TABLE OF CONTENTS

IMPORTANT NOTES ............................................................................................................................ 7

1. Introduction .................................................................................................................................. 9
2. Mission Statement and Philosophy ............................................................................................... 9
3. Institutional Objectives and Goals ............................................................................................... 9
4. Qualified, Accessible Faculty ....................................................................................................... 10
5. Cultural Enrichment ..................................................................................................................... 10
6. Equal Opportunity Statement ....................................................................................................... 11
7. Financial Resources and Financial Reports .................................................................................. 11

8. ALU Facilities ............................................................................................................................... 11
   a) ALU Location ........................................................................................................................... 11
   b) Class Schedules ....................................................................................................................... 11
   c) Multimedia Center .................................................................................................................. 11
   d) Audio Visual Center ................................................................................................................. 11
   e) Library .................................................................................................................................... 12
   f) Bookstore ............................................................................................................................... 12

9. Student Services ........................................................................................................................... 13
   a) Student Affairs ......................................................................................................................... 13
   b) Academic Advising .................................................................................................................. 13
   c) ALU Scholarships .................................................................................................................... 13
   d) Professional Development ...................................................................................................... 14
   e) Career Planning & Job Placement ............................................................................................ 14
   f) Federal and State Financial Aid Programs .............................................................................. 14
   g) LOANS: STATEMENT - CEC 94909(a)(11) ........................................................................ 14
   h) International Student Services ................................................................................................. 14
   i) On-Site Assistance .................................................................................................................. 14
   j) Statistics and Methodology Assistance .................................................................................... 14
   k) Student Associations .............................................................................................................. 14
   l) Housing .................................................................................................................................. 15
   m) Student Visa (F-1) Specially Designed for ESL Program Candidates ONLY .................... 15

10. Academic Information .................................................................................................................. 15
    a) Degrees & Programs ................................................................................................................ 15
    b) Bachelor Degree ...................................................................................................................... 16
    c) Master’s Degree ....................................................................................................................... 16
    d) Ph.D. Degree ........................................................................................................................... 16
    e) Languages of Study ................................................................................................................. 16
    f) English Fluency for International Applicants ........................................................................ 16
    g) Academic Year ......................................................................................................................... 16
    h) Minimum Semester Units Required for Completion .............................................................. 16
    i) Notice concerning Transferability of Credits and Credentials Earned at Our Institution .... 16

11. On-Line Class ............................................................................................................................... 18
    a) Distance Educational Programs Disclosures (71715 & 71716) ................................................. 18
    b) Online Courses/Programs ....................................................................................................... 19
    c) Admission Requirements ......................................................................................................... 19
    d) Admission Requirements for Bachelor's, Master's, Doctoral Programs ............................. 19
12. Admissions Policies ........................................................................................................ 29
   a) Application for Admission Information........................................................................ 29
   b) Admission Requirements for Bachelor’s Program .......................................................... 29
   c) Admission Requirements for Masters’ Programs ........................................................... 29
   d) Admission Requirements for Doctoral Programs .......................................................... 29
   e) Units of Credit ................................................................................................................ 29
   f) Credit Evaluation ............................................................................................................ 29
   g) International Students .................................................................................................... 29
   h) Credit by Examination .................................................................................................... 29
   i) Challenge Exams ............................................................................................................. 30
   j) Credit for Experiential Learning ..................................................................................... 30
   k) Transfer Credit ................................................................................................................ 30
   l) B.S. Programs .................................................................................................................. 30
   m) MBA Programs .............................................................................................................. 31
   n) Ph.D. Programs .............................................................................................................. 31
   o) General Education .......................................................................................................... 31
   p) Study Time ...................................................................................................................... 31
   q) Group Study .................................................................................................................... 31
   r) Weekend Schools ............................................................................................................ 32
   s) Cancelled Classes ........................................................................................................... 32
   t) Adding a Class ................................................................................................................ 32
   u) Dropping a Class ........................................................................................................... 32
   v) Student Evaluations ..................................................................................................... 32

13. The Ph.D. Degree ......................................................................................................... 32
   a) Dissertation .................................................................................................................... 33
   b) Dissertation Proposal ..................................................................................................... 33
   c) Guidance Committee ..................................................................................................... 33
   d) Qualifying Examination ................................................................................................. 33
   e) Dissertation Committee ................................................................................................. 33
14. Graduation ......................................................................................................................... 33
   a) Academic Honors ........................................................................................................... 34
   b) Certificates of Appreciation .......................................................................................... 34
   c) Distinguished Student Award ........................................................................................ 34
   d) President's Award ......................................................................................................... 34

15. Ethical Principles and Practices ....................................................................................... 34
   a. Procedure and Appeal Process for Unethical Student Conduct .................................. 33
   b. Consequences of Unethical Student Conduct ............................................................. 34

16. Probation & Dismissal ...................................................................................................... 34
17. Grading System & Grade Reports ................................................................................... 35
18. Student Records .............................................................................................................. 36
19. Maintenance of Records .................................................................................................. 37
20. Buckley Amendment ......................................................................................................... 38

21. Attendance ....................................................................................................................... 38
   a. Full-Time Attendance ..................................................................................................... 38
   b. Part-Time Attendance .................................................................................................... 38
   c) Class Attendance Records/Absences ............................................................................ 37
   d) Tardiness ....................................................................................................................... 39
   e) Consequences of Unsatisfactory Attendance ............................................................ 39
   a. Official Make-Up Class ................................................................................................. 39
   b. Leaves of Absences ....................................................................................................... 39

22. Satisfactory Progress ....................................................................................................... 39
   a) Application of Satisfactory Progress Standards ......................................................... 39
   b) Quantitative Progress ................................................................................................. 39
   c) Qualitative Progress .................................................................................................... 40

23. Academic Warning ......................................................................................................... 40

24. Student Grievance Procedure ........................................................................................ 40
   a) Definition ....................................................................................................................... 40
   b) Steps Towards Redress ............................................................................................... 40
   c) Procedures for Official Hearings ................................................................................ 40

25. Student Conduct ............................................................................................................ 41
26. Drug and Alcohol Abuse Policy ..................................................................................... 41
27. Safety and Sexual Assault .............................................................................................. 41

28. Policy on Tuition and Fees ............................................................................................. 41
   a) Tuition and Fees .......................................................................................................... 42
   b) Monthly Payment Plan ............................................................................................... 41
   c) Credit Cards ................................................................................................................ 43

29. Schedule of Tuition and Fees ......................................................................................... 43
   a) Fees and Charges ......................................................................................................... 43
   b) Acupuncture and Oriental Medicine ........................................................................... 43
   c) Business Administration ............................................................................................ 44
IMPORTANT NOTES

1- This catalog pursuant to section 94909 of the Code, shall be updated annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

2- American Liberty University is a private university and is approved to operate by BPPE. "American Liberty University's application for approval to operate has not yet been reviewed by the Bureau for Private Postsecondary Education".

3- This institution is a Private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standard contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

4- This institution is not accredited yet, however we are in the process to become institutionally accredited by an accrediting agency recognized by the United State Department of Education.

5- A Graduate of this Institution:
   A) A graduate of the degree program may be ineligible to sit for applicable licensure exam in California and other states.
   B) “A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California.”
   C) A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

6- “Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, Toll-Free telephone number (888) 370-7589 or by fax (916) 263-1897.”

7- “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.”

8- “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 website www.bppe.ca.gov.”

9- It is the student’s responsibility to obtain and read the Student Handbook and American Liberty University Catalog.

10- American Liberty University has no pending petition in bankruptcy nor operates as a debtor in possession, has not filed a petition within the preceding five years, or has not 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. Sec. 1101 et seq.).

11- NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:
    “The transferability of credits you earn at American Liberty University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree/certificate/diploma you earn in any of American Liberty University’s program is also at the complete discretion of the institution to which you may seek to transfer. If the degree/certificate/diploma 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 course work at the 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 American Liberty University to determine if your degree/certificate/diploma will transfer.”

12- LICENSING AND CREDENTIALS
None of the American Liberty University’s educational programs have designed to lead to positions in a profession, occupation, trade, or career field requiring licensure in this State. Most professional organizations, societies, states and licensing jurisdictions have specific requirements for licensure, membership or certification. If licensing or credentialing is an objective, students are advised to first check the standards of their particular states, school districts, professional associations and agencies for specific license requirements.

13- 71775.5 Pre-Enrollment Disclosure; Notice to Prospective Degree Program Students; Institutions with Existing Approvals to Operate.
(a) An approved unaccredited institution enrolling a student in a degree program shall, prior to execution of an enrollment agreement, provide the student with the following notice, which shall be in at least 12-point type in the same font as the enrollment agreement:

"Notice to Prospective Degree Program Students
This institution is approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer degree programs, this institution must meet the following requirements:
• Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
• Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by July 1, 2020.
If this institution stops pursuing accreditation, it must:
• Stop all enrollment in its degree programs, and
• Provide a teach-out to finish the educational program or provide a refund.
An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.
Institutional Representative Initials: ___________ Student Initials: __________

14- This institution or any of its degree programs are not accredited by an accrediting agency recognized by the United States Department of Education.

15- Students or the general public may find the ALU catalog on the school's website. However we may send printed catalog based on student request.

16- The Catalog will be updated annually. Period Covered by this Catalog: December 02, 2017 to December 01, 2018

17- American Liberty University - A.L.U. ADDRESS (Classes, Admissions, Administrations)
3101 W. Coast Highway, Suite 400
Newport Beach, California 92663
Phone: (949) 646-2022
Fax (949) 646-2023
www.aluniversity.edu
e-mail: education@aluniversity.edu
INTRODUCTION
American Liberty University has been established to provide quality educational programs for serious students desiring to learn, research and work in a number of professions. American Liberty University offers its students extraordinary opportunities by providing a strong and supportive liberal arts and professional education within a variety of options. American Liberty University's curriculum in each field of education combines a fresh new approach paired with ancient and time-honored techniques. Academic excellence has always characterized American Liberty University, a private on/off campus, research and Digital Virtual University in the U.S.A. It combines the breadth and scope of a world-class research, on/off-campus, and on-line study institution with the intimacy and faculty contact of a liberal arts college.

MISSION STATEMENT AND PHILOSOPHY
The mission of American Liberty University is to provide an education of exceptional quality in liberal arts and sciences as well as selected professional programs, the curricular design and application of which is aimed toward preparation of students for service to a changing community, nation and world. American Liberty University’s philosophy and continuing mission is to produce highly trained graduates who embody the finest principles of ideal profession in every field by combining ethical and professional qualities through a world class curriculum that meets needs as well as creates a new order in elevation of general standards within each respective field.
It is the university's belief that its graduates best serve their communities by possessing profound mastery in their respective fields, and a genuine commitment to the highest standards of personal and professional conduct.
At American Liberty University, a balance between accomplishment, service, and integrity is encouraged through an underlying belief system which instills optimal standards on a daily curricular activity within which all students are challenged on a knowledge based system as to how they may best achieve their goals.

INSTITUTIONAL OBJECTIVES AND GOALS
The following are the formal institutional Objectives and Goals of American Liberty University:

1. To instil a spirit of excellence, professionalism, and responsibility among our students.
2. To measure the effectiveness of the institution's training by soliciting reviews of workplace performance, taken in accordance to individual profession assisted questionnaires. This task is fulfilled during annual alumni council meetings where graduates bring ownership of education through their objective evaluations pertinent and specific to their individual professions.
3. To regularly re-evaluate the curriculum and instructional methods in order to ensure that the programs are responsive to current professional standards for ideal application of learned material to professional practice.
4. To provide a curriculum that stresses sound analytical reasoning and cognitive development of an applied understanding of concepts and its relation to course material memorization.

5. To encourage assessment by employees, students, graduates, Advisory Committee members, employers in each profession, and faculty in order to ensure continual improvement of the institution and its educational programs.

6. To maintain the professional development of staff and faculty by encouraging membership in professional organizations and participation in pertinent educational workshops, conferences, and seminars.

7. To fully sponsor continuous professional development seminars and lectures conducted regularly (bi-monthly and free of charge to faculty and staff as well as alumni) by qualified members of various departments.

8. To provide students with personal and professional guidance in association with members in various departments and guidance counselors to assist them in satisfying their current and future academic and professional goals; and to foster the development of lifetime educational growth.

9. To maintain updated admission standards for the purpose of making quality education available for qualified students who are interested to enroll in a post-secondary program.

10. To meet regularly with an Advisory Committee consisting of individuals who are knowledgeable of trends, developments, and issues in their respective fields for the purpose of receiving counsel and implementing important recommendations regarding the curriculum, faculty, institutional development, professional career opportunities, continuing education and other matters affecting the successful achievement of the institutional goals herein.

11. To develop and incorporate progressive teaching methods which encourage the learning process through the use of innovative and contemporary ideas submitted by faculty, students, employers in individual fields and the American Liberty University Advisory Committee.

12. To actively seek, achieve and maintain the accreditation of the institution and its programs by appropriate agencies and approval bodies.

13. To align the institution's corporate and academic operations with the established business plan and to operate in a profitable and ethical manner, thus allowing the other stated objectives of the institution to continue.

**QUALIFIED, ACCESSIBLE FACULTY**

American Liberty University’s faculty members are highly educated, experienced and professionally skilled individuals in their respective fields, who have achieved recognition in multiple areas of research and professional service. Many have addressed major conferences on areas related to their specialties. Of equal importance, faculty members pride themselves on the personal attention each student receives. Their primary focus is on classroom teaching, group study, and research combined with community service. Augmented by a strong adjunct faculty, professors at American Liberty University are genuinely committed to preparing students for successful careers in each specific field of education.

