in college

Following federal guidelines, ALU is excluded from verifying a student's application into the *Juris Doctor* program because applicants in this first professional doctorate level program are *only* eligible to receive Unsubsidized Stafford loans which schools are not required to verify FAFSA information. However, if an otherwise excluded student is placed in Verification

Tracking Groups V4 or V5, the Financial Aid office must complete certain requirements of the following:

**V4 – Custom Verification Group.** Students must verify high school completion status and identity/statement of education purpose in addition to receipt of SNAP benefits and payment of child support.

**V5 – Aggregate Verification Group.** Students must verify high school completion status and identity/statement of education purpose in addition to the items in the Standard Verification Group (refer to FSAHB).

Per federal requirements, if students are placed in V4 or V5 who are only eligible for unsubsidized student financial assistance AND admissions into a graduate level program requires the completion of at least two years of undergraduate coursework, ALU will only need to verify identity/statement of educational purpose and need not verify any of the other FAFSA information listed under the above Verification Tracking Group V4 or V5.

The student will be sent a verification form to explain that the student has been selected for verification and request the items needed to complete the process within 30 days. The verification form may be sent via email or mail. The Financial Aid office will follow up on the submission of verification documents.

The verification is completed when all requested documents are received from the student and there is no discrepant data found. The financial aid administrator will report the Identity Verification Results on the FAA Access to CPS Online site.

If it is determined that the student provided fraudulent information or documentation for the completion of the verification process, the student will be subject to actions pursuant to the institution's disciplinary policy, up to and including termination/dismissal. In addition, the University may be obligated to notify the ED Office of Inspector General:

*Inspector General's Hotline Office of Inspector General U.S. Department of Education  
400 Maryland Avenue, SW Washington, DC 20202-1500  
1-800-MIS-USED (1800 647-8733)*

## **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](http://www.studentloans.gov).

## **Military Education Benefits**

ALU provides a fee waiver for Application and Registration fees for active-duty military.

### ***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 [finaid@alu.edu](mailto:finaid@alu.edu).

In compliance with 38 USC 3679(e), students using benefits under Chapter 31 or 33, who have provided ALU with a certificate of eligibility will not be assessed a late fee or any other penalty, or be denied access to courses or other student services, should there be a delayed disbursement from the VA. Where a student owes additional payment to the university beyond the amount of the tuition and fee payment from the VA, ALU may implement late fees for the additional payment owed beyond what is covered under Chapter 31 or 33.

## **Institutional Tuition Discounts**

Discounts and other free scholarships for students can be discussed with the ALU admissions team. Please call at (213) 252-5100 or email us at [admissions@alu.edu](mailto:admissions@alu.edu). Our representatives will be more than happy to assist you in your academic scholarship search.

## **Payment Plan Options**

Payment plans may be available to ALU students who qualify. The financial aid administrator will work with each student to discuss payment plan options. The student's balance will be broken up into monthly payments while the student is enrolled at ALU. If a student wishes to request a monthly payment plan extended beyond their graduation date, they must submit a request to the financial aid administrator for approval. Students will need to pay the \$200 registration fee and first payment upon signing the enrollment agreement.

Enrollment in the payment plan does not eliminate students' responsibility to ensure tuition is paid by the due date.

### ***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 7 days late will put a student's account in financial delinquency. A late monthly payment fee of \$25 will be automatically charged after the 7<sup>th</sup> day of any month where there is an outstanding balance. Students have a grace period of 7 days at the beginning of each month before the late monthly payment 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 for 2<sup>nd</sup> course Undergraduate and 1<sup>st</sup> Course Graduate (Tuition based on degree level):**

<b>Level of Degree</b>	<b>Undergraduate degree and Certificates</b> (2 courses per term)	<b>Graduate degree and Master's Certificates</b> (1 course per term)
<b>Per Term</b>	\$2,490.00	\$1,980.00
<b>Academic Technology Library &amp; Resource Fee (\$60 per course)</b>	\$120.00	\$60.00
<b>Payment Plan Minimum</b>	\$1,305.00	\$1,020.00

**ALU Payment Plan Requirements**

- Students are allowed to take TWO courses per session (undergraduate) and ONE course per session (graduate).
  - If an undergraduate student takes 3 courses, then the tuition and fees for the third course must be paid in full no later than the start of the term.
  - If a graduate student takes 2 or more courses, then that course tuition must be paid in full no later than the start of the term.
- 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.
- 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.
- 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 students who reside in California where ALU is authorized to operate, or in a state where ALU has received an exemption, ALU will follow the refund policy stated below. If there is a conflict between ALU's policy and another state agency's refund policy, ALU will follow the policy that is more beneficial to the student.

### ***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.

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 \$200 and an Academic, Library and Technology Resource fee of \$60 per course, as well as prorated amounts of refundable fees, as appropriate. A student may withdraw from a course or program by providing a written notice to the Registrar via email to [registrar@alu.edu](mailto:registrar@alu.edu) or completing the withdrawal form in eLearn. 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.**

### ***Unofficial Cancellation/Withdrawal***

An unofficial cancellation or withdrawal refers to a student who fails to submit an academic event for more than 14 consecutive days without officially canceling or withdrawing from ALU. The student has three (3) days to appeal and submit an academic event before they reach 21 consecutive days without an academic event. Failure to do so will result in an unofficial withdrawal. The cancellation or withdrawal date for those students who do not officially cancel or withdraw will be recorded as the date ALU notifies the student of their cancellation or withdrawal. The date of determination (DOD) is no later than 14 days from the student's LDA.

The student will receive a full refund for paid courses that were not started at the time of cancellation or withdrawal. If tuition is paid by a private third-party payer and a refund is due, the refund will be issued directly to the student. If the student received federal student financial aid funds, a return to Title IV (R2T4) will be completed to determine if funds need to be returned to the government. 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.

### ***Refund Policy***

Notwithstanding non-refundable portion of tuition and fees, a pro-rata refund of the remaining tuition will be based on the student's last date of attendance for students who have completed 60 percent or less of the period of attendance.

**EXAMPLE:**

An undergraduate student enrolls in their first academic year (32-weeks) taking 6 semester credit units per 8-week session (56 days) and withdraws with a last day of attendance (LDA) of the 25<sup>th</sup> day. The student attended 45% (25 days attended / 56 total # of days per session) of the course(s). Due to withdrawing after the 7-day cancellation period and attending 45% of the course(s), the student is charged: the one-time per program non-refundable Registration Fee (\$200), a refundable Academic, Technology and Library Resources Fee (\$60/course), and tuition for the courses, minus the total amount per diem.

<b>Tuition and Fee Charges for Academic Year:</b>	
Tuition (24 units @ \$415/unit)	\$ 9,960.00
Registration Fee (non-refundable)	\$ 200.00
Academic, Tech. and Library Resources Fee (refundable through add/drop period; \$60/course)	\$ 480.00
	<hr/>
TOTAL Charges for Academic Year	\$ 10,640.00

**Upon withdrawal with LDA on the 25<sup>th</sup> day of the first session, the student will be charged:**

Tuition (6 units @ \$415/unit)	\$ 2,490.00
Academic, Technology and Library Resource Fee (refundable through add/drop period; \$60/course)	\$120.00
Registration Fee (non-refundable)	\$200.00
Total Charges for session	\$2,810.00
\$2,810 (total charges/56 (total# of days) = \$50.18 per diem	
Minus per diem (25 (# day of attendance) * \$50.18 (charge per day))	\$1,254.46
Total Charges after Pro rata	\$1,555.54

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.

## Return to Title IV (R2T4) Policy

For students receiving Federal Student Aid (FSA), federal law requires that the University, and in some cases you, the student, return funds you did not earn to the U.S. Department of Education within 45 days from date of determination. The refund process uses a formula to determine the amount of FSA funds a student has earned as of their last day of attendance. The Return of Title IV (R2T4) policy is in addition to the institution's refund policy. Both calculations will be calculated when the student withdraws. If a student withdraws *after* completing 60% of the payment period, a student has earned 100% of the FSA funds they were scheduled to receive during the period.

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 \$200 and an Academic, Library and Technology Resource fee of \$60 per course, as well as prorated amounts of refundable fees, as appropriate. A student may withdraw from a course or program by providing a written notice to the Registrar via email to registrar@alu.edu. If a student verbally or via email conveys the cancellation or withdrawal by contacting ALU staff or faculty, ALU staff will take the date of the verbal/email notification of the student, as the date of withdrawal and advise the student to complete the cancellation/withdrawal form and will begin the process. The date of ALU's determination that the student canceled or withdrew is no later than fourteen (14) days from the student's last date of attendance (LDA). Any money due to the student will be refunded within 30 days.

An unofficial cancellation or withdrawal refers to a student who fails to submit an academic event for more than 14 consecutive days without officially canceling or withdrawing from ALU. The student has three (3) days to appeal and submit an academic event before they reach 21 consecutive days without an academic event. Failure to do so will result in an unofficial withdrawal. The cancellation or withdrawal date for those students who do not officially cancel or withdraw will be recorded as the date ALU notifies the student of their cancellation or withdrawal. The date of determination (DOD) is no later than 14 days from the student's LDA.

The student will receive a full refund for paid courses that were not started at the time of cancellation or withdrawal. If tuition is paid by a private third-party payer and a refund is due, the refund will be issued directly to the student. If the student received federal student financial aid funds, a return to Title IV (R2T4) will be completed to determine if funds need to be returned to the government. 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 a student withdraws *before* completing 60% of the payment period, FSA funds must be recalculated using Federal Return of Title IV funds formula:

- A determination of the percentage of the payment period the student has completed, which is used to calculate the amount of Title IV financial aid the student has earned, will be based on the number of days the student completed up to the last date of academic attendance, divided by the total days in the payment period. Any break of 5 days or more is not counted as part of the days in the term.
- To determine the amount of aid to be returned, subtract the percentage of aid earned from 100 percent of the aid that could be disbursed and multiply it by the total amount of aid that could have been disbursed during the payment period as of the date you withdrew.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

- When a student withdraws, stops attending, or is dismissed, the amount of Title IV assistance that the student has earned is determined on a prorated basis. Once a student has successfully completed 60 percent or more of the payment period, they have earned all the Title IV assistance for that payment period. If the student withdraws and did not receive all of the assistance that was earned, a post withdrawal disbursement may be due. If the student has completed less than 60 percent of the payment period, a return of unearned Title IV funds is required. ALU will return these unearned funds with 45 days of the date of determination (DOD) in the following order up to the net amount disbursed from each source:
  - Unsubsidized Federal Stafford Loans
  - Subsidized Federal Stafford Loans
  - Federal Pell Grants for the payment period for which a return of funds is required
  - Other assistance under this Title for which a return of funds is required

ALU verifies the fund source and unearned amount to return, if any, on Step 6 of the R2T4 worksheet.

If a student is due a post-withdrawal disbursement, the school will notify the student in writing within 30 days of the date of determination. The student is requested to notify the school as soon as possible if they would like the loan post-withdrawal disbursement. If no response is made from the student within 14 days of the date of the letter to the student, no loan PWD will be issued. ALU will disburse any Grants the student earned within 45 days. ALU will disburse any loan funds that the student requests within 180 days of the date of determination that they student withdrew. All post-withdrawal disbursements are applied to the student account first, before any resulting credit balance is handled.

- After the 60 percent point in the payment period, the student will have earned 100 percent of the federal financial aid funds already disbursed to them. This calculation concerning federal financial aid is separate and distinct from the institutional refund policy, and may result in the student owing additional funds to the University to cover tuition charges previously paid by federal financial aid prior to student withdrawal.
- If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds (in some cases the student is also required to return a portion of the funds). Keep in mind that when unearned Title IV funds are returned, the school can collect this amount from the student. If the total amount of FSA funds the student earned is greater than the total amount disbursed, the student may be eligible to receive a Post-Withdrawal Disbursement (PWD) of FSA funds. The University will offer any loan amount to a PWD that is due within 180 days of the date that the University determined that the student withdrew. The University must get the student's permission before it can disburse PWD loan funds (written notification provided to the student). The student may choose to decline some or all of the PWD loan funds. No PWD will be made if the student does not respond within 14 days of the written notification date.

- Unearned Federal Student Aid (FSA) funds to be returned, per federal R2T4 regulations, will be made within 45 days of the date that the University determined that the student withdrew (Date of Determination). The formula above will only be used to calculate the amount of Title IV loans that may need to be returned. The University will also calculate any refund that may be owed to the student pursuant to the institution's refund policy. If a refund is due, monies will be returned pursuant to institution and accreditation regulations. For the purpose of determining the *amount* of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. For the purpose of determining *when* the refund must be paid, the student shall be deemed to have withdrawn at the end of 14 days. However, if a student notifies the University, in writing, that they are withdrawing, the University will use the date on the student's withdrawal letter, or the 14-day after their Last Day of Attendance (LDA), whichever is earlier, as the date of determination.

Here's an example:

A student attends an Academic Event on 2/1/2021. The student then fails to attend an Academic Event within the next 7 consecutive calendar days, i.e., from 2/2/2021 –2/8/21. The 7 days of absence will trigger a warning to the student that if they fail to attend classes on or before 2/15/21, they will be terminated.

If the student fails to return, the following will occur:

- For the purposes of calculating the AMOUNT of refund due to the student, the University will use 2/15/21 as the LAST DAY OF RECORDED ATTENDANCE (LDA).
- For the purposes of determining WHEN the refund is due to the student, the University will use 2/15/21 as the **DATE OF DETERMINATION** of withdrawal (the student is officially withdrawn from the University after 14 consecutive days of absence). The tuition funding source or the student will receive a refund (if applicable) no later than 45 days from the date of determination.
- The student will receive a full refund for paid courses that were not started at the time of cancellation or withdrawal. If tuition is paid by a private third-party payer and a refund is due, the refund will be issued directly to the student. If the student received federal student financial aid funds, a return to title IV (R2T4) will be completed to determine if funds need to be returned to the government. If a credit balance is created after the R2T4 is completed the credit balance will be disbursed as soon as possible and no later than 14 days after the calculation of R2T4. If an R2T4 calculation is completed and it results in an amount to be returned that excess the school's portion, the student must repay a portion of the funds. 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.

## **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 \$0.00 per every \$1000 of institutional charges.**

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, 1747 North Market, Suite 225, Sacramento, CA 95834, (916) 574-8900 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.

<b>Undergraduate Certificates</b>	Accounting Business Administration Management Marketing
<b>Graduate Certificates</b>	Coaching Management
<b>Associate Degree</b>	Business Administration
<b>Bachelor's Degree</b>	Business Administration
<b>Master's Degree</b>	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:	8 months; 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.

	<b>Course #</b>	<b>Name</b>	<b>Credit Hours</b>
<b>CORE</b>  The core courses within the Business Administration program introduce 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.	ACC220	Financial Accounting	3
	ACC300	Intermediate Accounting I	3
	ACC225	Managerial Accounting	3
	ACC320	Cost Accounting I	3
	ACC301	Intermediate Accounting II	3
	ACC321	Cost Accounting II	3
	ACC302	Intermediate Accounting III	3
	<b>CORE TOTAL</b>		<b>21</b>

## 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:	6 months; 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.

	Course #	Name	Credit Hours
<b>CORE</b>  The core courses within the Business Administration program introduce 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.	ACC220	Financial Accounting	3
	BUS110	Business Fundamentals	3
	MGT214	Principles of Management	3
	ACC225	Managerial Accounting	3
	BUS220	Principles of Marketing	3
	BUS254	Ethical Decision Making for Business	3
		<b>CORE TOTAL</b>	

## 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:	6 months; 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	Course #	Name	Credit Hours
The core courses within the Business Administration program introduce 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.	BUS220	Principles of Marketing	3
	BUS110	Business Fundamentals	3
	BUS434	Internet Marketing	3
	BUS325	Legal Environments in Business	3
	BUS490	Introduction to E-Business	3
	<b>CORE TOTAL</b>		

## 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:	6 months; 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.

	Course #	Name	Credit Hours
<b>CORE</b>  The core courses within the Business Administration program introduce 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.	MGT214	Principles of Management	3
	MGT494	Strategic Management	3
	MGT440	Operations Management	3
	BUS254	Ethical Decision Making for Business	3
	BUS395	International Business	3
	ACC200	Principles of Accounting I	3
		<b>CORE TOTAL</b>	

# 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:	8 months; 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 introduce 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.	COH510	Coaching in the Workplace	3
	COH515	Personal Coaching	3
	COH520	Coaching Teams	3
	COH525	Executive Coaching	3
	<b>CORE TOTAL</b>		

## 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.

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## Program Details

Semesters	3
Minimum Credits to Complete Degree:	15
Time to Complete Degree:	10 months; based on enrollment of 6 credits per semester

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## 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.

	<b>Course #</b>	<b>Name</b>	<b>Credit Hours</b>
<b>CORE</b>  The core courses within the Business Administration program introduce 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.	BUS560	Business Ethics	3
	MGT620	Implementing Organizational Change	3
	MGT646	Project Management Organizational Framework	3
	COH525	Executive Coaching	3
	MGT570	Adv. Strategic Management	3
		<b>CORE TOTAL</b>	

## 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:	20 months; 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.

	Course #	Name	Credit Hours
<b>CORE</b>  The core courses within the Business Administration program introduce 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.	ACC201	Principles of Accounting II	3
	BUS110	Business Fundamentals	3
	BUS220	Principles of Marketing	3
	BUS240	Managing Perf./ Dev. Teams	3
	BUS254	Ethical Decision Making	3
	BUS325	Legal Environment in Business	3
	BUS350	Quantitative Methods	3
	MGT214	Principles of Management	3
		<b>CORE TOTAL</b>	<b>24</b>
	ACC200	Principles of Accounting I	3
	BUS330	Human Resource Mgt.	3

### GENERAL ED

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

CMP101	Introduction to Computers	3
COM100	Introduction to Communications	3
ENG160	English Composition I	3
ENG170	English Composition II	3
MAT140	College Algebra	3
<b>GENERAL ED TOTAL</b>		<b>21</b>

### ELECTIVES

Students select FIVE (5) elective courses from ACC, BUS, FIN, LGS, or CJS to complete this category.

**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.

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#### Program Details

Semesters	10
Minimum Credits to Complete Degree:	120
Time to Complete Degree:	40 months; based on enrollment of 12 credits per semester & attending 3 semesters per year.

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#### 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.

	<b>Course #</b>	<b>Name</b>	<b>Credit Hours</b>
<p style="text-align: center;"><b>CORE</b></p> <p>The core courses within the Business Administration program introduce 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.</p>	BUS110	Business Fundamentals	3
	ACC201	Principles of Accounting II	3
	MGT214	Principles of Management	3
	BUS220	Principles of Marketing	3
	BUS240	Managing Perf/Dev Teams	3
	BUS254	Ethical Decision Making in Business	3
	ACC220	Financial Accounting	3
	ACC225	Managerial Accounting	3
	ACC300	Intermediate Accounting I	3
	ACC301	Intermediate Accounting II	3
	ACC302	Intermediate Accounting III	3
	MGT315	Customer Relationship Management	3
	BUS350	Quantitative Methods	3
	BUS395	International Business	3
	MGT424	Leadership in Organizations	3
	FIN444	Finance for Managers	3
	MGT464	Organizational Behavior	3
	MGT474	Fundamentals of Project Mgmt.	3
	BUS484	Entrepreneurship	3
	MGT494	Strategic Management	3
BUS499	Senior Capstone	3	
	<b>CORE TOTAL</b>		<b>63</b>

<p style="text-align: center;"><b>GENERAL ED</b></p> <p>The following courses are required as part of the degree and cover areas of communications, math, and natural/ social sciences.</p>	ENG160	English Composition I	3
	ENG170	English Composition II	3
	COM100	Introduction to Communications	3
	MAT140	College Algebra	3
	PSY110	Psychology	3
	CMP101	Introduction to Computers	3
	ACC200	Principles of Accounting I	3
	ECON310	Principles of Macroeconomics	3
	ECON315	Principles of Microeconomics	3

BUS330	Human Resource Management	3
COM420	Managerial Communications	3
MGT440	Operations Management	3
<b>GENERAL ED TOTAL</b>		<b>36</b>

**ELECTIVES**

Students select SEVEN (7) elective courses from ACC, BUS, FIN, LGS, or CJS to complete this category.

<b>ELECTIVE TOTAL</b>	<b>21</b>
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## 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	5
Minimum Credits to Complete Degree:	30
Time to Complete Degree:	20 months; 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.