**CULTURAL ENRICHMENT**

American Liberty University is dedicated to recruiting and assisting all students, regardless of affiliation, including African Americans, Asian Americans, Hispanic Americans, Native Americans, and any and all interested residents of other countries. As American Liberty University grows, it endeavors continue to expand both the diversity of its student population and the community opportunities available to all of its students.

American Liberty University is firmly committed to responding to the needs of all of its students, from any racial and ethnic background, so that they may reach their highest potential. University faculty and staff are always available to provide academic, career and financial-aid counseling services. American Liberty University's programs are designed to prepare students in becoming distinguished members and leaders of their professional communities. These programs offer exciting opportunities for dedicated individuals to also expand their personal goals best served by their latest academic achievements, and to
provide needed professional skills for making significant contributions to the well-being of humanity and


EQUAL OPPORTUNITY STATEMENT
It is American Liberty University's policy that admissions, employment and promotion processes for all
positions and programs are free of any discriminatory practices based on race, age, sex, creed, national origin,
physical handicap, political affiliation, or sexual.

FINANCIAL RESOURCES AND FINANCIAL REPORTS
- American Liberty University has satisfactorily maintained and continues to maintain the financial
resources required to ensure its educational quality and operational stability.
- American Liberty University has no pending petition in bankruptcy nor operates as a debtor in
possession.

American Liberty University has no pending petition in bankruptcy nor operates as a debtor in
possession, has not filed a petition within the preceding five years, or has not 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. Sec. 1101 et seq.).

ALU FACILITIES
The American Liberty University’s physical facilities, and any equipment used on the University's premises
or sold to students, comply with applicable health and safety requirements. The University's facilities and
equipment are used in accordance with health and safety requirements.

ALU LOCATION (Admissions Office & Classes)
ALU is located at: 3101 W. Coast Highway, Suite 400, Newport Beach, CA 92663.
Phone: (949) 646-2022
Fax: (949) 646-2023
www.aluniversity.edu
E-mail: education@aluniversity.edu
American Liberty University campus is located near five of the major freeways in Orange County, Los
Angeles County and San Diego County (405, 5, 22, 55, and 73). It is also convenient to many city arteries.
The building may houses classrooms, administrative offices, the library, and the bookstore.

CLASS SCHEDULES
Classes may hold on weekends.

MULTIMEDIA CENTER
The Multimedia Center is designed to establish a living laboratory for interactive multimedia training,
research, and development for all educators and organizations. The center contains up-to-date hardware and
software including a color printer, laser printer, flat-bed scanner, CD, DVD, and multimedia software.
Various workshops and seminars are offered throughout the year.

AUDIO/VISUAL CENTER
American Liberty University offers state-of-the-art audio/visual equipment to optimize learning opportunities
from all available sources.
Educational materials, seminars and productions from around the world are presented here to further our
students' awareness of new techniques and technologies.

PARKING
The free parking lot is provides for students, faculty.
LIBRARY
The library collection is comprised of health, science, medicine (conventional, alternative), business, management, general education, books, bound journals, and other reference material.
For more reference and research and to support students, in addition American Liberty University introduces a variety of web site addresses and on-line services.
Students with a valid American Liberty University student ID card may use the University's library services during posted hours.
Other city, county, and local Universities in the area may also be utilized by students.

LIBRARY RESOURCES
For those students and faculty who rely on access to library resources not in their possession, here are several options that they can choose to utilize:

1. Students and faculty in our off-campus program may use the online libraries that are listed above.
2. Students are recommended to check with their instructors for suggestions as to where to purchase their textbooks.
3. Students and faculty may acquire books and other materials from the A.L.U.’s library through the mail, facsimile, telephone, or via e-mail.
4. Students may check with their local libraries and bookstores.
5. Students may order from the publisher directly, or order from an on-line bookstore.
6. A variety of information can also be found in places like the Electric Library

As to help our students with their booking fees, A.L.U. will pay up to $50.00US annually toward their membership fee if there’s one required.

Student may utilize their local public libraries, surrounding college and university libraries, and the internet for their research needs.
If students have access to the Internet, a wealth of information can be found in places like the Electric Library. The Electric Library is an on-line public library with access to over 7 million past and present magazine, books, text books, newspapers, maps, pictures, and TV and radio transcripts. New editions are added to this library each day.
The Electric Library is located at www.elibrary.com on the Internet, and can be accessed and utilized by anyone.

BOOKSTORE
The American Liberty University Bookstore may orders all textbooks and reference books required.
Students also have several options for purchasing books. These include:

- **Amazon.com** The online bookseller offers new books at up to 20 percent off the list price. The links go directly to each book's page on the company's web site. Amazon.com has a secure ordering page and can usually ship books within 24 hours.
- **Big Words** and **Textbooks**. These companies sell new and used textbooks at a discount. You will need to do searches on their sites for the books you want to purchase. Make sure you have the right edition of any book before you buy it.
- **Book Bazaar**. This service allows students to buy and sell used textbooks. Use of this service is for students, alumni, staffers, and faculty members and is subject to certain conditions.
- **Barnes & Noble** and **Borders**. These companies have stores and on-line sites with a wide selection of books.
- **Half.com** and **Elephant.com**. This service allows students to buy and sell used textbooks.
Also students should check with their instructors for suggestions as to where to purchase their textbooks. Students may check with their local libraries and bookstores, order form the publisher directly, or order from an on-line bookstore such as:
www.abebooks.com
www.alibris.com
www.bibliofind.com
www.elibrary.com

STUDENT SERVICES

The American Liberty University is especially committed to providing personalized service for each student.

STUDENT AFFAIRS
The Student Affairs Office helps to maintain an environment that enables students to get the most out of their management education. Student success and satisfaction are supported directly and indirectly through a variety of programs and services. Direct support to students includes advising on matters such as course selection, academic problems, team effectiveness and personal issues that may affect academic performance. Policy and procedure guidance is provided to students who are petitioning for transfer of credit or applying for international exchange programs.

ACADEMIC ADVISING
Each academic program has a specific administrator available to counsel students on any aspect of the programs. These administrators provide advice regarding course work, waivers, and transfers, in addition to general program planning and information.

ALU SCHOLARSHIPS
American Liberty University may offers scholarships to help students who need financial assistance to pursue their studies. The Financial Aid Office provides information and evaluates students’ eligibility for the available student financial aid programs.

Scholarship Program:
- Up to 30 partial-tuition scholarships are awarded annually to qualified students entering the Certificates/Diplomas program
- Up to 30 partial-tuition scholarships are awarded annually to qualified students entering the BBA Program.
- Up to 50 partial-tuition scholarships are awarded annually to qualified students entering the Masters and Ph.D. Degree Program.

PROFESSIONAL DEVELOPMENT
The Professional Development Center offers workshops and seminars focused on helping students develop their professional skills. In addition, the center provides resources to enhance students’ success in establishing a career in the demanding arenas of health care.

CAREER PLANNING & JOB PLACEMENT
ALU does not provide job placement assistance or guarantee jobs upon graduation. Students are encouraged to speak with the Internal Director regarding career and professional planning. The University will provide valuable links with job opportunities in its website.

FEDERAL AND STATE FINANCIAL AID PROGRAMS
American Liberty University does not participate in any federal and state financial aid programs.

Loans:
CEC 94909(a)(11): - 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.

Ed. Code §94911:
(g) 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.
(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.

*In making consumer loans to students, an institution shall also comply with the requirements of the Federal Truth in Lending Act pursuant to Title 15 of the United States Code.

STATEMENT - CEC 94909(a)(11):
- If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.
- If the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.
- If the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

INTERNATIONAL STUDENT SERVICES
1) The International Student Services Office in American Liberty University assists international students for ESL Programs in all matters related to admission, immigration, and visas.
2) International applicants for Degree Programs whose native language is not English are required to submit a minimum score of 550 on the Test of English as a Foreign Language (TOEFL) and certified transcripts that have been translated into English. Information concerning the availability of this test in foreign countries can be obtained by contacting TOEFL, Educational Testing Service, Princeton, NJ 08540, USA. Such applicants complete the Evidence of Financial Support form and submit it to the Office of Admissions.

ON-SITE ASSISTANCE
For students enrolled at American Liberty University, a student services coordinator is available to assist them with registration, housing, financial aid, and other special needs.

STATISTICS AND METHODOLOGY ASSISTANCE
This service is offered to assist doctoral students with the research skills needed for progression through the dissertation process. Presentations cover research design, instrumentation, data base construction, and step-by-step progression for quality research projects.

STUDENT ASSOCIATIONS
Student associations operate on each Department of American Liberty University and all students are eligible to become members. All students pay a Membership Fee on enrolment and these funds enable student associations to provide facilities and services.
American Liberty University has a student association that is governed by a student committee made up of directly elected student representatives and office bearers. This committee is responsible for administering the finances of the association. The student associations aim to enhance University life by providing the best possible facilities, services and opportunities for participation. They aim to represent and safeguard the interests of students in matters affecting common rights and privileges through advocacy and representation. The student associations are a recognized means of communication between students and other parts of the University.
Services they provide may include:
- academic support and advocacy
- education interest groups
• housing and accommodation services
• financial advice on student-related matters
• bookstore
• publications
• social and cultural activities
• clubs and societies
• sporting and recreational activities

Student associations exist for the benefit of members and all students are actively encouraged to participate. Participation can be a bonus activity recognized by prospective employers. There are many areas of interest within the college/department associations that can enhance University life. Involving yourself in the cultural, social, sporting and educational forums offered through your college/department association can be rewarding both personally and professionally. Each student enrolled at American Liberty University will be a member of the Student Association operating under the guidance of the Dean of Students Affairs, the Student Association also sponsors for fundraising events and other activities to enhance the social atmosphere and provide extracurricular release and stimulation.

The Student Association will be headed by a President, Secretary and Treasurer who also function as liaison of the student body in dealing with the University's Administration.

HOUSING
American Liberty University a) has not dormitory facilities under its control, nor availability of housing located reasonably near the institution’s facilities b) ALU does not provide on-campus housing and does not have a formal placement service.

NOTE: The rental apartment/house in Newport Beach around university proximately starts at $2,200.

STUDENT VISA (F-1) - Especially Designed for ESL Program Candidates ONLY
Students in ESL programs who want to travel to the USA in order to study need to meet the following visa requirements. Other countries (UK, Canada, etc.) have different requirements which play an important role when deciding where to study English abroad. These student visa requirements can also change from year to year. Here is an overview of student visa requirements for the USA.

Student Visa Requirements
Visa: F-1 (student visa). The F-1 visa is for full-time students enrolled in an academic or language program. F-1 students may stay in the US for the full length of their academic program plus 60 days. F-1 students must maintain a full-time course load and complete their studies by the expiration date listed on the I-20 form.

Who needs to apply: If your course of study is more than 18 hours a week, you will need a student visa. If you are going to the U.S. primarily for tourism, but want to take a short course of study of less than 18 hours per week, you may be able to do so, on a visitor visa.

Waiting time: Three stage process: 1) Obtain interview appointment 2) Take interview 3) Processing

Tip! Allow six months for the entire process.

Cost: Currently a $100 Visa application processing fee (non-refundable if application turned down)

Extra considerations: Students are also expected to show financial means to support themselves during their stay in the USA. Students are sometimes allowed to work part-time at the school they are attending.

Student Visa Requirements:
• Acceptance by university or learning institution
• Knowledge of English language (usually established through TOEFL scores)
• Proof of financial resources
• Proof of non-immigrant intent

For more detailed information visit the US State Department's F-1 information page

ACADEMIC INFORMATION

1. Bachelor in Business Administration (BBA)
2. Master in Business Administration (MBA)
3. Doctor of Philosophy in Business Administration (Ph.D.)
4. Doctor of Philosophy in Oriental Medicine (Ph.D.)
5. Diploma in Acupuncture (D.A.) - especially designed for Medical Doctors

BACHELOR DEGREE
In the Bachelor degree completion programs, working professionals who have earned some college credit follow a practical path to degree completion. Through previous college/university credit and experiential learning, and completion of a solid group of core courses and specialized courses, students can complete the degree programs while working full-time.

MASTER’S DEGREE
There is a Plan “A” and a Plan “B” program of study.

Option A
This requires the preparation of a thesis. The thesis is typically a written formal document, which addresses, in an original fashion, some important concern of the discipline.
A thesis may require an on-campus defense.
A thesis involves significant independent work and academic credits are allowed for its preparation.

Option B
The option B degree does not require a thesis. Instead, more credits are earned in other types of courses and/or a scholarly paper is required.

Ph.D. DEGREE
The Ph.D. is the highest academic degree offered by the University. Those who earn it must demonstrate significant intellectual achievement, high scholarly ability, and great breadth of knowledge. The nature of the degree program will vary greatly depending on the discipline involved. In addition, doctoral work requires heavy participation in research or other kinds of creative activity. Particular projects may assume any of an almost infinite number of forms.

LANGUAGES OF STUDY
All of the American Liberty University academic programs are given in English.

NOTE:
1- The English level would be the accepted TOEFL level.
2- Since our students are studying in United States college/university, their English are accepted as standard US college/university level English.