	Course #	Name	Credit Hours
<b>CORE</b>  The core courses within the Business Administration program introduce students to key aspects of business operation including general office functions, accounting, marketing, and project management	MGT500	Modern Management	3
	BUS560	Business Ethics	3
	MGT525	Marketing Research	3
	BUS510	Managerial Accounting	3
	MGT514	Human Relations Management	3
	BUS540	Managerial Economics	3
	MGT590	Advanced Organizational Behavior	3

to give students practical skills required for the business world.

BUS699	Graduate Capstone	3
<b>CORE TOTAL</b>		<b>24</b>

**EMPHASES / ELECTIVES**

Students can identify and complete TWO (2) courses from a specific emphasis or take any TWO (2) elective courses to complete degree requirements.

<b>Business Administration</b>		
<b>Project Management</b>		
MGT645	Project Management Essentials	3
MGT646	Project Management Organizational Framework	3
MGT647	Project Management Integration Framework	3
COH540	Project Management Coaching	3
<b>Finance</b>		
BUS550	Business Finance	3
BUS551	Corporate Financial Management	3
BUS552	Innovative Finance and Venture Capital	3
BUS553	Corporate Global Finance	3
<b>Coaching</b>		
COH510	Coaching in the Workplace	3
COH515	Personal Coaching	3
COH520	Coaching Teams	3
COH525	Executive Coaching	3
COH530	Group Theory & Skills	3
COH535	Group Work Practice	3
COH540	Project Management Coaching	3
<b>Management</b>		
MGT504	Sales Management	3
MGT570	Advanced Strategic Management	3
MGT620	Implementing Organizational Change	3
MGT530	Marketing Management	3
BUS580	Strategies for Change	3
<b>Legal Studies</b>		
<b>Cybersecurity Law</b>		
CSL500	Cybersecurity Laws & Data Protection	3
CSL501	Cybercrime and Law	3

CSL503	Cybersecurity & Incident Response	3
<b>Legal Studies</b>		
LGS525	Contemporary Business Law	3
LGS532	Intellectual Property Law	3
LGS540	Wills & Trusts	3
LGS620	International Business Law	3
LGS625	Employment Law	3
LGS542	Elder Law	3
LGS640	Immigration Law	3
<b>Business Law</b>		
BUS600	Contract Law Fundamentals	3
BUS623	Communications Law	3
LGS620	International Business Law	3
<b>Criminal Justice</b>		
<b>Law Enforcement Management</b>		
CJS545	Drug Enforcement	3
CJS560	Dynamics of Family Violence	3
CJS515	Technology in Law Enforcement	3
CJS575	Police Administration	3
CJS580	Terrorism & Homeland Security	3
CJS585	Corrections	3

## 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.

<b>Diploma</b>	Criminal Justice
<b>Undergraduate Certificates</b>	Investigation
	Homeland Security
<b>Associate Degree</b>	Criminal Justice
<b>Bachelor's Degree</b>	Criminal Justice
<b>Master's Degree</b>	Criminal Justice

## ***Diploma Program***

### **Criminal Justice**

#### **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.

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#### **Program Details**

Semesters	3
Minimum Credits to Complete Degree:	30
Time to Complete Degree:	10 months; based on enrollment of 12 credits per semester

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#### **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.

### CORE

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

Course #	Name	Credit Hours
CJS100	Ethics in Law Enforcement	3
CJS110	Introduction to Criminal Justice	3
CJS130	Introduction to Justice Admin.	3
CJS140	Introduction to Criminology	3
CJS200	Criminal Law	3
CJS225	Criminal Investigations I	3
CJS223	Criminal Procedure	3
CJS230	Criminal Evidence	3
<b>CORE TOTAL</b>		<b>24</b>

### ELECTIVES

Students select from TWO (2) additional courses with the CJS prefix to complete this category.

**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.

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#### Program Details

Semesters	3
Minimum Credits to Complete Degree:	21
Time to Complete Degree:	6 months; based on enrollment of 12 credits per semester

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#### 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 introduce students to key aspects of law enforcement, prosecution, trial, corrections, juvenile offenders, handling evidence and crime scene investigation.

Course #	Name	Credit Hours
CJS105	Technology in Criminal Justice	3
CJS110	Introduction to Criminal Justice	3
CJS225	Criminal Investigations I	3
CJS230	Criminal Evidence	3
CJS325	Criminal Investigation II	3
<b>CORE TOTAL</b>		<b>15</b>

### ELECTIVES

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

CJS335	Crime Scene Investigation	3
CJS360	Investigation of Terrorism	3
CJS365	Investigating Fraud	3
CJS455	Investigation of Organized Crime	3
CJS475	Investigation of Arson	3
CJS490	Investigation of White Collar Crime	3
<b>TOTAL ELECTIVE HOURS</b>		<b>6</b>

# 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:	6 months; 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.

<b>CORE</b>	<b>Course #</b>	<b>Name</b>	<b>Credit Hours</b>
The core courses within the Criminal Justice program introduce students to key aspects of law enforcement, prosecution, trial, corrections, juvenile offenders, handling evidence and crime scene investigation.	CJS362	History of Terrorism	3
	CJ382	Risk Analysis	3
	CJS342	Emergency Response Planning	3
	CJS 392	Transportation & Cargo	3
	CJS400	Crisis Management	3
	CJS372	International Disaster Management	3
	<b>CORE TOTAL</b>		<b>18</b>

## 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:	20 months; 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
<b>CORE</b>  The core courses within the Criminal Justice program introduce students to key aspects of law enforcement, prosecution, trial, corrections, juvenile offenders, handling evidence and crime scene investigation.	CJS105	Technology in Criminal Justice	3
	CJS100	Ethics in Law Enforcement	3
	CJS110	Introduction to Criminal Justice	3
	CJS120	Introduction to Law Enforcement	3
	CJS130	Intro to Justice Admin	3
	CJS140	Intro to Criminology	3
	CJS200	Criminal Law	3
	CJS223	Criminal Procedure	3
	CJS225	Criminal Investigations I	3
	CJS345	Corrections	3
		<b>CORE TOTAL</b>	

**GENERAL ED**

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

COM202	Effective Professional Communications	3
ENG160	English Composition I	3
ENG170	English Composition II	3
MAT140	College Algebra	3
HIST160	American History I	3
PSY110	Introduction to Psychology	3
<b>GENERAL ED TOTAL</b>		<b>18</b>

<b>ELECTIVES</b>		
Students select FOUR (4) elective courses from ACC, BUS, CJS, FIN, LGS, SCI, HIST, POLI or COM to complete this category.		
<b>ELECTIVE TOTAL</b>		<b>12</b>

***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:	40 months; 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.

	<b>Course # Name</b>	<b>Credit Hours</b>
<p style="text-align: center;"><b>CORE</b></p> <p>The core courses within the Criminal Justice program introduce students to key aspects of law enforcement, prosecution, trial, corrections, juvenile offenders, handling evidence and crime scene investigation.</p>	CJS105 Technology in Criminal Justice	3
	CJS100 Ethics in Law Enforcement	3
	CJS110 Introduction to Criminal Justice	3
	CJS120 Introduction to Law Enforcement	3
	CJS140 Intro to Criminology	3
	CJS200 Criminal Law	3
	CJS205 Constitutional Law	3
	CJS223 Criminal Procedure	3
	CJS225 Criminal Investigations I	3
	CJS305 Constitutional Law II	3
	CJS325 Criminal Investigation II	3
	CJS345 Corrections	3
	CJS420 Criminalistics	3
	CJS440 Juvenile Justice	3
	CJS499 Senior Capstone	3
	<b>CORE TOTAL</b>	<b>45</b>
<p style="text-align: center;"><b>GENERAL ED</b></p> <p>The following courses are required as part of the degree and cover areas of communications, math, and natural/social sciences</p>	PSY110 Introduction to Psychology	3
	SOC110 Introduction to Sociology	3
	MAT140 College Algebra	3
	ENG160 English Composition I	3
	ENG170 English Composition II	3
	HIST160 American History I	3
	HIST165 American History II	3
	SCI195 Survey of Physical Sciences	3
	COM202 Effective Professional Communications	3
	COM275 Speech Communication	3

**GENERAL ED TOTAL**

**30**

**ELECTIVES**

Students select FIFTEEN (15) elective courses from ACC, BUS, FIN, LGS, or CJS to complete this category.

**ELECTIVE TOTAL**

**45**

## Master's Degrees

### 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.

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#### Program Details

Semesters	5
Minimum Credits to Complete Degree:	30
Time to Complete Degree:	20 months; based on enrollment of 6 credits per semester.

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#### 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.

	<b>Course #</b>	<b>Name</b>	<b>Credit Hours</b>
<p style="text-align: center;"><b>CORE</b></p> <p>The core courses within the Criminal Justice program introduce students to key aspects of law enforcement, prosecution, trial, corrections, juvenile offenders, handling evidence and crime scene investigation.</p>	CJS500	Criminal Law	3
	CJS505	Criminal Justice Ethics	3
	CJS510	Advanced Criminal Procedure	3
	CJS520	Criminology	3
	CJS530	Law Enforcement Management	3
	CJS590	Interview & Interrogation	3
	RES500	Research Methods	3
	CJS699	Graduate Capstone	3
		<b>CORE TOTAL</b>	

	<b>Business Administration</b>			
	<b>Project Management</b>			
<p style="text-align: center;"><b>EMPHASES / ELECTIVES</b></p> <p>Students can identify and complete TWO (2) courses from a specific emphasis or take any TWO (2) elective courses to complete degree requirements.</p>	MGT645	Project Management Essentials	3	
	MGT646	Project Management Organizational Framework	3	
	MGT647	Project Management Integration Framework	3	
	COH540	Project Management Coaching	3	
		<b>Finance</b>		
	BUS550	Business Finance	3	
	BUS551	Corporate Financial Management	3	
	BUS552	Innovative Finance and Venture Capital	3	
	BUS553	Corporate Global Finance	3	
		<b>Coaching</b>		
	COH510	Coaching in the Workplace	3	
	COH515	Personal Coaching	3	
	COH520	Coaching Teams	3	
	COH525	Executive Coaching	3	
	COH530	Group Theory & Skills	3	
COH535	Group Work Practice	3		
COH540	Project Management Coaching	3		
	<b>Management</b>			
MGT570	Advanced Strategic Management	3		

MGT620	Implementing Organizational Change	3
MGT530	Marketing Management	3
BUS580	Strategies for Change	3
<b>Legal Studies</b>		
<b>Cybersecurity Law</b>		
CSL500	Cybersecurity Laws & Data Protection	3
CSL501	Cybercrime and Law	3
CSL503	Cybersecurity & Incident Response	3
<b>Legal Studies</b>		
LGS525	Contemporary Business Law	3
LGS532	Intellectual Property Law	3
LG540	Wills & Trusts	3
LGS620	International Business Law	3
LGS625	Employment Law	3
LGS542	Elder Law	3
LGS640	Immigration Law	3
<b>Business Law</b>		
BUS600	Contract Law Fundamentals	3
BUS623	Communications Law	3
LGS620	International Business Law	3
<b>Criminal Justice</b>		
<b>Law Enforcement Management</b>		
CJS545	Drug Enforcement	3
CJS560	Dynamics of Family Violence	3
CJS515	Technology in Law Enforcement	3
CJS575	Police Administration	3
CJS580	Terrorism & Homeland Security	3
CJS585	Corrections	3

## 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.

<b>Diploma</b>	Paralegal Studies
<b>Undergraduate Certificates</b>	Legal Assistant
<b>Graduate Certificates</b>	Human Resource Law Business Law Real Estate Law
<b>Associate Degree</b>	Paralegal Studies
<b>Bachelor's Degree</b>	Legal Studies
<b>Graduate Degree</b>	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.

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#### Program Details

Semesters	3
Minimum Credits to Complete Degree:	30
Time to Complete Degree:	10 months; based on enrollment of 12 credits per semester

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#### 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



## 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.

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#### Program Details

Semesters	2
Minimum Credits to Complete Degree:	24
Time to Complete Degree:	8 months; based on enrollment of 12 credits per semester

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#### 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.

**CORE**

The core courses within the Legal Studies program introduce 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
LGS100	Introduction to the Legal Profession	3
LGS105	Law Office Technology	3
LGS108	Legal Research	3
LGS110	Litigation and Trial Practice I	3
LGS210	Litigation & Trial Practice II	3
LGS208	Legal Analysis & Writing	3
LGS303	Ethics for the Legal Professional	3
<b>CORE TOTAL</b>		<b>21</b>

**ELECTIVES**

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

LGS200	Administrative Law	3
LGS402	Alternative Dispute Resolution	3
<b>TOTAL ELECTIVE HOURS</b>		<b>3</b>

## 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:	12 months; 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	Course #	Name	Credit Hours
The core courses within the Legal Studies program introduce 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.	BUS600	Contract Law	3
	BUS625	Employment Law	3
	MGT514	Human Resource Management	3
	LGS632	Legal Research	3
	LGS630	Legal Writing	3
	MGT528	Alternative Dispute Resolution	3
		<b>CORE TOTAL</b>	<b>18</b>

### Business Law

## Program Description

The Business Law Certificate provides students with the diverse skills and knowledge in the area of business law, including insights into unlawful discrimination, contract writing, and negotiation, and international business law, including researching and writing legal correspondence. The program exposes students to the many legal and business issues that lawyers regularly encounter in a global market.

## Program Details

Semesters	4
Minimum Credits to Complete Degree:	21
Time to Complete Degree:	16 months; 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.

	Course #	Name	Credit Hours
<b>CORE</b>  The core courses within the Legal Studies program introduce 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.	BUS600	Contract Law	3
	LGS525	Contemporary Business Law	3
	LGS620	International Business Law	3
	LGS632	Legal Research	3
	LGS630	Legal Writing	3
		<b>CORE TOTAL</b>	
<b>ELECTIVES</b>  Students select from TWO (2) elective courses to complete this category.	LGS615	Agency & Partnership	3
	LGS530	Securities Law	3
		<b>TOTAL ELECTIVE HOURS</b>	

## 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:	16 months; 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.

	Course #	Name	Credit Hours
<b>CORE</b>  The core courses within the Legal Studies program introduce 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.	BUS600	Contract Law Fundamentals	3
	BUS523	Real Estate Fundamentals	3
	LGS523	Real Estate Law	3
	LGS632	Legal Research	3
	LGS630	Legal Writing	3
	LGS532	Intellectual Property Law	3
		<b>CORE TOTAL</b>	
<b>ELECTIVES</b>  Students select from ONE (1) elective courses to complete this category.	LGS615	Agency & Partnership	3
	LGS530	Securities Law	3
		<b>TOTAL ELECTIVE HOURS</b>	

## 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.

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## Program Details

Semesters	5
Minimum Credits to Complete Degree:	60
Time to Complete Degree:	20 months; based on enrollment of 12 credits per semester

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## 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
<p style="text-align: center;"><b>CORE</b></p> <p>The core courses within the Legal Studies program introduce 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.</p>	LGS100 Introduction to the Legal Profession	3
	LGS107 Contracts	3
	LGS103 Criminal Law	3
	LGS108 Legal Research	3
	LGS204 Real Property	3
	LGS206 Business Organizations	3
	LGS208 Legal Analysis & Writing	3
	LGS110 Litigation and Trial Practice I	3
	LGS200 Administrative Law	3
	LGS210 Litigation and Trial Practice II	3
<p style="text-align: center;"><b>GENERAL ED</b></p> <p>The following courses are required as part of the degree and cover areas of communications, math, and natural/social sciences</p>	<b>CORE TOTAL</b>	<b>30</b>
	HIST160 American History I	3
	CMP101 Introduction to Computers	3
	PSY110 Introduction to Psychology	3
	ENG160 English Composition I	3
	MAT140 College Algebra	3
<p><b>ELECTIVES</b></p> <p>Students select FIVE (5) elective courses from ACC, BUS, FIN, LGS, or CJS to complete this category.</p>	<b>GENERAL ED TOTAL</b>	<b>15</b>
	<b>ELECTIVE TOTAL</b>	<b>15</b>

## 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.

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#### Program Details

Semesters	10
Minimum Credits to Complete Degree:	120
Time to Complete Degree:	40 months; based on enrollment of 12 credits per semester

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#### 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.

	<b>Course #</b>	<b>Name</b>	<b>Credit Hours</b>
<p align="center"><b>CORE</b></p> <p>The core courses within the Legal Studies program introduce 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.</p>	LGS100	Introduction to the Legal Profession	3
	LGS107	Contracts	3
	LGS103	Criminal Law	3
	LGS108	Legal Research	3
	LG 204	Real Property	3
	LGS206	Business Organizations	3
	LGS208	Legal Analysis & Writing	3
	LGS110	Litigation and Trial Practice I	3
	LGS200	Administrative Law	3
	LGS210	Litigation and Trial Practice II	3
	LGS303	Ethics for the Legal Professional	3
	LGS301	Torts I	3
	LGS404	Laws of Criminal Evidence	3
	LGS402	Alternative Dispute Resolution	3
	LGS499	Senior Capstone	3
	<b>CORE TOTAL</b>		<b>45</b>
<p align="center"><b>GENERAL ED</b></p> <p>The following courses are required as part of the degree and cover areas of communications, math, and natural/social sciences</p>	COM275	Speech Communications	3
	CMP101	Introduction to Computers	3
	PSY110	Introduction to Psychology	3
	SOC110	Introduction to Sociology	3
	ENG160	English Composition I	3
	ENG170	English Composition II	3
	MAT140	College Algebra	3
	COM202	Effective Professional Communications	3
	HIST160	American History I	3
	POLI365	American Government	3
	<b>GENERAL ED TOTAL</b>		<b>30</b>
<p><b>ELECTIVES</b></p> <p>Students select SEVEN (7) elective courses from ACC, BUS, FIN, LGS, or CJS to complete this category.</p>			
	<b>ELECTIVE TOTAL</b>		<b>21</b>

## Master's Degrees

### 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 various courses such as Business 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 pursue a Juris Doctor degree, this program provides a foundation for career and academic advancement.

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#### Program Details

Semesters	5
Minimum Credits to Complete Degree:	30
Time to Complete Degree:	20 months; based on enrollment of 6 credits per semester.

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#### 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.

	<b>Course #</b>	<b>Name</b>	<b>Credit Hours</b>
<p style="text-align: center;"><b>CORE</b></p> <p>The core courses in the Legal Studies program provide students with foundational and advanced knowledge of the law and overview of necessary legal skills and principles required for the legal environment.</p>	LGS510	Criminal Law	3
	LGS600	Contracts I	3
	LGS632	Legal Research	3
	LGS601	Contracts II	3
	LGS630	Legal Writing	3
	LGS610	Torts I	3
	LGS611	Torts II	3
	LGS699	Graduate Capstone	3
		<b>CORE TOTAL</b>	

	<b>Business Administration</b>			
	<b>Project Management</b>			
<p style="text-align: center;"><b>EMPHASES / ELECTIVES</b></p> <p>Students can identify and complete TWO (2) courses from a specific emphasis or take any TWO (2) elective courses to complete degree requirements.</p>	MGT645	Project Management Essentials	3	
	MGT646	Project Management Organizational Framework	3	
	MGT647	Project Management Integration Framework	3	
	COH540	Project Management Coaching	3	
		<b>Finance</b>		
	BUS550	Business Finance	3	
	BUS551	Corporate Financial Management	3	
	BUS552	Innovative Finance and Venture Capital	3	
	BUS553	Corporate Global Finance	3	
		<b>Coaching</b>		
	COH510	Coaching in the Workplace	3	
	COH515	Personal Coaching	3	
	COH520	Coaching Teams	3	
	COH525	Executive Coaching	3	
	COH530	Group Theory & Skills	3	
COH535	Group Work Practice	3		
COH540	Project Management Coaching	3		
	<b>Management</b>			
MGT570	Advanced Strategic Management	3		

MGT620	Implementing Organizational Change	3
MGT530	Marketing Management	3
BUS580	Strategies for Change	3

### Legal Studies

#### Cybersecurity Law

CSL500	Cybersecurity Laws & Data Protection	3
CSL501	Cybercrime and Law	3
CSL503	Cybersecurity & Incident Response	3

#### Legal Studies

LGS525	Contemporary Business Law	3
LGS532	Intellectual Property Law	3
LGS540	Wills & Trusts	3
LGS620	International Business Law	3
LGS625	Employment Law	3
LGS542	Elder Law	3
LGS640	Immigration Law	3

#### Business Law

BUS600	Contract Law Fundamentals	3
BUS623	Communications Law	3
LGS620	International Business Law	3

### Criminal Justice

#### Law Enforcement Management

CJS545	Drug Enforcement	3
CJS560	Dynamics of Family Violence	3
CJS515	Technology in Law Enforcement	3
CJS575	Police Administration	3
CJS580	Terrorism & Homeland Security	3
CJS585	Corrections	3

## **Professional Studies Program**

ALU's Professional Studies program culminates in a Bachelor of Science degree in Professional Studies which prepares students to transition into and succeed in numerous professional settings. Course are taught by faculty with real-world experience in professional settings, who translate theory into practice and provide an enriching education through course discussions, guidance in portfolio creation, skill-building projects, and more. The program provides students with knowledge and skills in alignment with sought-after competencies in professional settings. For students who wish to acquire essential business knowledge, gain professional competencies, and develop their personal brand, this program provides a solid foundation for career and academic advancement.