ENGLISH FLUENCY FOR INTERNATIONAL APPLICANTS
Proficiency in reading, writing, and understanding English is essential to your success at American Liberty University. Students are to demonstrate their proficiency in English language. At the Office of Admissions’ discretion, proficiency may be demonstrated by:
• An official score report of a standardized exam, such as Test of English as a Foreign Language (TOEFL), TOEFL ITP, or International English Language Testing System (IELTS); or
• Completion of college level certificate or degree program in a country where English is primary language; or
• Completion of a post-secondary ESL course or college-level English course in postsecondary institution; or
• Proof of English proficiency through other English tests, or submission of a writing sample.

ACADEMIC YEAR
American Liberty University operates on a 15-week Trimester system
• Fall Trimester - September through mid-December
• Spring Trimester - January through mid-April
• Summer Trimester - May through mid-August

MINIMUM SEMESTER UNITS REQUIRED FOR COMPLETION
Minimum of 120 semester units, for Bachelor in Business Administration (BBA)
Minimum of 45 semester units above Bachelors Degree for Master in Business Administration (MBA)
Minimum of 72 semester units above Masters Degree for Doctor of Philosophy in Business Administration (Ph.D.)
Minimum of 51 semester units above Masters Degree for Doctor of Philosophy in Oriental Medicine (Ph.D.)
Minimum of 35 semester units, for Diploma of Acupuncture (D.A.)

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

“The transferability of credits you earn at American Liberty University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree/certificate/diploma you earn in any of American Liberty University’s program is also at the complete discretion of the institution to which you may seek to transfer. If the degree/certificate/diploma 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 course work at the 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 American Liberty University to determine if your degree/certificate/diploma will transfer.”
ON-LINE CLASSES

Online courses are an exceptionally accessible, flexible resource whether your goal is gaining new skills, working towards your degree, or advancing your career with a program certificate.

You can come to class whenever it's convenient for you by choosing when and where you participate in class. Your course is conducted according to a schedule, but there are usually no "live" classes to attend. Instead, lectures, coursework, and discussions all take place at your convenience. You choose the place - at home, at school - wherever you have access to a computer, modem, and an Internet Service Provider (ISP). You'll get the same high-quality instruction and course content that you demand, but without the day-to-day obstacles that prevent so many of us from pursuing other goals. With online learning, commuting to campus and paying for childcare are things of the past.

Online courses can be quite varied in their overall approach to the teaching and learning process, but they often have certain characteristics in common. In all online courses, students use a computer to connect to a course site on the World Wide Web. Standard classroom books and printed materials are typically used in combination with online lectures, assignments, and supplementary course materials. Some courses have formal lectures, similar in length and content to lectures given in face-to-face classes. Online lectures may be entirely text-based or consist of some combination of text, graphics, sound and video. Other courses break the content up into smaller units or abandon the lecture entirely, instead relying on group discussion and others types of learning activities.

The course is designed so that you receive course assignments, complete them on your own time (but with a scheduled due date), and then return them as electronic documents. Your instructor will evaluate them and provide feedback. Many courses will also use, as an integral part of the course, a threaded discussion forum which you can use to share information, collaborate, and interact with other members of your class. Instructors will also provide updated course materials at the beginning of the each class session that is designed by our faculty to better deliver materials to students through reliable technology sources.

Depending on the course design, you probably will take your tests or exams online. The time involved in achieving the student's degree goal will vary from individual to individual. A few courses may require that you come to a testing room on campus. Additionally, some courses and programs may require predetermined trips to campus, which you should plan for before registering. You can find out about the course requirements in the schedule of classes.

You should expect to spend as much time for study, or perhaps more, as a classroom course since you are managing your own learning using the online information and materials. This requires that you be self-disciplined, motivated, and have some skills using a networked computer and a Web browser. The content and rigor of the online courses offered by American Liberty University is equivalent to the on-campus version of the same course. In fact, in some cases, on-campus and off-campus students are combined into the same course section.

DISTANCE EDUCATIONAL PROGRAMS (California Code of Regulations 71715 & 71716 Disclosures)

(a) As an institution offering a distance educational program where the instruction is not offered in real time, American Liberty University will transmit the first lesson and any materials to any student within seven days after the institution accepts the student for admission.

(b) The student shall have the right to cancel the agreement and receive a full refund pursuant to section 71750 (Withdrawals and Refunds) before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. American Liberty University will make the refund pursuant to section 71750. If American Liberty University sent the first lesson and materials before an
effective cancellation notice was received, American Liberty University will make a refund within 45 days after the student’s return of the materials.

(c)(1) American Liberty University will transmit all of the lessons and other materials to the student if the student: (A) has fully paid for the educational program; and (B) after having received the first lesson and initial materials, requests in writing that all of the material be sent.

(2) If American Liberty University transmits the balance of the material as the student requests, American Liberty University will remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student, but will not be obligated to pay any refund after all of the lessons and material are transmitted.

(d) The enrollment agreement shall disclose American Liberty University’s and student’s rights and duties under California Code of Regulations 71716.

ONLINE COURSES/PROGRAMS

***With the exception of the policies listed below, all of American Liberty University's policies and procedures listed in the INTRO, ADMISSIONS, FINANCIAL SERVICES, STUDENT SERVICES, and ACADEMICS sections of the catalog apply to online students***

ADMISSIONS REQUIREMENTS

Students enrolling in online courses and programs face challenges in addition to those faced by traditional students. To help ensure that online students have the skills and competencies to succeed in a distance learning environment, online students will have their basic reading, writing, mathematics, and computer literacy skills assessed, and meet additional admissions requirements prior to enrolling in the program or course of study. Also, Students will be required to take a mandatory pre-admission questionnaire that can be filled out online or in-person at American Liberty University's campus.

In addition to ALL other published admissions requirements, students enrolling in online courses or programs must:

A. Have a high school diploma with a GPA of 2.0, or achieve a minimum passing scores on the ACT, SAT or TOEFL.
B. Have credits attempted relative to the maximum credits attempted that are allowed.
C. Receive approval from a American Liberty University Academic Advisor, Campus Academic Dean, or Program Chair, who will confirm that the student has access to the minimum system requirements (as detailed below) and will confirm the student’s commitment to completing an online course or program of study.

ADMISSION REQUIREMENTS FOR BACHELOR'S PROGRAMS

The General Requirements is a High School Diploma or an Associates Degree; or a minimum of 60 semester hours (or 90 quarter hours) of undergraduate credit. At least 30 semester hours (or 45 quarter hours) must be in general education (G.E.R.) courses.

ADMISSION REQUIREMENTS FOR MASTER'S PROGRAMS

The General Requirements is a Bachelor's Degree from an institution accredited by an institutional accrediting agency, recognized by the United States Department of Education; or an institutional accrediting agency recognized by the Council for Higher Education Accreditation (CHEA), or a state approved institution, or from a non-U.S. institution- an educational institution approved by equivalent authorities.

ADMISSION REQUIREMENTS FOR DOCTORAL PROGRAMS
The General Requirements is a Master’s Degree preferably in the same discipline as the Doctoral program to be undertaken. Persons not having the Masters Degree may be required to enroll in the concurrent Masters/Doctoral Program

TRANSFER CREDIT
Transfer credit needed to complete degree requirement. Courses a student wishes to be considered for transfer credit must adhere to the following guidelines:

1. Course work must have been completed at an accredited or recognized institution*.
2. A grade of “C” or higher for BBA, and grade of “B” or higher for MBA and Ph.D.
3. Course work must have been completed within the past seven years.
4. Course content must approximate that of the program in which the applicant is enrolled.

*American Liberty University accepts transfer credit from State approved and/or USDOE accredited institutions set forth by State of California.

NOTE: American Liberty University has not entered into an articulation or transfer agreement with any other college or university for any online courses

CREDIT FOR EXPERIENTIAL LEARNING
American Liberty University does not grant any credit for prior experiential learning.

B.S. programs:
Maximum 75% transfer credit may be awarded for the courses completed at accredited or recognized colleges/universities. This 75% transfer credit is for the total units required for the Bachelor's.

M.S. programs:
Maximum 20% transfer credit may be awarded for courses completed at accredited or recognized colleges/universities.

Ph.D. programs:
Maximum 30 units transfer credit may be awarded for courses completed at accredited or recognized colleges/universities.

MINIMUM UNITS REQUIRED FOR COMPLETION ON-LINE DEGREE
Minimum of 120 units, for Bachelor in Business Administration (BBA)
Minimum of 45 units above Bachelors Degree for Master in Business Administration (MBA)
Minimum of 72 units above Master’s Degree for Doctor of Philosophy in Business Administration (Ph.D.)
Minimum of 51 units above Master’s Degree for Doctor of Philosophy in Oriental Medicine (Ph.D.)

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:
“The transferability of credits you earn at American Liberty University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree/certificate/diploma you earn in any of American Liberty University’s program is also at the complete discretion of the institution to which you may seek to transfer. If the degree/certificate/diploma 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 course work at the 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 American Liberty University to determine if your degree/certificate/diploma will transfer.”
Refund Policy for Distance Learning program:
For purposes of determining the scheduled length of program for refund calculations, multiply the number of courses required for the degree by 15 weeks, expected completion time per course. The institution refund policy for students who have received 60% or less of the course of instruction shall be a pro rata refund. The refund shall be the amount the student paid for instruction less the cost of the instruction received. Students are responsible for tuition fees for courses in which they are enrolled.

Students who have paid in full and received all course and lesson materials, as they requested, will not be entitled to a refund. However, they are entitled to receive all instruction they ordered for, provided that they comply with the academic policies and procedures of the University. For withdrawal beyond 60% completion, there are no refunds; nor is there any refund if a student completes a course in a shorter period of time than prescribed.

Students who have paid in full and who have requested a refund in writing and have received all of their instructional materials are not entitled to a refund after the material is mailed. However, they are entitled to receive all of the instruction they ordered for, provided that they comply with the academic policies and procedures of the University.

Refund Example: If a student completes 15 weeks of a 72 weeks (for MBA) program and has paid $8,775.00 in tuition, the student would receive a refund calculated as follows: $8,775.00 x 57/72 = $6,946.80 - $110 (Application Fee).

MINIMUM SYSTEM REQUIREMENTS
Each student must have access to a computer that meets the following minimum system requirements:

BUSINESS ADMINISTRATION PROGRAMS
• Microsoft® Windows® XP, Vista or Windows 7
• XP – 800MHz or faster processor; Vista – 1GHz or faster processor; Windows 7 – 1GB+
• XP – 256MB RAM (512MB recommended); Vista – 512MB
• RAM (1GB+ recommended); Windows 1GB RAM
• DVD-ROM/CD-R/-RW drive (DVD±R/±RW recommended)
• 15GB of AVAILABLE hard-disk space
• Speakers/Headphones
• Internet connection – Broadband (DSL, Cable)

***American Liberty University students may be required to upgrade hardware and or software during their education***

ALL OTHER DEGREE PROGRAMS
• Microsoft® Windows® XP, Windows Vista or Windows 7
• 1.3GHz or faster processor
• 2GB RAM (2GB+ recommended)
• DVD-ROM/CD-R/-RW drive (DVD±R/±RW recommended)
• 25GB of AVAILABLE hard-disk space
• Speakers/Headphones
• Internet connection – Broadband (DSL, Cable)

Please note: The requirements for graphics cards are dependent on the software used and may change during the course of a student’s education.
ATTENDANCE AND PARTICIPATION REQUIREMENTS FOR ONLINE CLASSES
A student is considered to be attending an online class if he/she submits one or more of the assignments set forth in the course by his/her faculty. Failure to abide by the guidelines set forth in this policy will result in the student being marked absent for the week.

Possible assignments may include:
- Threaded discussion
- Quiz
- Study Guides
- Examinations (Midterms and Finals)
- Dissertation

Coursework, ranging from threaded discussion posts to quizzes will be evaluated, graded and returned to the student within 10 school days, after the work has been received by American Liberty University.

Projects and Dissertations will be evaluated by the American Liberty University Dean's, Department Chair's and the Academic Board of Directors. American Liberty University will return the graded/evaluated material to the student within fifteen business days from the time that it was submitted. Some time is needed to grade the material, due to its sensitivity and value to the completion of the degree.

*Please note, this list is not extensive and is subject to change at the discretion of the faculty.

All students are required to actively participate and contribute to the discussion in online courses. This interaction is expected to be both efficient and frequent. Participation is a component of grading. Failure to participate can have a serious effect on a student’s ability to make academic progress. Policies on participation and make-up work may vary by individual course and are detailed in the course syllabus.

Students success has shown to be much greater when the steps below are followed properly throughout the educational process.

- Complete the Orientation program.
- Read the course catalog to ensure understanding of academic progress, degree requirements, and resources available.
- Tracking academic progress to catalog requirements will ensure that a student will complete the program in the designated timeframe.
- Log into classes at a minimum of five times per week and complete threaded discussions as stated by the instructor.
- Student engagement is one critical key to success in the online environment; therefore, attendance is mandatory.
- Ensure all deadlines are met by doing all assignments and tests on time. Be aware that there are midweek and weekend deadlines for threaded discussions, assignments or tests.
- Read textbooks regularly as guided by the instructor
- Access personalized grade book that will track grades, which will be updated by the instructor throughout the term, which will help keep students on track for success.
- Utilize faculty members as a resource. Faculty are available to assist students with questions. To ensure access to faculty members, there are various contact methods for communication which are outlined in the course syllabus.
- Understand that tests are administered online. These exams are true/false, multiple-choice and short-answer, and have a time limit for completion.
- Attend classes during Week 1. Students must attend at least once per course during Week 1 of the term. This is the minimum requirement to be counted as attending.
NOTE: *Individual faculty may impose stricter attendance requirements as needed to support educational objectives. These requirements will be disclosed in the course syllabus.