The following pages provide details on the Bachelor Science in Professional Studies at ALU.

**Bachelor's Degree**

**Professional Studies**

## Bachelor's Degree

### Bachelor of Science in Professional Studies (BSPX)

#### Program Description

The Bachelor of Science in Professional Studies is a strategic and holistic program of study which enables students to succeed in a variety of professional settings. Through a tailored and purposeful interdisciplinary approach, students acquire key business and social competencies which empower them to be highly valued contributors to their organizations. Graduates are enabled to competently fulfill assigned directives which contribute to personal and organizational success.

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#### Program Details

Semesters	10
Minimum Credits to Complete Degree:	120
Time to Complete Degree:	40 months; based on enrollment of 12 credits per semester

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#### 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 through oral, technologically mediated, and written communications media.
- Assess information from multiple sources to provide solutions to problems in diverse professional contexts.
- Analyze, synthesize, and evaluate information from a diverse set of sources to fully understand a problem, make an informed decision, and execute a viable solution.
- Demonstrate the ability to develop internal and external relationships that nurture diversity, foster success, and promote the organization's mission.
- Demonstrate effective work habits and maintain a positive personal brand that aligns with an organization and personal values.
- Develop, through deep, honest evaluation and the active pursuit of personal and professional growth opportunities, the knowledge, skills, and abilities needed for networking and advancement in and out of an organization.
- Demonstrate awareness of the skills required to equitably engage and include people from different local and global cultures.

## CORE

The core courses within the Bachelor of Science of Professional Studies program introduce students to key knowledge and skills needed to excel in professional environments.

Course #	Name	Credit Hours
BUS110	Business Fundamentals	3
BUS240	Managing Performance/Developing Teams	3
BUS254	Ethical Decision Making in Business	3
BUS350	Quantitative Methods	3
FIN245	Personal Finance	3
FIN444	Finance for Managers	3
HUM125	Critical Thinking	3
PRO100	Foundations of Success	3
PRO499	Professional Portfolio	3
RES340	Research Methods and Writing	3
SOC210	Diversity and Culture	3
	<b>CORE TOTAL</b>	<b>30</b>

## PROFESSIONAL CLUSTER

The Professional Cluster leads to the attainment of professional competencies and the development of a professional portfolio.

Course #	Name	Credit Hours
PRO100	Foundations of Success	3
PRO200	Business Essentials	3
PRO250	Professional Competencies	3
PRO300	Professionalism: Understanding Emotional Intelligence	3
PRO350	Professional Branding	3
	<b>PRO. CLUSTER TOTAL</b>	<b>15</b>

## GENERAL ED

Students must take 30 credits of general education in the following areas.

English/Communications	12 credits
Math/Science/Computers	9 credits
Humanities/Fine Arts	3 credits
Social Science	6 credits
<b>GENERAL ED TOTAL</b>	<b>30</b>

## EMPHASIS

Students may choose to complete an 18-credit emphasis in the following areas.

Contemporary Business Practices  
Homeland Security  
Investigations  
Leadership & Decision-Making  
Paralegal Studies  
Relationship Management

## ELECTIVES

Students complete 27 credits of electives from 200, 300, and/or 400-level courses in ACC, BUS, CJS, CLS, LGS, or MGT.

**ELECTIVE TOTAL**

**27**

## 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

#### **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.

#### **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 21<sup>st</sup> 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 allows students to analyze the main issues in the theory and practice of corporate finance with an emphasis on applications in an international context. The focus will be on ways in which corporate managers can create value for shareholders through their capital structure and financing choices. This course places corporate financial decisions in a strategic context, emphasizing the relationship between capital structure and financial markets. Prerequisite: BUS510

#### 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

#### 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. 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.*

#### 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.

#### 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.

#### 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

This course explores the aspects and impacts of CRM. It examines how Web 2.0 technologies and social media tools are being woven into CRM strategies. The course identifies the new business models being used by the most successful companies and also provides guidance on how other companies can and should adopt these innovations. Students 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.

#### MGT440 Operations Management

This course examines recent developments in operations management including revenue management, bullwhip effect, supply chain coordination and manufacturing flexibility. Quantitative topics are explained using real-world examples with data from actual companies. It introduces the topics including process flow, estimating, labor costs, batching, the impact of variability, projecting uncertain demand, reactive capacity, risk pooling and others.

#### MGT464 Organizational Behavior

This course focuses on the people in the organization and how they work and behave in the work environment. It examines the behavior of individuals, the dynamics of teamwork, the processes of small groups, decision-making, problem-solving, conflict management, and ways to eliminate barriers to effective communications within the workplace.

#### 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.

#### 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.

#### 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.

#### 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 aid 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.

#### 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

#### 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.

#### PRO100 Foundations of Success

This course will examine strategies for success and implement professional behaviors related to professional communication, overcoming challenges, managing stressful situations, financial decisions, and goal-setting.

#### PRO200 Business Essentials

This course will focus on understanding business and how each individual contributes to the success of that business. Students will investigate how to take steps to further their knowledge of business and business acumen.

#### PRO250 Professional Competencies

This course will focus on understanding professional competencies and how they serve as a guide for meaningful professional growth and development. The course will also help students explore opportunities for professional growth and develop a professional growth plan.

#### PRO300 Professionalism: Understanding Emotional Intelligence

This course focuses on the connections between emotional intelligence, ethics, and professionalism. Students will explore how their emotional intelligence and ethics contribute to their own sense of professionalism and guide them to develop a professional ethics statement.

#### PRO350 Professional Branding

This course will focus on the development of a student's professional brand. Students will learn to communicate their brand in a number of venues to prepare them for the workplace.

#### PRO499 Professional Portfolio

This course will allow students to draw upon the knowledge and experience gained in their program of study and develop a professional portfolio. The portfolio will include key learning assessments from other Professional Studies courses.

## **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.

#### 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.

#### 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 and decision making, management by objectives, productivity, fiscal management, civil liability, accreditation, and ethics, to name but a few.

#### 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: CJS223

#### 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.

#### 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.

#### 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 drug-taking behavior and its impact on the criminal justice system. Students explore the social problems associated with drug abuse, a range of drug-control policies and their enactment, and the complex relationship between drug-taking behavior and crime. The course will also investigate criminal justice topics related to drug abuse and drug law.

#### 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.

#### 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.

#### 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.

#### 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.

#### 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).

#### 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.

#### 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: CJS225 and 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: CJS225 and 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: CJS225 and 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 trial 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. Prerequisite: **Must have completed or be concurrently enrolled in last course of program.**

## General Education

### 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

### 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

#### 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

#### 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.

#### 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.

#### 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.

#### 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.

## **Legal Studies/Law**

### **CSL500 Cybersecurity Law & Data Protection**

This course identifies the sources of both civil and criminal common law principles including federal and state statutes that form the basis of cybersecurity law. In non-technical language, students will be introduced to standard cybersecurity protocols implemented by both private and public sector entities.

### **CSL501 Cybercrime and Law**

This course will explore the policy and law of computer crime and consider how "cybercrimes" are different from and similar to transgressive behavior in physical space. Topics will include hacking, Intellectual Property theft, Cyber frauds, cyberstalking, sex crimes, policing the internet, and the challenge of cross-jurisdiction enforcement.

### **CSL503 Cybersecurity & Incident Response**

This course will investigate how damage to critical infrastructure through a cyber-based attack has significant impact on the national security, the economy, and the livelihood and safety of many individual citizens especially at the state and local level. This course would examine the ways that cyber incidents would be responded to by both the private and public sector.

### **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.

#### 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.*

#### 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.

#### 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 the student with an understanding of the laws of criminal evidence and an illustration of how those laws interact with and affect the roles and responsibilities of law enforcement agents, prosecutors, and defense attorneys. Students are presented with the fundamentals of criminal evidence, including: the definition and origin of the laws of evidence and how the laws of evidence apply to the relevant parties (law enforcement, defendant, prosecutor, and defense attorney) at the various stages of criminal proceedings (arrest, arraignment, pretrial, trial, and sentencing). 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 role those rules play in identifying, gathering, and presenting admissible evidence at trial.

#### 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.

#### 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.**

#### LGS510 Criminal Law

This course provides a survey of American criminal law and theory. It considers common law doctrine, statutory reform and constitutional law affecting the substantive criminal law. It is designed to give the student a comprehensive understanding of the nuances of criminal law, without concentrating too much on actual crime elements.

#### 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 essential aspects of real estate law. The course's focus will be upon the entire real estate transaction from start to finish, including what happens when loans are in trouble. The course includes a focus on the real estate transaction factors, including the buyer, seller, real estate broker, and lender. The course will examine applicable law and procedures across the United States; however, it will take a closer look at California's rules and guidelines.

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.

#### 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. Prerequisite: **Must have completed or be concurrently enrolled in last course of program.**

## General Student Information

### Hours of Operation

ALU's in person office hours are Monday and Wednesday, 9:00 AM to 2:00 PM Pacific Time, by appointment only.

Online administrative office hours are Monday through Friday 8:00 AM to 5:00 PM Pacific Time.

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.

### 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>. LIRN can only be accessed through eLearn, the learning management system.

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 support tablets or phones (Android, iOS) at this time.

## Technological Competency

- Ability to use email to correspond
- Ability to access, create, and save documents in MS Word or standard.rtf (rich text format)
- Ability to browse the Web

## General

- A reliable broadband Internet connection, either cable or DSL of at least **3 Mbps 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.

## Minimum Requirements

### Windows

- **CPU Processor:** 1.86Ghz Intel Core 2 Duo or faster processor (or equivalent)
- **RAM:** 4GB or highest recommended for the operating system
- **Hard drive:** 1GB of available space or highest recommended for the operating system
- **Operating System:**
  - Windows 10 (64-bit)
  - Only genuine, U.S.-English versions of Windows Operating Systems are supported
  - Alternate versions of Windows 10, such as Windows 10 (32-bit), Windows RT, and Windows 10 S, are NOT supported.
- **Browser:**
  - Google Chrome (v70.0 & above)
  - *ALU requires Google Chrome for the eLearn website. Prohibited browsers for Surface Pro are, but not limited to: Chromium, Edge, Firefox, Opera, and anything else not listed here.*
- **Screen resolution:** Must be 1024x768 or higher
- **Media:** Web camera, microphone, and speakers
- **Account Permission:** Administrator-level account permissions are required
  - **Software:**
    - 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 version 9, 11, or DC (free download is available on the Internet)
- **ALU does not support Mobile Phone or Tablet devices other than Surface Pro as detailed below.**

### Surface Pro

- **Surface Pro, Surface Books, and Surface Laptops are supported** (Non-Pro Surface devices are NOT supported).
- **Must be running a supported Operating System** (See Windows Requirements).
- **Input Device:**
  - External Keyboard (USB or Bluetooth) required. Bluetooth keyboards must be paired before launching the exam.
- **Hard Drive:** Minimum of 1GB available space.

- **Browser:**
  - Google Chrome (v70.0 & above)
  - *ALU requires Google Chrome for the eLearn website. Prohibited browsers for Surface Pro are, but not limited to: Chromium, Edge, Firefox, Opera, and anything else not listed here.*
- **Screen resolution:** Must be 1920x1080 or higher
- **Media:** Web camera, microphone, and speakers
- **Account Permission:** Administrator-level account permissions are required
- **Software:**
  - 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 version 9, 11, or DC (free download is available on the Internet)

### Mac OS

- **CPU Processor:** 1.83 GHz Intel Core Duo or faster processor
- **RAM:** 4GB or highest recommended for the operating system
- **Operating System:**
  - macOS 10.13 High Sierra
  - macOS 10.14 Mojave
  - macOS 10.15 Catalina
  - The server version of Mac OS X is not supported
- **Hard drive:** 1GB of available space or highest recommended for the operating system
- **Browser:**
  - Google Chrome (v70.0 & above)
  - *ALU requires Google Chrome for the eLearn website. Prohibited browsers for Surface Pro are, but not limited to: Chromium, Edge, Firefox, Opera, and anything else not listed here.*
- **Screen resolution:** Must be 1024x768 or higher
- **Media:** Web camera, microphone, and speakers
- **Account Permission:** Administrator-level account permissions are required
- **Software:**
  - 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 version 9, 11, or DC (free download is available on the Internet)
- **ALU does not support iPad or iPhone devices**

### Platforms Not Supported

This section describes the devices not supported by ALU. This list may change at any time and is not final.

- iPhone and iPad devices
- Chromebook (manufacturer varies)
- Android phones and tablets
- Linux-based systems (e.g. Ubuntu, CentOS, Debian)
  - Window phones run Android and are not supported.
- Any device(s) and/or browsers not listed are not supported.

## 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.
- 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 available within the course site in eLearn.

### ***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 learning management system, 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. **Faculty are expected to respond to student requests and inquiries within 24 business hours.**

### ***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 Office 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 take proctored exams during the completion of their academic program. ALU partners with a third-party vendor, Honorlock, an online proctoring service. Honorlock's 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. Honorlock notifies if there *is* a breach of academic integrity while the test taker is testing, such as someone coming into the room with them 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 and administering live mandatory proctored examinations at regular points.

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.

Proctored exams are timed, typically up to 3 hours, and may be closed or open book depending on faculty preferences. The time, and other accommodations, may be adjusted to allow for documented special needs. Please see the section on Requesting Disability Accommodations.

Written instructions are provided to the student for all proctored exams. Student Services can assist in the process.

### **Academic Events and Assignment Deadlines**

Students are required to complete an academic event each week to ensure attendance, which for an online program defines as completion of an academic event within a seven-consecutive calendar-day period. In this case, an academic event is referred to as completion of a *discussion board post, submission of a homework assignment, case study or completion of a quiz/exam*. 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.

As there may be extenuating circumstances that require the student to need to submit assignments late, the following timeframes have been put in place to allow the student the ability to complete the work accordingly:

## Discussion Board Posts

All students must respond to the posted weekly discussions board posts (“initial posts”) NO LATER than Wednesday 11:59 pm PT. Responses to your peers (a minimum of two<sup>1</sup>) are due no later than Saturday 11:59pm PT. Students who fail to submit responses as outlined above will receive no credit for the posts; there are **no late discussions allowed**. If a student submits their initial post late, but responds to two peers within the appropriate time, they will only receive credit for the posts that were on-time.

## Quizzes

All students must complete all weekly quizzes by **NO LATER than Saturday 11:59 pm PT**. If a student is unable to complete a weekly quiz by the end of the week; they must submit an *Extension Request Form* 24 hours prior to the deadline, using the form located in eLearn. Failure to complete the form will result in a zero for the quiz. If there are circumstances that limits the student from submitting the request 24 hours before the quiz deadline, they should contact Student Services and provide documentation of the circumstances.

## Homework Assignments

All homework is required to be completed by the due date as outlined in the course. Prompt submission of assignments for assessment allows the instructor/graders to provide guidance and timely feedback.

Any homework assignments submitted after the deadline will receive a grade deduction using the following guidelines below:

- Assignments submitted up to 24 hours after the due date will receive a 10% deduction.
- Assignments submitted more than 24 hours after the due date will receive no credit.

In other words, if you submit a homework assignment which would have been rated 90% up to 24 hours late, it will be graded as an 80%. If you submit an assignment 2 days late, you will get no credit.

These deadlines are in place to support the student’s ability to master the learning objectives and to complete all work within the session’s 8-week timeframe.

## Final Exams

Final exams must be taken during week eight of the session. Students with extenuating circumstances or a sudden, unplanned emergency preventing the student from taking a final exam on the designated date, must file an *Academic Exception Request* form **within three calendar days of the final exam date** and the request for exception must be supported by documentation explaining the emergency.

## ***Student Engagement Sessions via Adobe Connect***

Students enrolled in courses will either have access to a 50 minute office hour or a 50 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.

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<sup>1</sup> Courses with less than 2 students must meet the initial posting deadline to receive full credit

## Academic Policies & Graduation Requirements

### Grades

#### *Grade Point System and Grade Point Averages*

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

The 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. These GPA's are maintained on student records.

All GPA's 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	ADR725	14 Days
Dissertation Courses	DRP742 & DRP743	7 Days
	DRP744 & DRP745	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 (GPA's) are calculated at the end of the session. Academic honors and academic progress evaluations – including academic standing – are calculated at the completion of each student's semester. GPA's are calculated using grades from undergraduate-level courses taken at ALU only. Grades and designators are assigned as follows:

Grade	% Equivalent	Quality Points
<b>A+</b>	<b>97-100</b>	<b>4.00</b>
<b>A</b>	<b>94-96</b>	<b>4.00</b>
<b>A-</b>	<b>90-93</b>	<b>3.67</b>
<b>B+</b>	<b>87-89</b>	<b>3.33</b>

<b>B</b>	<b>84-86</b>	<b>3.0</b>
<b>B-</b>	<b>80-83</b>	<b>2.67</b>
<b>C+</b>	<b>77-79</b>	<b>2.33</b>
<b>C</b>	<b>74-76</b>	<b>2.00</b>
<b>C-</b>	<b>70-73</b>	<b>1.67</b>
<b>D+</b>	<b>67-69</b>	<b>1.33</b>
<b>D</b>	<b>65-66</b>	<b>1.00</b>
<b>D-</b>	<b>60-64</b>	<b>0.67</b>
<b>F</b>	<b>Below 60</b>	<b>0.00</b>
<b>AD</b>	<b>Academically Dismissed</b>	<b>0.00</b>
<b>AN</b>	<b>Attendance Withdrawal</b>	<b>0.00</b>
<b>AUD</b>	<b>Audit</b>	<b>0.00</b>
<b>AW</b>	<b>Administrative Withdrawal</b>	<b>0.00</b>
<b>DC</b>	<b>Dropped Course</b>	<b>0.00</b>
<b>FW</b>	<b>Financial Withdrawal</b>	<b>0.00</b>
<b>I</b>	<b>Incomplete</b>	<b>0.00</b>
<b>P</b>	<b>Credit Earned/Pass</b>	<b>0.00</b>
<b>IP</b>	<b>In Progress</b>	<b>0.00</b>
<b>R</b>	<b>Retake</b>	<b>0.00</b>
<b>S</b>	<b>Satisfactory</b>	<b>0.00</b>
<b>U</b>	<b>Unsatisfactory</b>	<b>0.00</b>
<b>W</b>	<b>Withdraw</b>	<b>0.00</b>

### ***Grade of F – Failing***

A student who receives an F in a required course must repeat and pass the course. 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).

### ***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 Wednesday of the fifth week of the subsequent session. 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 sent to the Registrar’s Office from the faculty or the Chief Academic Officer and 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 dropped from the course for which the prerequisite course was required. Students are

notified of dropped courses by email. A reduction in enrolment 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 an Academic Exception Request form to request a Course Incomplete and obtain approval from the professor and the appropriate academic administrator prior to the grade roster deadline 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 Chief Academic Officer 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, in a session. Students who are administratively withdrawn from a course, or courses, because of an attendance violation receive AN (Attendance Withdrawal) designators on their transcripts. 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 Chief Academic Officer. 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 an AN. Students requesting a grade change must provide supporting documentation and receive approval from the Chief Academic Officer.

### ***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 an 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 the student 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 the student 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 process. Appeals must be submitted, along with supporting documentation, no more than three (3) 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 Academic Exception Request form and supporting documentation no more than three (3) calendar days after the final course grade has posted.
- Upon receipt of an appeal, the faculty member must review the appeal and respond within two (2) calendar days.
- The CAO (or designee) must review the appeal and render a final decision on the grade within three (3) calendar 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.