Definition of Attendance – student submission of a gradable item.

Gradable items include:
- Threaded Discussion
- Any assignment submitted by the student via the “drop-box”
- Quiz
- Test

*By the end of the first two weeks, the expectation is that for a student to be successful, he/she must obtain a minimum of 50% average in his/her courses.

ONLINE CLASS ATTENDANCE RECORDS/ABSENCES
Online Attendance records are regularly maintained by the University through the use of electronic sign-in sheets and instructor roll notes. Electronic Sign-in sheets list all of the students officially registered in the class. All American Liberty University students are required to attend a minimum of eighty percent (80%) of the scheduled online sessions in each class, according to University policy. Therefore, if students are marked as absent in more than twenty percent (20%) of the scheduled sessions in a particular class, they are subject to administrative automatic failure (“F” grade) in the class for failure to meet American Liberty University's attendance requirements.

Students are cautioned that maintaining track of personal attendance in courses registered is the student's responsibility, not the University's. The University cannot provide telephone or personal assistance in verifying attendance/absence information in courses. Students are held strictly accountable for knowing how many absences have been incurred in each of their registered courses and for understanding the ramifications of failure to meet the attendance requirements in a course or courses.

*NOTE: In online courses, there will be a section designated for the viewing of attendance records and individual grade sheets. ALL of these records are private and only the student can view his/her individual status in the course.

OFFICIAL ONLINE MAKE-UP CLASS
Students may officially make up a missed online class session by attending another section of the same class in the same week as the online class session missed, OR, the student must arrange a future time for their missed online work to be completed with the instructors permission.

Midterm and Final examinations must be taken in the registered online class section. If a student misses an online course examination, they will be required to arrange a proper time with the instructor to complete necessary material or risk failure in the course.

SATISFACTORY ACADEMIC PROGRESS
To be in good academic standing with the university and to be eligible to receive financial aid or services help, students must maintain satisfactory academic progress.

At the end of each term, each student is evaluated on two components to determine if he/she is maintaining satisfactory academic progress:
1. Final Grades
2. Successful course completion rate

GRADE DISTRIBUTION - ONLINE COURSES
All assignments that contribute towards a final grade are graded on a percentage basis.

The following scale is used for conversion:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points (G.P.)</th>
<th>Percentage</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>95-100%</td>
<td>Excellent</td>
</tr>
<tr>
<td>A-</td>
<td>3.70</td>
<td>90-94%</td>
<td>Excellent</td>
</tr>
<tr>
<td>B+</td>
<td>3.40</td>
<td>87-89%</td>
<td>Above Average</td>
</tr>
<tr>
<td>B</td>
<td>3.20</td>
<td>83-86%</td>
<td>Above Average</td>
</tr>
<tr>
<td>B-</td>
<td>3.00</td>
<td>80-82%</td>
<td>Above Average</td>
</tr>
<tr>
<td>C+</td>
<td>2.80</td>
<td>77-79%</td>
<td>Average</td>
</tr>
<tr>
<td>C</td>
<td>2.50</td>
<td>70-76%</td>
<td>Average</td>
</tr>
<tr>
<td>C-</td>
<td>2.00</td>
<td>65-69%</td>
<td>Average</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>60%</td>
<td>Failure</td>
</tr>
<tr>
<td>P</td>
<td>Pass (not included in the G.P.A.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CR</td>
<td>Credit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CRC</td>
<td>Credit for Challenge Examination</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TCR</td>
<td>Transfer Credit (Approval required)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NP</td>
<td>Not Passing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DS</td>
<td>Dismissal</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Grade points for each completed course are computed as a product of the earned grade number and the number of units. The Grade Point Average (GPA) is computed for American Liberty University units only.
2. The lowest passing grade at the Undergraduate is a “C” (2.0), and at the graduate and post graduate level is a "B" (3.0).
3. A grade of "I", indicating incomplete work, is assigned to a student who has attended class but who, because of an emergency, has failed to complete all assigned work for the course. The "I" grade is given only to students whose work, at the time the "I" grade is assigned, is at least passing. Incomplete grades are given only for compelling reasons, as determined by the instructor and as approved by the University Dean; documentation, provided by the student, is necessary. Students must formally request that an incomplete grade be issued, prior to the end of the academic term. Students receiving an "I" grade must contact the course instructor and/or University Dean and make up the deficient course work within six months following the end of the course for which the "I" grade was issued; otherwise the "I" will be changed to "F."

**GRADE REPORTS**

Official grade reports are issued for each class and mailed to each student by Registrar after the end of each semester. Grade reports will not be given over the telephone or in person.

**NOT:**
The elapsed time between the institution’s receipt of student lessons, projects, or dissertations and the institution’s mailing of its response or evaluation is 7-14 days.
The student's sending of a product to the instructor and the instructor's response with evaluative. Instructional activities may not require two-way interaction between instructor and students.
GENERAL ONLINE COURSE INFORMATION

If this is your first online class, you are in for a great experience. But to be successful, you must keep a few things in mind.

1. Online classes at ALU follow the same academic schedule as our other classes. The classes start on the day published in the schedule of classes and you must find your class and sign in on or before that date, or you may loose your place in the class. If you have any problems finding your class or getting in, email your professor as soon as possible.

2. Online classes at ALU are all asynchronous-paced classes. This means you do not have to be online at any particular time, but you must complete assignments according to the schedule established by your instructor. This is very important! You cannot work at your own pace, but must adhere to the class's schedule. You will probably have assignments the first week of class, so again it is important that you find your class and sign in.

3. Online classes offer the opportunity to fit classes into your busy schedule and are fun, exciting learning experience. They have the same requirement for class hours and outside assignments as traditional classes. They are not for everyone. Online classes require a great deal of self discipline and time management. You must read everything posted on the class web site very carefully!

4. Most online classes at ALU can be found by going to http://aluniversity.edu/elearning. Once there you will need to Create New Account. You will find a link with a tutorial on how to do this on the main page.

5. In order to take a online class you need three things:
   - A reliable computer with a reliable internet connection. The syllabus for your class, which you will find when you login to your online class's web site will outline the exact computer and software requirements. Remember you can use the various computer labs on ALU's campus to do your online work, but you must factor into your schedule when these labs are available.
   - The ability to use a browser and basic windows skills (cut, copy, paste, create folders, save and retrieve files etc.)
   - An active Email Account. You can NOT take an online class if you do not have an email account. If you do not have a currently active one, you can get one free from http://yahoo.com, http://hotmail.com, or http://gmail.com. If you have an email already, you can use it in your online class.

6. Often online classes will offer an orientation session. The schedule for this session is published here in the class schedule. These sessions are very important for your online success and should not be missed.

7. Depending on specific courses and common needs, a tutorial class meeting under the guidance of a University-appointed tutor is a definite plus. While not compulsory, such tutorials definitely offer students extra learning reinforcement.

**LENGTH OF THE DEGREE:** The time frame will depend upon the transfer credits the student brings into the program, the number of courses assigned to the student after an evaluation of the application materials, and the effort the student desires to put into the program.
**ACADEMIC CALENDAR:** The American Liberty University operates on a semester basis. The nature of the Distance Learning allows for open enrollment year round. The student’s semester begins upon enrollment.

**METHOD OF INSTRUCTION**
Distance education as defined in section 94834 of the Code, does not require the physical presence of students and faculty at the same location but provides for interaction between students and faculty by such means as telecommunication, correspondence, electronic and computer augmented educational services, postal service, and facsimile transmission.

**UNDERGRADUATE INDEPENDENT PROJECT**
Each student may select one independent study projects in lieu of a textbook-based course to fulfill the course work requirements. The student will be required to submit to his/her faculty advisor the topic of the proposed independent project for approval. Each topic must be directly related to the fields of Business Administration. Each submission will be graded in the same manner as a textbook course.

**DIRECT STUDY AND ELECTIVE RESEARCH PROJECT**
Each student may undertake a direct study or elective research project by utilizing his/her knowledge to handle a practical problem in the field. The learning outcome is to acquire new knowledge and be able to apply such knowledge by problem solving specific issues. The student is required to submit a study/project proposal to the University for approval. The final project must be typed and a proper citation, bibliography and glossary of terms should be included.

**EVALUATION OF LESSONS SUBMITTED BY STUDENTS**
Students’ lessons will be evaluated within 7 business days. Final projects will be graded within 14 business days.

**NOT:**
The elapsed time between the institution’s receipt of student lessons, projects, or dissertations and the institution’s mailing of its response or evaluation is 7-14 days. The student’s sending of a product to the instructor and the instructor’s response with evaluative. Instructional activities may not require two-way interaction between instructor and students.

**STUDENT INTERACTION**
As with any distance learning program with students throughout the world, it is difficult for students to convene in traditional study groups for learning purposes. The University provides for electronic interaction between students and their faculty members to offset this limitation. Through electronic means, students are in direct one-on-one contact with their faculty members and staff to enhance their learning.

If study groups are requested by students, the American Liberty University will aid by providing names, email addresses and phone numbers of other students enrolled in the same program.
Distance Learning Skill Survey  
(Scoring Scale)

How well would distance-learning courses fit your circumstances and lifestyle? Circle an answer for each question and score as directed below. Students who tend to be most successful are those individuals who are self-directed and self-motivated in their learning and study habits. Answer honestly—no one will see this but you! (This questionnaire is adapted from "Are Telecourses for Me?" from PBS-Adult Learning Service, The Agenda, Spring 1994.)

1. My need to take this course now is:
   a. High  I need it immediately for a specific goal.
   b. Moderate  I could take it on campus later or substitute another course.
   c. Low  It could be postponed.

2. Feeling that I am part of a class is:
   a. Not particularly necessary to me.
   b. Somewhat important to me.
   c. Very important to me.

3. I would classify myself as someone who:
   a. Often gets things done ahead of time.
   b. Needs reminding to get things done on time.
   c. Puts things off until the last minute or doesn't complete them.

4. Classroom discussion is:
   a. Rarely helpful to me.
   b. Sometimes helpful to me.
   c. Almost always helpful to me.

5. When an instructor hands out directions for an assignment, I prefer:
   a. Figuring out the instructions myself.
   b. Trying to follow the directions on my own, then asking for help as needed.
   c. Having the instructions explained to me.

6. I need faculty comments on my assignments:
   a. Within a few weeks, so I can review what I did.
   b. Within a few days, or I forget what I did.
   c. Right away, or I get very frustrated.

7. Considering my professional and personal schedule, the amount of time I have to work on a distance-learning course is:
   a. More than enough for an on-campus course.
   b. The same as for a class held on campus.
   c. Less than for a class held on campus.

8. Coming to campus on a regular schedule is:
   a. Extremely difficult for me  I have commitments (work, family or personal) during times when
classes are offered.
b. A little difficult, but I can rearrange my priorities to allow for regular attendance on campus.
c. Easy for me.

**9. As a reader, I would classify myself as:**
a. Good  I usually understand the text without help.
b. Average  I sometimes need help to understand the text.
c. Slower than average.

**10. When I need help understanding the subject:**
a. I am comfortable approaching an instructor to ask for clarification.
b. I am uncomfortable approaching an instructor, but do it anyway.
c. I never approach an instructor to admit I don't understand something.

**Scoring**
Add 3 points for each "a" that you circled, 2 for each "b," and 1 for each "c." If you scored 20 or more, a distance-learning course is a real possibility for you. If you scored between 11 and 20, distance-learning courses may work for you, but you may need to make a few adjustments in your schedule and study habits to succeed. If you scored 10 or less, distance learning currently may not be the best alternative for you; talk to your counselor.

**Explanations**

1. Distance-learning students sometimes neglect their courses because of personal or professional circumstances. Having a compelling reason for taking the course helps motivate the student to stick with the course.
2. Some students prefer the independence of Distance Learning; others find the independence uncomfortable and miss being part of the classroom experience.
3. Distance-learning courses give students greater freedom of scheduling, but they can require more self-discipline than on-campus classes.
4. Some people learn best by interacting with other students and instructors. Others learn better by listening, reading and reviewing on their own. Distance-learning courses provide less opportunity for group interaction than most on-campus courses.
5. Distance Learning requires you to work from written directions.
6. It may take as long as two to three weeks to get comments back from your instructor in distance-learning classes.
7. Distance Learning requires at least as much time as on-campus courses. Students surveyed say that distance-learning courses are as hard or harder than on-campus courses.
8. Most people who are successful with Distance Learning find it difficult to come to campus on a regular basis because of their work, family or personal schedules.
9. Print materials are the primary source of directions and information in distance-learning courses.
10. Students who do well in distance-learning courses are usually comfortable contacting the instructor as soon as they need help with the course.
ADMISSIONS POLICIES

APPLICATION FOR ADMISSION INFORMATION
Applications are evaluated only after all the necessary information and materials have been received by the American Liberty University Office of Admissions. Completed files will be processed and evaluated by the admissions office and other designated individuals.

Applicants will be notified of the admission decision by mail, within four weeks of receipt of transcripts and completion of the file. Full consideration cannot be assured to applicants who fail to meet application deadlines.

ADMISSION REQUIREMENTS FOR BACHELOR’S PROGRAMS
The General Requirements is a High School Diploma or an Associates Degree; or a minimum of 60 semester hours (or 90 quarter hours) of undergraduate credit. At least 30 semester hours (or 45 quarter hours) must be in general education (G.E.R.) courses.

ADMISSION REQUIREMENTS FOR MASTER'S PROGRAMS
The General Requirements is a Bachelor's Degree from an institution accredited by an institutional accrediting agency, recognized by the United States Department of Education; or an institutional accrediting agency recognized by the Council for Higher Education Accreditation (CHEA), or a state approved institution, or from a non-U.S. institution- an educational institution approved by equivalent authorities.

ADMISSION REQUIREMENTS FOR DOCTORAL PROGRAMS
The General Requirements is a Master’s Degree preferably in the same discipline as the Doctoral program to be undertaken. Persons not having the Masters Degree may be required to enroll in the concurrent Masters/Doctoral Program.

UNITS OF CREDIT
American Liberty University operates on the semester system, with three fifteen-week semesters each academic year. Study units at American Liberty University are computed on a credit-unit basis reflecting the total number of hours spent in the classroom. 15 hours of classroom instruction or 30 clock hours of clinical/internship and laboratory or 22.5 hours of self-study time equate to one semester unit of credit.

CREDIT EVALUATION
Students are required to submit official transcripts from all post-secondary institutions attended prior to formal admission to American Liberty University. If students have completed classes at recognized institutions and the courses are equivalent to those offered by American Liberty University, they may request transfer credit for the courses.

INTERNATIONAL STUDENTS
The University admits students living outside the continental United States to all degree programs. The student must be able to correspond with the University and respond to the course instructions in English. Credit earned at most accredited foreign schools will be accepted toward fulfilling the degree requirements. Official transcripts are required. If a transcript or a document is not in English, a certified translation must accompany it. All tuition and fees must be paid in U.S. currency and all checks drawn on a U.S. bank.

CREDIT BY EXAMINATION
Credit by Examination may come through the following means:

- The College Level Examination Program (CLEP)
- American College Testing - Proficiency Examination Program (ACT-PEP)
- College Entrance Examination Board Advanced Placement Examinations (AP)
CHALLENGE EXAM
For transfer credit classes, students may be required to take and pass an American Liberty University administered Challenge Exam for each class petitioned for credit, at the discretion of the Dean of Academic Affairs. Upon passage of the Challenge Exam, course and tuition credit will be allowed. If a course is challenged under this section, and the student fails the challenge examination, the student must complete the course, and will be charged the normal tuition for the course.

CREDIT FOR EXPERIENTIAL LEARNING
American Liberty University does not grant any credit for prior experiential learning.

TRANSFER CREDIT
Transfer credit needed to complete degree requirement. Courses a student wishes to be considered for transfer credit must adhere to the following guidelines:

1. Course work must have been completed at an accredited or recognized institution.
2. A grade of “C” or higher for BBA, and grade of “B” or higher for MBA, DBA and Ph.D.
3. Course work must have been completed within the past seven years.
4. Course content must approximate that of the program in which the applicant is enrolled.

***American Liberty University accepts transfer credit from State approved and/or USDOE accredited institutions set forth by State of California.

NOTE: American Liberty University has not entered into an articulation or transfer agreement with any other college or university

BBA programs:
Up to 100% transfer credit for General Educations and up to 50% transfer credit may be awarded for special courses completed at accredited or recognized (by the US Department of Education) colleges/universities.

BBA Transfer Credit from Non-Regionally/State Accredited Colleges
Transfer students or returning students wishing to transfer credits from a college/university not accredited by a recognized national, regional, or state agency may be admitted provisionally. To validate credit from non-accredited institutions, the institution or the student must satisfy the following criteria:

1. The non-regionally accredited institution must be listed in the latest edition of Higher Education Directory.
2. Course work must be evaluated by and acceptable to the Evaluation Committee, Dean and Program Director.
3. The student must maintain a grade point average of 2.0 for the first 30 semester hours at the American Liberty University. If English or math courses are required, these must be taken in the first 30 hours at the University. No course will be accepted with a grade lower than a “C-”.
4. The student may be required to show evidence of proficiency by writing summary papers explaining knowledge obtained.
5. The transfer credits will not appear on the student’s transcript until 30 semester hours have been completed at the American Liberty University.
If a student is accepted provisionally, an American Liberty University transcript will be established, but will not include transfer from the non-accredited institution until the provisions have been satisfied. Only after the student has met the criteria outlined above would the credit from a non-regionally accredited school be placed on a transcript.

**MBA programs:**
Maximum 20% transfer credit may be awarded for courses completed at accredited or recognized colleges/universities.

**Doctorate programs:**
Maximum 30 units transfer credit may be awarded for courses completed at accredited or recognized colleges/universities.

**GENERAL EDUCATION**
General education units completed at other accredited institutions which are determined by American Liberty University to be equivalent to American Liberty University general education courses will normally transfer directly toward a student's degree requirements, provided that such courses have been completed by the student prior to the end of the first term of study at American Liberty University and an official transcript from the institution at which the course(s) was completed is received by American Liberty University by the end of the student's second term of study at American Liberty University. Credit for units approved for transfer pursuant to this process will be added to a student's official transcript at the completion of the quarter in which the official transcript and petition for transfer credit were received and approved, and such credits will not be calculated into the student's American Liberty University grade point average. Students may also earn general education college credits toward the Associate degree through the nationally recognized college equivalency-testing program offered by the College Board under the designation College Level Examination Program (CLEP). CLEP examinations must be completed and official scores submitted to American Liberty University prior to the end of the student's second quarter of study at American Liberty University.

**STUDY TIME**
Students are cautioned that all American Liberty University programs require a strong commitment and dedication to the goal of program completion. This commitment must come from the student and is greatly enhanced by strong support from the student's family and friends. Students are encouraged to discuss their educational plans with family members before starting the program in order to facilitate a smooth adjustment for all concerned. Students can expect to spend a minimum of two hours of study time for each hour of classroom time. Several of the courses may require study time closer to three or four hours per hour of classroom time. The University provides free tutoring services to any students experiencing academic difficulties.

**GROUP STUDY**
The American Liberty University draws in a fascinating cross-section of people from a wide variety of the social matrix. Tele-learning students can range from adults with professional and/or familial responsibilities to young people in remote locations. All have the opportunity to connect with a network of people with similar interests to enable lively and stimulating discussions and provide a framework for professional networking.

Off-campus and on-campus learning can be blended in many of our programs, offering pupils a wide range of options for access and success. Students are supported in all areas of endeavor, logistics and acclimation by ALU’s motivated and efficient staff including the various aspects of general services, the extensive library and bookstore.

Students are encouraged to form study groups with other American Liberty University students enrolled in the same program. Study groups strongly aid in the learning process through group discussion and exam and research preparation.
Students are cautioned that all American Liberty University instructors require that each student submit his/her own original work. Any student(s) violating this policy by turning in work copied from another student may be subject to the consequences for unethical practices set forth in this catalog.

WEEKEND SCHOOLS
Perhaps the most enjoyable of scholastic options is that offered by our Saturday & Sunday class opportunities. These offer each student an optimal opportunity for personal interaction between fellow students and our academic staff. Personally attended lectures are always a bonus, and tutorial one-on-one meetings and unit-team forums invariably provide for an enriched academic experience. Depending on the specific courses involved, weekend schooling is variably scheduled as to best advantage, whether it be once a week or more, with the duration dictated by student interest and participation. Classes meet on five consecutive Saturdays or/and Sundays from 8 in the morning until 5 in the afternoon. This permits completion of one three credit hour course every five weeks. The accelerated program permits students from more distant locations the opportunity to complete a degree by only requiring a visit to campus once or twice during the week.

Note: The Weekend School may not be offered on all courses.

CANCELED CLASSES
When enrollment for the class is less than 15 students it causes a class to be canceled. After registration, students will be notified promptly and requested to select an alternate class.

ADDING A CLASS
Additional classes may be added to a student's active schedule for the term, increasing the total number of units actively registered, up through the end of the second week of a semester. Students who wish to add a class must submit to Administration a formal petition requesting the change and indicating the course name, number and section. Any class sessions not attended prior to the addition of the class will be considered absences.

DROPPING A CLASS
An individual class or classes may be dropped from a student's active schedule for the term, decreasing the total number of units actively registered. Students may not drop a class(es) which reduces their actively registered unit load below the minimum number required by their enrollment status. Students must file with Administration a formal petition, which clearly indicates the class or classes that the student wishes to drop from his/her current schedule within the first two weeks of the semester.

STUDENT EVALUATIONS
Near the end of each semester, all students in all American Liberty University courses will be asked to complete a Course Evaluation Form. These forms provide students with the opportunity to rate the class curriculum, instructional materials, and instructor, University and its educational programs, and provide comments and suggestions for improvements.

THE Ph.D. DEGREE
The degree of Doctor of Philosophy (Ph.D.) is the highest supervised degree offered by American Liberty University. It is awarded for a dissertation which is an integrated and coherent report that demonstrates a candidate’s ability to carry out independent research and analysis at an advanced level in a particular field of study. The dissertation may consist of several studies or cases, in which event their relationship to one another must be demonstrated. The dissertation may consist of a candidate’s published or unpublished or a combination of both, provided this has not been used for the award of any other academic qualification. The PhD degree normally involves a maximum of 81 semesters units research, on/of-campus class, seminar, on-line, and group study. It can be undertaken in most disciplines taught in the University.
While the style and format of dissertation differ according to the conventions of their disciplines, there are some general criteria against which a dissertation is assessed at its completion, namely, that the dissertation as a whole should make an original contribution to the knowledge of the subject with which it deals, and the candidate should understand the relationship of the thesis to the wider context of knowledge in which it belongs.

**DISSERTATION**

**Dissertation Proposal**
The student must submit a written dissertation proposal, which includes a rationale for the selection of the research topic; a research design; a focused review of the literature relevant to the proposed research; and a data analysis plan. The proposal should include an abstract of no more than 100 words, a two-page executive summary; narrative material of 20-40 pages, and a bibliography. When the written proposal has been accepted by the Proposal Committee, the student may make an oral presentation of his or her proposal before the committee, ALU faculty, fellow students, and other scholars. The oral defense should be scheduled through the Doctoral Program Coordinator at least two weeks in advance to ensure proper notice.

**Guidance Committee**
Upon successful completion of the all courses at the Doctorate level, the student and the major advisor will select a guidance committee for continuing course work and independent study. The guidance committee must have a minimum of three members, one of whom will be the committee chair. The guidance committee will recommend course work, independent study and readings in the major and cognate areas. The student will present a proposal for the dissertation to this committee, which will be reviewed at the time of the qualifying examination.

**Qualifying Examination**
The qualifying examination must demonstrate qualification in both major and minor fields for doctoral candidates and will be conducted by the guidance committee. The examination will include written and/or oral components.

**Dissertation Committee**
After the qualifying examination has been passed and a dissertation topic approved, the guidance committee shall be known as the dissertation committee upon recommendation to the Dean of Department. One of the three members must be from outside the major department. The dissertation and the defense or final oral must have the unanimous approval of the dissertation committee.

**Dissertation and Oral Defense**
An acceptable dissertation based on original investigation is required. The dissertation must show technical mastery of a special field, capacity for independent research and scholarly ability. The chair of the dissertation committee will be the principal research advisor. The dissertation should be completed within one year of the date of approval of the proposal.

**GRADUATION**

American Liberty University holds graduation twice a year during the month of June and December. The following recognitions and awards are presented at the graduation ceremonies:

**ACADEMIC HONORS:** Academic Honors at graduation are based upon a student's cumulative grade point average after completing all of the units require for the program and are as follows:

**Graduation with Honors:** For students with a cumulative grade point average of 3.75 to 3.94 at completion of the program.
Graduation with High Honors: For students with a cumulative grade point average of 3.95 or above at completion of the program.

CERTIFICATES OF APPRECIATION: Certificates of Appreciation are presented to the officers of the American Liberty University Student Body, the University's administration and staff and for those individuals who help or cooperate with University and/or Students.

DISTINGUISHED STUDENT AWARD: Each year the faculty of American Liberty University selects that student who, through academic success, has distinguished him/herself as a scholar. The Distinguished Student Award is an academic award, which seeks to recognize intelligence, dedication to academic tasks, and superior academic performance.

PRESIDENT'S AWARD: This award is presented to those students who have made a positive contribution to the administration of the school, academic achievement and excellence. The President's Award is the most coveted award presented each year. This award recognizes American Liberty University's top scholar.

ETHICAL PRINCIPLES AND PRACTICES

American Liberty University requires each student to present his/her own work and considers any form of cheating to be an unethical practice. American Liberty University has established the following procedure for handling claims or allegations against students for unethical student activities such as plagiarism, selling of exams, term papers, projects, reports, or copying of other students' work:

Procedure and Appeal Process for Unethical Student Conduct
Should a student be charged by an instructor with unethical conduct, the student may make an appeal of this determination, within 30 days, in the following manner:

1. The student should meet with the instructor who made the allegation to discuss and try to resolve this problem.
2. If a satisfactory resolution is not reached, the instructor or student can petition for a meeting with the Academics Dean for review and resolution.
3. If after review by the Academics Dean, a satisfactory resolution has still not been reached, the matter may be appealed to the Disciplinary Committee. This Committee consists of a member of the Student Body Association, a faculty member, and the President of the American Liberty University. The decision of the Disciplinary Committee is final.