### ***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 an Academic Exception Request form to request a Change of Degree Plan/Program 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 TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

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

### **NOTICE CONCERNING TRANSFER OR ARTICULATION AGREEMENTS**

Abraham Lincoln University has entered into an articulation agreement with New Charter University.

## **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 [Academic Exception Request form](#) and submitting it to the Registrar's office.

Students must submit official academic transcripts within the first semester of the start of the program. Students who do not meet this deadline are administratively withdrawn 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 [Course Withdrawal](#)).

## **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 without instructor permission to obtain an advantage for oneself.
- Any act of using and submitting responses generated by artificial intelligence by any means without instructor permission to obtain an advantage for oneself.
- 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.
- A submitted paper or other graded work that contains responses generated by artificial intelligence without proper acknowledgement.
- 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.
- Self-plagiarism, which is the act of reusing work the student has already completed or submitted for another course or the current course without proper

self-citation. Students who wish to use previously submitted work must obtain permission from their instructor first – at least three days prior to the date.

### **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 their 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 oneself 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) calendar 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 calendar days of the decision.

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

- To determine whether the original hearing was conducted fairly in light of the charges and prescribed procedures, giving the student a reasonable chance to prepare and present evidence that the Academic Integrity policy was violated, and giving the student a reasonable opportunity to prepare and present a rebuttal of those allegations.
- To determine whether the decision reached regarding the accused student was based on substantive evidence; that is, whether the facts in the case were sufficient to establish that a violation of the Academic Integrity Policy had occurred.
- To determine whether the sanction(s) imposed were appropriate for the violation.
- To consider new evidence sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known at the time of the original hearing.

The decision on the appeal is final.

### ***Sanctions***

#### ***First Recorded Offense***

##### **Mandatory**

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

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

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

### **Discretionary**

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

### **Second Recorded Offense**

#### **Mandatory**

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

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

### **Discretionary**

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

### **Retroactive Sanctions**

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

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

If a violation leading to a failed course is discovered after a student’s degree, diploma or certificate is conferred, the student is contacted and given one chance to make up the course at the student’s own expense. If the student refuses to do so, the student’s 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 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 proctored exams during a program of study using third-party vendor, Honorlock.
  - c. Requiring the submission of a copy of government-issued photo identification, which is maintained in student records.
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 the student's 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.

### ***Title IV and Identity***

Students using Title IV federal financial aid will also need to ensure their name in our student information systems match with the Internal Revenue Service (IRS) and the Social Security Administration to ensure timely processing of financial aid.

## 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* 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:

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

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

### *Delta Epsilon Tau Honors Society*

Abraham Lincoln University has joined the Delta Epsilon Tau (DET) Honor Society to help recognize the extraordinarily high academic achievements and leadership of our outstanding students.

Our Alpha of California Chapter brings honor and earned recognition to those individuals who have worked diligently to acquire new knowledge and skills from an accredited distance learning institution.

#### **Criteria to be invited and recognized for the Delta Epsilon Tau Honor Society:**

1. Candidates must have a minimum 3.00 GPA for the School of Law (*Juris Doctor*) and 3.50 for University students at time of graduation.
2. Active participation in ALU activities.
3. Demonstrated leadership and commitment to distance education and learning.

Students will be invited to apply after degree conferral.

## 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 only be attempted three (3) times. A student may take the second attempt of a course without permission. A student who attempts a course a second time and does not pass the course is placed on academic/financial aid warning. The third attempt must be approved by the appropriate academic administrator; subsequent attempts are not permitted (see Standards of Academic Progress). If the request to attempt a course a third time is denied and the course is required for the student's program, the student will be administratively withdrawn from their program. When a course is repeated, the latest grade earned is used for computing the CGPA. Withdrawal from a course being repeated does not affect the CGPA, but will impact pace of progress.

## 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 seven days of the session are dropped from that course for non-attendance. Students dropped from all courses in a session due to non-attendance should note that they are also dropped from all future courses in which they may be enrolled. Students dropped from a course, or courses, for non-attendance during the first seven days of a session are precluded from appealing. Students who identify that they are unable to participate in an academic event within the first seven days of a session should contact Student Services immediately.

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 post, submission of a 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 three (3) 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.

## **Late Examinations**

Final exams must be taken during week eight of the session. Students with extenuating circumstances or a sudden, unplanned emergency preventing the student from taking a final exam on the designated date must file an Exception to Academic Policy **within three calendar days of the final exam date** and the request for exception must be supported by documentation explaining the emergency.

Failure to take an examination within the module or course completion time may result in the student receiving a zero grade for that examination.

## **University Withdrawal Policy**

Students may withdraw from their given program 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 the electronic Withdrawal/Leave of Absence form. 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 the university. In addition, if a student completes an academic event after submitting and/or confirming a withdrawal request, their withdrawal request is considered revoked.

Students who are withdrawn from their program may petition for Reinstatement within the next three consecutive sessions to return to their studies to their given program. Students who do not resume within six months from the last date of attendance will be required to request readmissions through the standard admissions process.

### ***Course Withdrawal***

Students may withdraw from a course by making a formal request. Course withdrawal requests must be communicated to Student Services, or to an appropriate academic administrator, verbally, by email or by submitting the electronic Withdrawal/Leave of Absence form. Students who inquire about a withdrawal are contacted to confirm their intention to withdraw. Students cannot withdraw from a course during Week 8 of the session. Withdrawing from a course, or courses, during a session negatively impacts a student's Satisfactory Academic Progress for pace of progress as units attempted but not earned. Withdrawals do not impact cumulative GPA. (see Satisfactory Academic Progress.)

### ***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.

A student placed on LOA who fails to enroll in a course one week prior to the end of the LOA period will be administratively withdrawn from the university.

### **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**

Federal regulations require institutions to establish a reasonable Satisfactory Academic Progress (SAP) policy for determining whether an otherwise eligible student is meeting SAP in an educational program and may receive financial aid under the Title IV HEA programs. The SAP policy applies to *all students, in all academic programs* including those not receiving federal financial aid under the Title IV HEA programs, regardless of enrollment status. Students must maintain SAP throughout the duration of their academic program to remain eligible for federal financial aid. SAP is assessed by qualitative and quantitative measures and is evaluated at the end of each semester in the student's academic program or upon withdrawal from their program.

Grade point averages used to determine academic standing are based on all courses the student completes at ALU. Pace calculations are based on the courses completed at ALU and any applicable transfer credits. 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 or upon withdrawal from the program, and academic standing is assigned according to the evaluation. Students are notified via ALU student email if their status falls below minimum standards and academic discipline is noted on the student record and transcript.

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 the 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 does not pass the course is placed on academic/financial aid warning. A third attempt must be approved by the appropriate academic administrator. If the course is a graduation requirement and a student requests to repeat the course a third time and the request is denied, the student will be administratively withdrawn. When a course is repeated, the latest grade earned is used for computing the CGPA.

### **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 academically 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:

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

Withdrawal from individual courses (Grades of “AN,” “AW,” “FW,” “W”) does not affect the cumulative GPA but will impact pace of progress as units attempted but not earned.

An “F” grade will not count as a completed course, but it will be calculated in the semester GPA. An Incomplete (I) grade 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. See “Designator of I – Incomplete” for more information.

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.

All students placed on Academic/Financial Aid Warning, Academic/Financial Aid Dismissal, and Academic Probation are notified via ALU student email and the academic discipline noted on the student record and transcript.

## **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 three (3) calendar days from the date of notification of dismissal. 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.

If an appeal is not submitted within three sessions after dismissal, the student must request readmission through standard admission procedures.

The Chief Academic Officer's decision to deny appeals are final and cannot be appealed.

## **Financial Aid Warning**

If a student is placed on academic probation, they will also be given a financial aid warning. A student will have one payment period (one academic term) to regain good academic standing by meeting all satisfactory academic progress standards or will lose academic eligibility for federal funding.

The University can disburse federal financial aid funds to students on Financial Aid Warning status for one payment period (academic term).

## **Financial Aid Probation**

Students who are academically dismissed and granted an appeal will be placed on Financial Aid Probation status and will have their financial aid eligibility reinstated based on the appeal. The University can disburse federal financial aid funds to students on Financial Aid Probation status for one probationary payment period, provided all other eligibility requirements are met.

The student must meet the University's SAP standards to maintain federal financial aid eligibility. If the University determines, based on the appeal, that the student will require more than one payment period to meet progress standards, the University will place the student on

probation and develop an academic plan for the student. The University will review the student's progress at the end of one payment period, as is required of a student on probation status, to determine if the student is meeting the requirements of the academic plan. If the student is meeting the requirements of the academic plan, the student is eligible to receive Title IV aid as long as the student continues to meet those requirements and is reviewed according to the requirements specified in the plan.

## **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 ALU. 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.

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.

## Commencement Ceremony

A graduation ceremony is generally held once a year. Students may participate in a ceremony prior to satisfying all graduation requirements if they have no more than **two (2) sessions remaining in their degree program**. More information about commencement will be available from the Student Services department.

Diplomas are not distributed at Commencement but are shipped to graduates five (5) to seven (7) weeks after the student completes all degree requirements and resolves any outstanding balances.

*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 Accommodations

ALU 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.

ALU encourages military students to continue their education and assure them that ALU will remain flexible and responsive to their needs. For all active duty, reserve, and National Guard students who are deployed or participating in required training for more than 14 consecutive days, please contact Student Services via email at [student.services@alu.edu](mailto:student.services@alu.edu) for additional information. 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.

Proof of active-duty orders may be requested for documentation purposes.

## Student Services

In addition to providing educational programs to help students achieve their goals, ALU is committed to providing students with exceptional service. The Student Services department works in conjunction with other departments to provide a supportive student experience. ALU's dedicated Student Services team is available to help students navigate their academic needs, answer questions, and ensure they have a positive academic experience. Student Services can be contacted via email at [student.services@alu.edu](mailto:student.services@alu.edu). The team will respond to all student requests and inquiries within 24 hours or the following business day.

## **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, email [alumni@alu.edu](mailto:alumni@alu.edu).

## **Library**

Abraham Lincoln University's virtual library supports the educational goals and instructional needs of our students. Students can access the LIRN resource link through their eLearn course site and access library materials digitally via their personal devices, 24/7. Resources include periodical and research databases, full-text journal articles and information from academic and trade publications.