Consequences of Unethical Student Conduct
Should it be determined that a student has behaved in an unethical manner, the student may be subject to the following disciplinary actions dependent upon the nature and scope of the offense as determined by the Committee:

a) The student may not receive credit for the work completed.
b) The student may not receive credit for the class.
c) The student may be administratively disenrolled from the program.

PROBATION & DISMISSAL

All students in the American Liberty University are subject to the following regulations governing probation and dismissal.

Probation
A student shall be placed on probation if, at the close of any semester, his/her grade-point average is less than 2.0 (a C- average) computed on the total of all final letter grades, except P or NP, received in core courses. If final grades are delayed in transmission to the faculty, disqualification may be postponed for 1 semester.

A student may be placed on academic probation for unprofessional behavior as documented in a School Committee Report (SCR). A student who receives 3 or more SCRs, or a SCR of a serious nature, or who fails to engage in remediation for documented unprofessional behavior may be placed on probation upon review by the Professional Committee. The student will be required to meet with the Dean or designee in order to define the criteria for remediating the unprofessional behavior.

A student placed on probation is subject to supervision by the faculty of related school/department and his/her study list and course of study will be determined by the Dean of Academic Affairs.

**Dismissal**
A student shall be subject to dismissal if he/she:

1. fails to maintain a 2.0 cumulative grade point average in core courses during 2 out of 3 consecutive semester, or
2. fails to receive a grade equivalent to C- or higher in at least 6 units of core courses during any semester, or
3. receives a total of 6 or more units of grade F or NP in core courses,
4. has not completed all requirements for the Doctor of Philosophy degree within 3 years of the date he/she entered as a 1st-year student, with the exclusion of mandated leaves of absence or
5. demonstrates a continued pattern of documented unprofessional behavior despite attempts at remediation.

At the discretion of the faculty, a student subject to dismissal may be:

1- permitted to remain in attendance,
2- dismissed with stated provisions for returning, or
3- dismissed.

If a grade of NP, W or I in a course required for graduation is not removed within the time limitations described, the student is subject to academic probation or dismissal.

With respect to professional disqualification, and in accordance with the provisions of the Regulations of the ALU, when the behavior of a student is judged by competent authorities using established procedures, to be detrimental to the interests of the University, or incompatible/inconsistent with the profession of school/department that person is subject to dismissal from the School.

**GRADING SYSTEM**

All assignments that contribute towards a final grade are graded on a percentage basis.

The following scale is used for conversion:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points (G.P.)</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>95-100%</td>
</tr>
<tr>
<td>A-</td>
<td>3.70</td>
<td>90-94%</td>
</tr>
<tr>
<td>B+</td>
<td>3.40</td>
<td>87-89%</td>
</tr>
<tr>
<td>B</td>
<td>3.20</td>
<td>83-86%</td>
</tr>
<tr>
<td>B-</td>
<td>3.00</td>
<td>80-82%</td>
</tr>
</tbody>
</table>
3.4

C+ 2.80 Grade Points (G.P.)  77-79%  Average  
C  2.50 Grade Points (G.P.)  70-76%  
C- 2.00 Grade Points (G.P.)  65-69%  
F  0.00 Grade Points (G.P.)  Failure  
P  Pass (not included in the G.P.A.)  
I  Incomplete  
AU  Audit  
CR  Credit  
CRC  Credit for Challenge Examination  
TCR  Transfer Credit  
NP  Not Passing  
W  Withdrawal  
DS  Dismissal  

1. Grade points for each completed course are computed as a product of the earned grade number and the number of units. The Grade Point Average (GPA) is computed for American Liberty University units only.  
2. The lowest passing grade at the Undergraduate is a “C” (2.0), and at the graduate and post graduate level is a “B” (3.0).  
3. A grade of "I", indicating incomplete work, is assigned to a student who has attended class but who, because of an emergency, has failed to complete all assigned work for the course. The "I" grade is given only to students whose work, at the time the "I" grade is assigned, is at least passing. Incomplete grades are given only for compelling reasons, as determined by the instructor and as approved by the University Dean; documentation, provided by the student, is necessary. Students must formally request that an incomplete grade be issued, prior to the end of the academic term. Students receiving an "I" grade must contact the course instructor and/or University Dean and make up the deficient course work within six months following the end of the course for which the "I" grade was issued; otherwise the "I" will be changed to "F."  

GRADE REPORTS  
Official grade reports are issued for each class and mailed to each student by Registrar after the end of each quarter. Grade reports will not be given over the telephone or in person.  

STUDENT RECORDS  
This institution maintains all educational records of students in accordance with the Family Right and Privacy Act of 1974 (Public law 93-380, Section 438) and Reform Act as amended. All information retained in a student's file at American Liberty University is available for inspection and review by that student upon request in writing for such review. An appointment will be scheduled through the Administration Office for the student to review the file with a representative from the University. Enrollees are advised and cautioned that state law (Reform Act) requires this educational institution to maintain all records will be maintained at the primary administrative location for a minimum period of five years, and all student transcript records will be retained Permanently.  
In addition to permanently retaining a transcript as required by section 94900(b) of the Code, American Liberty University maintain for a period of 5 years the pertinent student records described in Section 71920 from the student's date of completion or withdrawal. The American Liberty University regarding admission to and attendance at the University maintains the following types of records.  
1. Original application for admission and self-evaluation.  
2. Original records of high school graduation or equivalent and/or transcripts from other colleges and/or universities attended.  
3. Enrollment Agreement.  
4. Letter(s) of recommendation.
5. Immigration and Naturalization Service documents and evidence of financial support (international students only).
6. Educational record of courses taken and grade points earned.
7. Course Enrollment Forms.
8. Student Academic program Form
9. School Performance Fact Sheet
10. Student Tuition Recovery Fund (STRF)
11. Any changes in educational status or in scholastic programs.
12. Changes of address or employment status, and telephone numbers.
13. Applications or data pertinent to loans or student financial aid.
14. Student Calendar Form
15. Records of all enrolments and evidence of academic progress
16. Student Transcript
17. A copy of Payment Card.
18. A copy of student work products.
19. Student-instructor Assignments Notification (off-campus programs).

MAINTENANCE OF RECORDS

(a) American Liberty University maintains all records required by the Act and this chapter. The records shall be maintained in this state.

(b)(1) In addition to permanently retaining a transcript as required by section 94900(b) of the Code, American Liberty University maintain for a period of 5 years the pertinent student records described in Section 71920 from the student's date of completion or withdrawal.

(2) Notwithstanding (b)(1), American Liberty University maintain records relating to federal financial aid programs as provided by federal law.

(c) A record is considered current for three years following a student's completion or withdrawal. A record may be stored on microfilm, microfiche, computer disk, or any other method of record storage only if all of the following apply:

(1) The record may be stored without loss of information or legibility for the period within which the record is required to be maintained by the Act;

(2) For a record that is current, American Liberty University maintains functioning devices that can immediately reproduce exact, legible printed copies of stored records. The devices shall be maintained in reasonably close proximity to the stored records at American Liberty University's primary administrative location in California. For a record that is no longer current, American Liberty University shall be able to reproduce exact, legible printed copies within two (2) business days.

(3) American Liberty University has personnel scheduled to be present at all times during normal business hours who know how to operate the devices and can explain the operation of the devices to any person authorized by the Act to inspect and copy records; and

(4) Any person authorized by the Act or this chapter to inspect and copy records shall be given immediate access to the document reproduction devices for the purpose of inspecting and copying stored records and shall, upon request, reimburse American Liberty University for the reasonable cost of using American Liberty University's equipment and material to make copies at a rate not to exceed ten cents ($0.10) per page.
(d) American Liberty University maintain a second set of all academic and financial records required by the Act and this chapter at a different location unless the original records, including records stored pursuant to subdivision (b) of this section, are maintained in a manner secure from damage or loss. An acceptable manner of storage under this subsection would include fire resistant cabinets.

(e) All records that American Liberty University is required to maintain by the Act or this chapter shall be made immediately available by American Liberty University for inspection and copying during normal business hours by the Bureau and any entity authorized to conduct investigations.

(f) If American Liberty University closes, American Liberty University and its owners are jointly and severally responsible to arrange at their expense for the storage and safekeeping in California of all records required to be maintained by the Act and this chapter for as long as those records must be maintained. The repository of the records shall make these records immediately available for inspection and copying, without charge except as allowed under subdivision (c)(4) of this section, during normal business hours by any entity authorized by law to inspect and copy records.

The Family Educational Rights and Privacy Act affords students certain rights with respect to their educational records.

Record Inspection
Students have the right to inspect and review their education records. Access to education records should occur within a reasonable period of time, not to exceed 45 days from the time the request was made. Students should submit to the registrar, dean, director or other appropriate official, written requests that identify the record(s) they wish to inspect.

The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

BUCKLEY AMENDMENT

In compliance with public Law 93-380, Section 438 (The Buckley Amendment), any student grades, records, or personal information may not be given out to third persons without the written consent of the student. Permission must be given by students in order for information in their file to be used as reference checks for credit or employment evaluation by third parties and the student must file a declaration to this effect, which will be kept in the student's file(s). The declaration can be all-inclusive or on a case-by-case access basis.

ATTENDANCE

American Liberty University's attendance policy is designed to ensure that students maintain satisfactory progress in all courses in their program (if attendance required). Students are expected to attend classes, seminar or group study be on time, and be prepared to participate in class.

Full-Time Attendance:
In the standard (full-time) schedule, students attend classes an average of 16 to 20 hours per week, spread over two to five days.

Part-Time Attendance:
In the ultimate (part-time) attendance, students attend classes an average of 8 to 16 hours per week, spread over one to four days.
CLASS ATTENDANCE RECORDS/ABSENCES
Attendance records are regularly maintained by the University through the use of sign-in sheets. Sign-in sheets list all of the students officially registered in the class, and provide a signature line for each student. All American Liberty University students are required to attend a minimum of eighty percent (80%) of the scheduled sessions in each class. Therefore, if students are marked as absent in more than twenty percent (20%) of the scheduled sessions in a particular class, they are subject to administrative automatic failure ("F" grade) in the class for failure to meet American Liberty University's attendance requirements. If a student attends a scheduled class session, and forgets to sign in on the class sign-in sheet, he/she will be marked absent for that class session.

Students are cautioned that maintaining track of personal attendance in courses registered is the student's responsibility, not the University's. The University cannot provide telephone or personal assistance in verifying attendance/absence information in courses. Students are held strictly accountable for knowing how many absences have been incurred in each of their registered courses and for understanding the ramifications of failure to meet the attendance requirements in a course or courses.

TARDINESS
Tardiness disrupts a good learning environment and is discouraged. Two tardiness without a legitimate reason may be counted as one unexcused absence in a class at the instructor's discretion.

CONSEQUENCES OF UNSATISFACTORY ATTENDANCE
Regular class attendance is necessary to ensure a meaningful educational experience at the University. Students who fail to meet the attendance requirements in a course or courses will receive an automatic "F" grade in the courses(s). Exceptions to this policy are made only at the discretion of the Dean.

Administrative Class Failure in all registered courses in a term due to unsatisfactory attendance may result in administrative disenrollment from the program. To be considered for readmission to the program after disenrollment from the program for unsatisfactory attendance, students must file a petition with the University documenting valid extenuating circumstances explaining the non-attendance and failure to follow proper administrative procedures. Readmission to the program will be discretionary, based upon the evidence presented in the petition.

OFFICIAL MAKE-UP CLASS
Students may officially make up a missed class session by attending another section of the same class in the same week as the class session missed. Midterm and Final examinations must be taken in the registered class section.

LEAVES OF ABSENCE
In accordance with federal regulations, students are allowed to take a leave of absence during their course of study, to a maximum leave period of sixty (60) days. No more than one leave of absence may be granted for the same student in any 12-month period. Leaves of Absence can be no longer than sixty (60) days of scheduled instructional time. Students must file a formal written petition requesting the Leave of Absence. The petition should detail legitimate reasons for the leave request and define the period of the leave. A Leave of Absence may be granted at the University's discretion, with the understanding that the leave will extend a student's study program. Students who successfully complete units during a term are not required to request a Leave of Absence.

SATISFACTORY PROGRESS

In order to remain enrolled at American Liberty University, students must maintain satisfactory progress towards completing their course of study. Satisfactory progress involves two criteria: Quantitative Progress and Qualitative Progress. The conditions for both criteria are outlined below.

APPLICATION OF SATISFACTORY PROGRESS STANDARDS
These satisfactory progress standards apply to all students, on-campus, off-campus and research, part-time or full-time.

**QUANTITATIVE PROGRESS**
A student's program must be completed within the maximum time frame set forth by their enrollment status. The maximum time frame is 150% of the standard program length.

**QUALITATIVE PROGRESS**
Students must complete all courses at American Liberty University with a minimum grade 2.0 or better for undergraduate programs, 3.0 or better graduate and post graduate Programs.
The administration evaluates qualitative progress at the end of each semester. Official transcripts of all grades earned in a term are prepared for each student. If students earn a grade point average which causes their cumulative grade point average to fall below 2.0 for undergraduate programs, below 3.0 for graduate and post graduate Programs, they are no longer making satisfactory academic progress, and will either be placed on probation as outlined below, or academically dismissed from the program, depending on the actual cumulative grade point average earned.

**ACADEMIC WARNING**
Any student who achieves a semester grade point average (GPA) of less than 2.0 for undergraduate programs, 3.0 for graduate and post graduate Programs, or who fails one or more classes during a term, but who has a cumulative GPA 2.0 or better for undergraduate programs, 3.0 or better for graduate and post graduate programs, and has not been placed on academic probation or dismissed from the program, will be placed on Academic Warning for the following semester. Students on Academic Warning should retake and pass those courses failed during the following semester whenever possible. Academic Warning status does not affect a student's eligibility for, or status, with regard to financial aid. Students on Academic Warning should have a counseling appointment with the Dean and will be offered special remedial tutoring if needed.

**STUDENT GRIEVANCE PROCEDURE**
American Liberty University, in the administration of discipline, guarantees procedural fairness to an accused person, whether the person is an American Liberty University student or staff/faculty member. In pursuit of its policy of openness, accountability, and responsiveness to students, the University administration provides established grievance procedures. The Dean of Academic Affairs shall maintain a file on each grievance reported, including the procedures followed and the final disposition of the case.

**DEFINITION**
A grievance is a complaint arising out of any alleged, unauthorized, or unjustified act or decision by a student, faculty member, administrator, or staff person, which in any way adversely affects the status, rights, or privileges of a member of the student body. The burden of proof shall rest with the complainant.
If students have a grievance and wish it to be recognized as such, a written complaint must be submitted to American Liberty University. The written grievance must clearly state the student's name, the nature of the complaint, the name(s) of all parties directly involved in the complaint, and any appropriate documentary evidence.

**STEPS TOWARDS REDRESS**
Based upon the information presented in the grievance, steps toward redress shall begin with informal discussions headed by the Dean of Academic Affairs. Resolution shall be attempted at the most basic level. If a satisfactory solution cannot be reached within a reasonable time frame, the grievance shall be scheduled for presentation to the Disciplinary Committee for hearing and appropriate action. Informal discussion between
persons directly involved in a grievance is essential in the early stages of a dispute reconciliation, and shall be encouraged at all stages of the grievance procedure.

**PROCEDURES FOR OFFICIAL HEARINGS**

If informal recourse fails to resolve the grievance within a reasonable time after filing, the Dean will schedule a Disciplinary Committee meeting. The voting members of this Committee shall be comprised of the President, the Dean of Academic Affairs, the Dean of Students, Director of Student Body Association, and a representative of the faculty who shall sit on the Committee on a rotating basis.

A copy of the grievance shall be given in writing to the person(s) against whom the complaint is brought. The Committee shall review and consider documentary records which relate to the case, including the grievance and its supporting documentation, and any documentary evidence or statement by the person(s) against whom the complaint was filed. Committee members shall arrive at a judgment in consultation among themselves. A majority vote of such qualified members may make recommendations as appropriate for disciplinary actions or for changes in policy to the appropriate administrative officials.

The following information is required in the entering of a complaint:

1. The approximate date that the problem occurred.
2. The name of the individual involved in the problem.
3. The nature of the problem.
4. Copies of important information regarding the problem.

**STUDENT CONDUCT**

Students are expected to exercise respect and self-discipline at American Liberty University. The following behaviors may result in dismissal from American Liberty University:

1. Defacing, stealing or mutilating any school property.
2. Falsification or misrepresentation of material information in any records, financial documents, or sign-in sheets, whether inadvertent or deliberate.
3. Unethical conduct.
4. Activities creating a safety hazard to other persons at the University.
5. Disobedience or disrespect towards another student, an administrator, a faculty member or a staff member.
6. A single serious incident or repeated less-serious incidents of intoxication from any substance, as well as possession of drugs or alcohol on University premises.

**DRUG AND ALCOHOL ABUSE POLICY**

American Liberty University prohibits the use, possession, and sale of all alcoholic or illegal drug substances by any person in classes, seminars, or on campus property. Incidents violating this policy should be reported immediately to the Dean of Academic Affairs or Dean of Students. Abuse of the University's drug or alcohol abuse policy will result in any or all of the following:

1. Anyone involved in selling or possessing alcohol or an illegal substance will be asked to leave campus property immediately.
2. Students will be put on immediate probationary status and will have to show active participation in a clinical program to correct such substance abuse.

**SAFETY AND SEXUAL ASSAULT**

In an effort to maintain a safe and comfortable campus, the Governing Board of American Liberty University has adopted and hereby maintains the following policy with respect to safety and sexual assault on campus:
1. American Liberty University shall operate its facility with the goal of providing a safe environment to its visitors, students, faculty and staff. American Liberty University shall implement a notification process through which students, faculty and staff members may notify the institution of conditions, events, or individuals which may pose a threat to the safety of the individuals who use and/or occupy this facility.

2. American Liberty University shall provide for monetary resources necessary to maintain the building and its parking lot in such a condition to reasonably provide for the safety of the visitors, students, faculty, and staff members. American Liberty University shall ensure adequate lighting; removal of debris and spills; and timely repair of any and all objects which fall into disrepair, which shall in any way cause injury to individuals who are present on the premises operated by American Liberty University.

3. American Liberty University shall report to the appropriate emergency personnel any activity of any individual if such activity is deemed to be a threat to the safety of the visitors, students, faculty or staff members of American Liberty University.

4. Faculty and staff members shall report any breach of security to the President of American Liberty University. A breach of security includes, but is not limited to, theft, trespass, embezzlement, loitering, sexual harassment, assault, rape, and any other act, criminal or otherwise, which poses a threat to the security of the property of American Liberty University and the individuals who occupy and/or use the premises operated by American Liberty University.

5. American Liberty University shall educate its students and employees regarding sexual assault on campus and shall present to them information regarding the signs, dangers, and avoidance of sexual assault and the legal, medical and psychological help available to victims of sexual assault.

6. American Liberty University shall maintain strict confidentiality of all matters relating to any sexual assault which occurs on this campus or which involves a student or employee of American Liberty University; except as otherwise set forth in this policy statement information may be released to emergency personnel and law enforcement personnel in an effort to assist the victim and shall, whenever possible, be released with the victim's consent. No employee of American Liberty University shall release any information pertaining to a sexual assault on campus to members of the press, students, faculty or any third party unless the victim has given his/her written consent authorizing such disclosure, except as set forth above. American Liberty University shall make a reasonable effort to have those individuals who are present at the time of the incident sign a statement which provides for their agreement to maintain such matters in confidence as outlined herein.

**POLICY ON TUITION AND FEES**

TUITION & FEES

American Liberty University operates on a semester academic calendar system, with three equal 15-week academic terms in each calendar year. Students in all American Liberty University programs must select, register for and attend a schedule of individual classes, until such time as all of the required classes in the student's enrolled program have been successfully completed.

The student enrollment agreement indicates both the total tuition for the student's chosen program and the per-unit tuition rate for the student's enrollment. Actual student tuition charges for each semester are based upon the tuition rate shown on the student's enrollment agreement. The college earns student tuition throughout each student's program on a strict pro rata basis based upon the total number of units each student attempts, as determined by the number of units registered on the student's Registration Form for each term. The total tuition charged to a student over his/her study program may exceed the total program tuition indicated on the enrollment agreement if the student fails to satisfactorily complete any required classes as
registered and must, as a result, repeat the class (es) prior to graduation from the program, or if the student completes classes which are not a part of his/her required program as set forth in the Enrollment Agreement.

MONTHLY PAYMENT PLAN
American Liberty University offers a unique financial plan for those students interested. We offer an interest free monthly payment plan equal to the number of months for the duration of studies, so the student can complete payment prior to graduation.
Note: Each semester's tuition and fees must be paid in full during same semester, either at the start or with equal monthly payments.

CREDIT CARDS
American Liberty University accepts VISA, MASTER CARD, and AMERICAN EXPRESS from students for tuition expenses and textbook purchases.

SCHEDULE OF TUITION AND FEES

FEES AND CHARGES. The student is responsible for the following fees and charges:

<table>
<thead>
<tr>
<th>Fee/Charge</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$110.00*</td>
</tr>
<tr>
<td>STRF Fee</td>
<td>$0.00 (non-refundable)*</td>
</tr>
<tr>
<td>Bachelor of Business Administration Degree (BBA)</td>
<td>$175.00** per units</td>
</tr>
<tr>
<td>Master of Business Administration Degree (MBA)</td>
<td>$195.00 **per units</td>
</tr>
<tr>
<td>Doctor of Philosophy in Business Administration Degree (Ph.D.)</td>
<td>$240.00 **per units</td>
</tr>
<tr>
<td>Doctor of Business Administration (DBA)</td>
<td>$240.00 **per units</td>
</tr>
<tr>
<td>Doctor of Philosophy in Oriental Medicine Degree (Ph.D.)</td>
<td>$240.00 ** per units</td>
</tr>
<tr>
<td>Diploma in Acupuncture (D.A.)</td>
<td>$8,500.00**</td>
</tr>
<tr>
<td>Student Association</td>
<td>$55.00 annually</td>
</tr>
<tr>
<td>Foreign Student Processing</td>
<td>$150.00*</td>
</tr>
<tr>
<td>Returned Check</td>
<td>$50.00*</td>
</tr>
<tr>
<td>Repeat processing</td>
<td>$75.00*</td>
</tr>
<tr>
<td>Transcripts (duplicate)</td>
<td>$25.00</td>
</tr>
<tr>
<td>Catalog Fee</td>
<td>$20.00</td>
</tr>
<tr>
<td>Registration</td>
<td>$35.00* per semester</td>
</tr>
<tr>
<td>Course Make-Up Exam</td>
<td>$100.00</td>
</tr>
<tr>
<td>Assessment fee for Transfer Credit</td>
<td>No Charge</td>
</tr>
<tr>
<td>Fees to Transfer Credit</td>
<td>No Charge</td>
</tr>
<tr>
<td>Late Registration</td>
<td>$50.00*</td>
</tr>
<tr>
<td>Late Ad Fee</td>
<td>$20.00*</td>
</tr>
<tr>
<td>Course Challenge Exam</td>
<td>$125.00</td>
</tr>
<tr>
<td>Late Tuition Payment</td>
<td>%5 of payment due*</td>
</tr>
<tr>
<td>Credit Card</td>
<td>3% convenience fee charge</td>
</tr>
<tr>
<td>Graduation Ceremony and Banquet</td>
<td>Announced annually</td>
</tr>
<tr>
<td>Ph.D. Dissertation Processing Fee</td>
<td>$1,275.00*</td>
</tr>
</tbody>
</table>

**Mandatory

Acupuncture and Oriental Medicine

Diploma in Acupuncture (D.A.)

<table>
<thead>
<tr>
<th>Fee/Charge</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$110.00*</td>
</tr>
<tr>
<td>Tuition (35 SU)</td>
<td>$8,500.00**</td>
</tr>
<tr>
<td>Registration Fee (2 Semester X $35.00)</td>
<td>$70.00*</td>
</tr>
</tbody>
</table>
Books & Supplies (Estimate) $750.00*
Graduation Fee (Estimate) $415.00*
Malpractice Insurance (Estimate) $50.00*
Student Association Fee (1 years X $55.00) $55.00*
Other Fees (Estimate) $100.00*
STRF Fee $0.00 (non-refundable)
TOTAL CHARGES $10,050.00

**Ph.D. in Oriental Medicine**
Application Fee $110.00*
Tuition (81 SU X $240) $19,440.00 **
Registration Fee (9 Semester X $35.00) $315.00*
Books & Supplies (Estimate) $800.00*
Graduation Fee (Estimate) $415.00*
Malpractice Insurance (Estimate) $200.00*
Student Association Fee (3years X $55.00) $165.00*
Other Fees (Estimate) $200.00*
Dissertation Processing Fee (Estimate) $1,275.00*
STRF Fee $0.00 (non-refundable)*
TOTAL CHARGES $22,920.00

**Refundable  Nonrefundable  SU: Semester Unite**

**Business Administration**

**Bachelor of Business Administration (BBA)**
Application Fee $110.00*
Tuition (120 SU X $175) $21,000.00 **
Registration Fee (12 Semester X $35.00) $420.00*
Graduation Fee (Estimate) $415.00*
Student Association Fee (4 years X $55.00) $220.00*
Digital Resource & Technology (including e-library) $500.00*
STRF Fee $0.00 (non-refundable)*
TOTAL CHARGES $22,665.00

**Master of Business Administration (MBA)**
Application Fee $110.00*
Tuition (45 SU X $195) $8,775.00 **
Registration Fee (6 Semester X $35.00) $210.00*
Graduation Fee (Estimate) $415.00*
Student Association Fee (2 years X $55.00) $110.00*
Digital Resource & Technology (including e-library) $400.00*
STRF Fee $0.00 (non-refundable)*
TOTAL CHARGES $10,020.00

**Ph.D. in Business Administration (Ph.D.)**
Application Fee $110.00*
Tuition (72 SU X $240) $17,280.00 **
Registration Fee (9 Semester X $35.00) $315.00*
Graduation Fee (Estimate) $415.00*
Student Association Fee (3 years X $55.00) $165.00*
Digital Resource & Technology (including e-library) $500.00*
Dissertation Processing Fee (Estimate) $1,275.00*
REFUND POLICY

CANCELLATION AND REFUNDS
Students may cancel their enrollment at any time and will receive a refund for the part of the program not taken. To cancel enrollment, students must mail or deliver a signed and dated copy of the Notice of Cancellation form, or a written statement requesting cancellation, to the American Liberty University. Any notification of withdrawal or cancellation, and/or requests for refunds, should be submitted to the American Liberty University in writing.