## **Student Records**

The Registrar 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 at [student.services@alu.edu](mailto:student.services@alu.edu) or call (213) 252-5100. See also the Americans with Disabilities Act on page 155.

## **Change of Contact Information**

Students must keep contact information current with Abraham Lincoln University. Populi, ALU's student information system, should be updated regularly with any changes to student contact information. To update any changes to a student's address, students should complete the *Change of Address* form located in the Student Learning Center and submit the form to [registrar@alu.edu](mailto: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.

## **Document Requests**

To obtain student records such as billing statements, diplomas, and transcripts, students should electronically submit the Document Request form in the eLearn Student Center. Requests may also be submitted via email, [registrar@alu.edu](mailto:registrar@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 their professional responsibility.
- As allowed within FERPA guidelines, Abraham Lincoln University may disclose education records without consent to officials of another school, upon request, in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S Department of Education concerning alleged failure by Abraham Lincoln University to comply with the requirements of FERPA.

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

To protect student privacy, students' directory information is released only upon approval of the registrar. Students may withhold directory information by notifying the registrar in writing; please note that such withholding requests are binding for all information to all other parties, including faculty, other than for those exceptions allowed under the Act. Students may access their rights to the Maintenance and Confidentiality of their Student Records as outlined under FERPA in the University catalog.

## Non-Discrimination Policy

Consistent with all applicable laws, Abraham Lincoln University does not discriminate on the basis of age, race, color, national origin, sex, gender identity, sexual orientation, disability, veteran status, religion, or marital 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, the Americans with Disabilities Act of 1990, and the Age Discrimination Act of 1975.

### Title IX Non-Discrimination and Grievance Process Policy

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex in any education program or activity operated by a recipient that receives federal financial assistance. As an educational institution subject to Title IX, Abraham Lincoln University affirms it:

- Does not discriminate on the basis of sex, including in admissions and employment, and is committed to providing an educational and workplace environment that is free from sex-based discrimination, harassment, and retaliation;
- Prohibits discrimination on the basis of sex in its educational programs and activities, as required by law;
- Is committed to promoting fairness and equity in all aspects its operations; and
- Values and promotes the equal dignity of all community members and is committed to the pursuit of just resolutions with respect the rights of all parties involved.

This Policy is adopted to prevent discrimination prohibited under Title IX and provide a prompt, fair, and impartial process to address complaints of alleged discrimination based on sex.

ALU's Title IX Coordinator is identified below and may be contacted with questions about this Policy, to file a report or formal complaint, or to otherwise assist individuals in ensuring equal access to the university's educational programs or activities in compliance with Title IX.

Title IX Coordinator: Bernadette Agaton, JD  
Address: 500 N. Brand Blvd., Suite 2000, Office12, Glendale, CA 91203  
Tel.: (213) 252-5100, extension 208  
Email: [titleixcoordinator@alu.edu](mailto:titleixcoordinator@alu.edu)  
Web: [www.alu.edu](http://www.alu.edu)

To view the full ALU Title IX Non-Discrimination and Grievance Process Policy, click [here](#).

## **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:

<https://www.dea.gov/legal-and-legislative-resources>

## **Americans with Disabilities Act**

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

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

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

### ***Requesting Disability Accommodations***

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

For pre-existing conditions, applicants are advised to submit accommodation requests during the admission process, prior to enrolling into any course or program. Existing students are advised to submit accommodation requests before completing required coursework. Completed coursework that precedes an accommodation request may not be resubmitted.

This includes all required assessments and course events listed in each syllabus, assigned by the faculty member or other ALU employee.

The process for requesting reasonable disability accommodations includes:

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

### ***Required Disability Accommodation Documentation***

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

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

Additional guidance for documenting specific disabilities may be found on the College Board website at the following link:

<http://professionals.collegeboard.com/testing/ssd/application/disabilities>. If the link is inactive, go to the website student home page at <http://student.collegeboard.org/>. Use the search function to locate "documenting specific disabilities."

### ***Documentation Time Limits***

Disability accommodation documentation time limits vary based upon the disability:

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

### ***Appeal of Denied or Modified Accommodation Requests***

Applicants and students may appeal denied accommodation requests. The appeal must be in writing and submitted within 15 days of the accommodation denial or modification. ALU does

not retaliate against individuals who file a discrimination charge, testify, or participate in any way in an investigation, proceeding, or litigation under the ADA.

### ***Additional information from ALU regarding the Americans with Disabilities Act***

For more information regarding ALU's compliance with the Americans with Disabilities Act, please contact [student.services@alu.edu](mailto: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 via email to [accommodations@alu.edu](mailto:accommodations@alu.edu).

## **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. Polite and professional communication is required with all members of the ALU community, including, but not limited to, faculty, staff, students, and administration. Conduct on or off campus which is determined to impair, interfere with, or obstruct the opportunities of others to learn, or which disrupts the mission, processes, or orderly functions of the University, will be deemed misconduct.

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

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

## **Elements/Violations of Student Code of Conduct Policy**

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

1. Persistent or gross acts of willful disobedience or defiance toward school personnel.
2. Assault, battery, or any other form of physical abuse of a student or school employee.
3. Fighting.
4. Verbal abuse of a student or school employee.
5. Conveyance of threats by any means of communication, including but not limited to threats of physical abuse and threats to damage or destroy school property or the property of other students or school employees.
6. Any conduct that threatens the health or safety of oneself or another individual. Threats to commit self-harm and/or actual incidents of self-harm by any student are a violation of this code.
7. Harassment or bullying by any means of any individual, including coercion and personal abuse. Harassment or bullying includes but is not limited to written or verbal acts or uses of technology that have the effect of harassing or intimidating a person.
8. Any form of unwanted sexual attention or unwanted sexual contact.
9. Theft, attempted theft, vandalism/damage, or defacing of school property or the property of another student, faculty, or staff member.

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

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

## **Disciplinary Procedures**

### ***Complaint***

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

### ***Notification and Adjudication***

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

### ***Procedures Regarding Student Dismissals***

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

1. The charges against the student shall be presented to the student in written form, including the time, place, and nature of the alleged offense(s). Within a reasonable time after the student has been notified of the charge(s), ALU will set a time for a hearing.
2. Hearings shall be conducted by the appropriate academic administrator (herein referred to as the “hearing officer”) and may also include faculty, staff, and students according to the following guidelines:
  - Hearings normally shall be conducted in private.
  - Admission of any person to the hearing shall be at the discretion of the Dean or their designee.
  - In hearings involving more than one student, the hearing officer, in their 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 their 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 their selves, 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 their 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 their 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 their suspension.
- **Expulsion:** The student will be expelled from ALU immediately. The student will not be permitted to continue their 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 their 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 their 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 their designee with its recommendation following its review of the appeal. The CAO or their 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: 1747 North Market, Suite 225, Sacramento, CA 95834

Mailing address: P.O. Box 980818, W. Sacramento, CA 95798-0818

Toll-free: (888) 370-7589

Local: (916) 574-8900

Fax: (916) 263-1897

Online complaint forms are accessible at [www.bppe.ca.gov](http://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, PhDs 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 lists the current University administration and staff, 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 at ALU is available at <https://www.alu.edu/faculty/>.

### **ALU Executive Leadership Team**

Leslie Gargiulo, PhD, President and CEO

Don Gargiulo, Chief Operations Officer

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

Bernadette M. Agaton, JD, Provost

### **Academic Affairs**

Joy Klotz, Chief Academic Officer

Kelli Jo Malagon, Registrar and Financial Aid Director

### **Operations and Student Services**

Khalid Hoqq, Student Support and Retention Specialist

Lidby Lopez, Director of Operations

**Technology**

David Sykes, Information Technology Administrator

**Admissions**

Courtney Leonard, Admissions Supervisor

Xzaveria Johnson, Admissions Advisor

## University Faculty

### BUSINESS ADMINISTRATION PROGRAMS

**Scott Barton**

PhD, Ashford University  
MBA, Ashford University

**David Blum**

DBA, Walden University  
MBA, Marylhurst University

**John Gardiner**

MBA, University of Southern California

**Michael Morris**

DBA, California Southern University  
MBA, National University

**Michael Rogers**

DBA, California Southern University  
MSM, University of Maryland

**Walter Witham**

PhD, Northcentral University  
MSCJ, University of Cincinnati

### CRIMINAL JUSTICE PROGRAMS

**Amanda Monard**

JD, Northwestern California University

**Ron Monard**

JD, Western State University College of Law

**Kevin Nguyen**

JD, Western State College of Law

**Martin Nunez**

JD, California Western School of Law

### GENERAL EDUCATION

**Lisette Davies Ward**

PhD, Claremont University  
MA, San Francisco State

**Joy Klotz**

PhD, Capella University  
MBA, Keller Graduate School  
MA, Carroll College

**Steven Luke**

PhD, Walden University  
M.Phil, Walden University  
MS, Valdosta University

**Duy Tran**

MA, California State University, Fullerton

### LEGAL STUDIES PROGRAMS

**Yasha Ahoumim**

JD, Southwestern University School of Law

**Paul Kim**

JD, Abraham Lincoln University  
MD, Ohio State University

**Darren Lian**

JD, Loyola Law School

**Agustin Pena**

JD, California Western School of Law

**Jaymes Sanford**

JD, Howard University School of Law  
MBT, University of Southern California

## APPENDIX 1: Standard Occupational Classification Codes

<b>Undergraduate Certificate Programs</b>		
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
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

<b>Graduate Certificate Programs</b>
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<b>Program</b>	<b>Standard Occupational Classification (SOC) Code</b>	<b>Employment Position</b>
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**

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

### **Associate Degree Programs**

<b>Program</b>	<b>Standard Occupational Classification (SOC) Code</b>	<b>Employment Position</b>
Business Administration - AS	11-2022 11-9199	Sales Managers Managers, All Other

Criminal Justice - AS	11-9199	Managers, All Other
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
Legal Studies - BS	23-2099	Legal Support Workers, All Other
Professional Studies – BS	43-1011 43-9061 43-9199	First-Line Supervisors of Office and Administrative Support Workers Office Clerks, General Office and Administrative 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
Juris Doctor - JD	23-1011 23-1012 23-1022	Lawyers Judicial Law Clerks Arbitrators, Mediators and Conciliators