REFUND POLICY BEFORE ACCEPTANCE OF ENROLLMENT BY UNIVERSITY
If enrollment is declined by the University, any tuition fees paid to the University will be refunded in full. (The $110.00 Application Fee is non-refundable.)

REFUND POLICY AFTER ACCEPTANCE OF ENROLLMENT BY UNIVERSITY & STUDENT’S RIGHT TO CANCEL:
You have 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.

You may cancel this enrollment agreement and receive a refund by providing a written notice to The Office of the Registrar, American Liberty University 3101 W. Coast Highway, Suite 400. Newport Beach California, 92663.

A seven-day full refund period is in force after acceptance by the University. During this period, all tuition monies paid will be refunded upon written notice of cancellation if received within seven (7) business days following the day of the first scheduled class in the student's program. The Notice of Cancellation must be received by the University within that seven-day period to receive a full refund. The $110.00 application Fee is non-refundable.

If students cancel or withdraw after this seven-day period, they may be entitled to a partial refund. Students have a right to withdraw from the University at any time and request a refund for the part of the program paid for but not taken. The amount of that refund shall be prorated according to the percentage of the program completed less the cost of an administrative fee. The refund shall be calculated in the following manner:

<table>
<thead>
<tr>
<th>Percentage of Course Conducted</th>
<th>Tuition Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>10%</td>
<td>90%</td>
</tr>
<tr>
<td>25%</td>
<td>75%</td>
</tr>
<tr>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>60%</td>
<td>40%</td>
</tr>
<tr>
<td>75%</td>
<td>25%</td>
</tr>
<tr>
<td>76%</td>
<td>No Refund</td>
</tr>
</tbody>
</table>

Refund Policy for Distance Learning program:
For purposes of determining the scheduled length of program for refund calculations, multiply the number of courses required for the degree by 15 weeks, expected completion time per course. The institution refund policy for students who have received 60% or less of the course of instruction shall be a pro rata refund. The refund shall be the amount the student paid for instruction less the cost of the instruction received. Students are responsible for tuition fees for courses in which they are enrolled.
Students who have paid in full and received all course and lesson materials, as they requested, will not be entitled to a refund. However, they are entitled to receive all instruction they ordered for, provided that they comply with the academic policies and procedures of the University. For withdrawal beyond 60% completion, there are no refunds; nor is there any refund if a student completes a course in a shorter period of time than prescribed.

Students who have paid in full and who have requested a refund in writing and have received all of their instructional materials are not entitled to a refund after the material is mailed. However, they are entitled to receive all of the instruction they ordered for, provided that they comply with the academic policies and procedures of the University.

**Refund Example:** If a student completes 15 weeks of a 72 weeks (for MBA) program and has paid $8,775.00 in tuition, the student would receive a refund calculated as follows: $8,775.00 x 57/72 = $6,946.80 - $110 (Application Fee).

**STUDENT’S RIGHT TO CANCEL:** You have 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.

You may cancel this enrollment agreement and receive a refund by providing a written notice to **Newport Beach, CA 92663.**

**REFUND INFORMATION:** The student has a right to a full refund of all charges less the amount of $110.00 for the application fee if he/she cancels this agreement within seven days of registration.

All Notices of Cancellation and/or requests for withdrawal/refunds will be processed promptly upon receipt by American Liberty University. Appropriate refunds will be sent by check within forty-five (45) days after American Liberty University receives the Notice of Cancellation form or written withdrawal/refund request. Refunds due directly to students will be mailed to the address written on the Notice of Cancellation or withdrawal request.

NOTE: The number of days represented above pertains to the number of days following the student's signing of a Course Enrollment Request Form.

**WITHDRAWALS AND REFUNDS**

(a) American Liberty University shall make refunds that are no less than the refunds required under the Act and this Division.

(b) American Liberty University may not enforce any refund policy that is not specified in the catalog as required pursuant to section 94909(a)(8)(B) of the Code, and must refund all institutional charges upon a student's withdrawal. Withdrawal policy procedures pursuant to section 94909(a)(8)(B) of the Code shall include, at a minimum: the acceptable methods of delivery of a notice to withdraw; whether withdrawal can be accomplished by conduct, and if so, how; the position or positions to whom the notice to withdraw must be delivered; and the date that the notice to withdraw is considered effective, which shall be no later than the date received by American Liberty University.

(c) A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the Code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

(1) The amount owed equals the daily charge for the program (total charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.
(2) Except as provided for in subdivision (a)(3) of this section, all amounts paid by the student in excess of what is owed as calculated in subdivision (a)(1) shall be refunded.

(3) Except as provided herein, all amounts that the student has paid shall be subject to refund unless the enrollment agreement and the refund policy outlined in the catalog specify amounts paid for an application fee or deposit not more than $250.00, books, supplies, or equipment, and specify whether and under what circumstances those amounts are non-refundable. Except when American Liberty University provides a 100% refund pursuant to section 94919(d) or section 94920(b) of the Code, any assessment paid pursuant to section 94923 of the Code is non-refundable.

(4) For purposes of determining a refund under the Act and this section, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in its catalog.

(d) If American Liberty University has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and American Liberty University has not paid the money to the third party at the time of the student's withdrawal or cancellation, American Liberty University shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

(e) American Liberty University shall refund any credit balance on the student's account within 45 days after the date of cancellation or withdrawal.

**Student Tuition Recovery Fund (STRF)**
(California Education Code §94923; Title 5, California Code of Regulations §76020-76140)

Report all students signing enrollment agreements during the reporting period. The Student Tuition Recovery Fund (STRF) assessment rate for these students is $.0 per $1,000 of institutional chargers. Institutions shall collect the assessment from each student at the time it collects the first payment from or on behalf of the student at or after enrollment. The assessment shall be collected for the entire period of enrollment, regardless of whether the student pays the institutional charges in increments.

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

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and

2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

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

1. You are not a California resident, or are not enrolled in a residency program, or

2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."
“The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against American Liberty University for a violation of the Act."
# 2017 ACADEMIC CALENDAR

## 2017 SPRING SEMESTER

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year’s Day</td>
<td>January 1, 2017 (Holiday)</td>
</tr>
<tr>
<td>Registration</td>
<td>January 3 through January 5, 2017</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>January 6, 2017</td>
</tr>
<tr>
<td>Martin Luther King Jr. Holiday</td>
<td>Monday January 16, 2017 (school close)</td>
</tr>
<tr>
<td>President’s Day Holiday</td>
<td>Monday February 20, 2018 (school close)</td>
</tr>
<tr>
<td>Mid-Term</td>
<td>Monday February 21 to Friday February 26, 2017</td>
</tr>
<tr>
<td>Good Friday</td>
<td>Friday April 7, 2017 (school close)</td>
</tr>
<tr>
<td>Final Exam</td>
<td>April 17 through April 21, 2017</td>
</tr>
<tr>
<td><strong>Spring Break</strong></td>
<td><strong>April 24 through April 30, 2017</strong></td>
</tr>
</tbody>
</table>

## 2017 SUMMER SEMESTER

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>May 1 through May 3, 2017</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>May 4, 2017</td>
</tr>
<tr>
<td>Memorial Day Holiday</td>
<td>Monday May 29, 2017 (school close)</td>
</tr>
<tr>
<td><strong>Commencement Class of 2017</strong></td>
<td><strong>Saturday June 3, 2017</strong></td>
</tr>
<tr>
<td>Mid-Term</td>
<td>June 12 through June 16, 2017</td>
</tr>
<tr>
<td>Independence Day Holiday</td>
<td>Saturday July 4, 2017 (school close)</td>
</tr>
<tr>
<td>Final Exam</td>
<td>August 21 through August 25, 2017</td>
</tr>
<tr>
<td><strong>Summer Break</strong></td>
<td><strong>August 26 through August 31, 2017</strong></td>
</tr>
</tbody>
</table>

## 2017 FALL SEMESTER

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration and Tuition</td>
<td>September 1 through September 6, 2017</td>
</tr>
<tr>
<td>Labor Day Holiday</td>
<td>Tuesday, September 4, 2017 (school close)</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>September 7, 2017</td>
</tr>
<tr>
<td>Columbus Day</td>
<td>Monday October 9, 2017</td>
</tr>
<tr>
<td>Mid-Term</td>
<td>October 16 through October 20, 2017</td>
</tr>
<tr>
<td>Veteran’s Day Holiday</td>
<td>Friday, November 11, 2017 (school close)</td>
</tr>
<tr>
<td>Thanksgiving Holiday</td>
<td>November 23-26, 2017 (school close)</td>
</tr>
<tr>
<td>Final Exam</td>
<td>December 18 to December 22, 2017</td>
</tr>
<tr>
<td><strong>Fall Break</strong></td>
<td><strong>December 23, 2017 through January 1, 2018</strong></td>
</tr>
</tbody>
</table>
# 2018 ACADEMIC CALENDAR

## 2018 SPRING SEMESTER

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year’s Day</td>
<td>January 1, 2018 (Holiday)</td>
</tr>
<tr>
<td>Registration</td>
<td>January 2 through January 5, 2018</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>January 8, 2018</td>
</tr>
<tr>
<td>Martin Luther King Jr. Holiday</td>
<td>Monday January 15, 2018 (school close)</td>
</tr>
<tr>
<td>President’s Day Holiday</td>
<td>Monday February 19, 2018 (school close)</td>
</tr>
<tr>
<td>Mid-Term</td>
<td>Tuesday February 20 to Friday February 23, 2018</td>
</tr>
<tr>
<td>Good Friday</td>
<td>Friday April 6, 2018 (school close)</td>
</tr>
<tr>
<td>Final Exam</td>
<td>April 16 through April 20, 2018</td>
</tr>
<tr>
<td>Spring Break</td>
<td>April 23 through April 30, 2018</td>
</tr>
</tbody>
</table>

## 2018 SUMMER SEMESTER

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>May 1 through May 4, 2018</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>May 7, 2018</td>
</tr>
<tr>
<td>Memorial Day Holiday</td>
<td>Monday May 28, 2018 (school close)</td>
</tr>
<tr>
<td>Commencement Class of 2018</td>
<td>Sunday June 3, 2018</td>
</tr>
<tr>
<td>Mid-Term</td>
<td>June 11 through June 15, 2018</td>
</tr>
<tr>
<td>Independence Day Holiday</td>
<td>Wednesday July 4, 2018 (school close)</td>
</tr>
<tr>
<td>Final Exam</td>
<td>August 20 through August 24, 2018</td>
</tr>
<tr>
<td>Summer Break</td>
<td>August 27 through August 31, 2018</td>
</tr>
</tbody>
</table>

## 2018 FALL SEMESTER

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration and Tuition</td>
<td>September 4 through September 7, 2018</td>
</tr>
<tr>
<td>Labor Day Holiday</td>
<td>Tuesday, September 3, 2018 (school close)</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>September 10, 2018</td>
</tr>
<tr>
<td>Columbus Day</td>
<td>Monday October 8, 2018</td>
</tr>
<tr>
<td>Mid-Term</td>
<td>October 15 through October 19, 2018</td>
</tr>
<tr>
<td>Veteran’s Day Holiday</td>
<td>Monday, November 12, 2018 (school close)</td>
</tr>
<tr>
<td>Thanksgiving Holiday</td>
<td>November 22-25, 2018 (school close)</td>
</tr>
<tr>
<td>Final Exam</td>
<td>December 17 to December 21, 2018</td>
</tr>
<tr>
<td>Fall Break</td>
<td>December 23, 2018 through January 1, 2019</td>
</tr>
</tbody>
</table>
School Performance Fact Sheet  
Calendar Years: 2015 & 2016

**Diploma in Acupuncture (D.A.)**  
Program Length: 6-9 Month

This form is to make you aware of American Liberty University’s current completion, employment, and salary information for the **Diploma in Acupuncture (D.A.) Program**. The following statistics cover the period of:

**On-Time Completion Rates (Graduation Rates)**

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Number of Students Who Began Program</th>
<th>Students Available for Graduation</th>
<th>Number of On-Time Graduates</th>
<th>On-Time Completion Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>0%</td>
</tr>
<tr>
<td>2016</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>0%</td>
</tr>
</tbody>
</table>

**Students Completing Within 150% of the Published Program Length**

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Number of Students Who Began Program</th>
<th>Students Available for Graduation</th>
<th>150% Graduates</th>
<th>150% Completion Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>0%</td>
</tr>
<tr>
<td>2016</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>0%</td>
</tr>
</tbody>
</table>
You may obtain from the Admissions office of American Liberty University a list of the employment positions determined to be in the field for which a student received education and training.

### Gainfully Employed Categories

**Part-Time vs. Full-Time Employment**

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Graduates Employed in the Field 20-29 Hours Per Week</th>
<th>Graduates Employed in the Field at Least 30 Hours Per Week</th>
<th>Total graduates Employed in the Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>00</td>
<td>00</td>
<td>00</td>
</tr>
<tr>
<td>2016</td>
<td>00</td>
<td>00</td>
<td>00</td>
</tr>
</tbody>
</table>

**Single Position vs. Concurrent Aggregated position**

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Graduates Employed in the Field in a Single Position</th>
<th>Graduates Employed in the Field in Concurrent Aggregated Positions</th>
<th>Total graduates Employed in the Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>00</td>
<td>00</td>
<td>00</td>
</tr>
<tr>
<td>2016</td>
<td>00</td>
<td>00</td>
<td>00</td>
</tr>
</tbody>
</table>
Self-Employed/Freelance Positions

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Graduates Employed who are Self-Employed or Working Freelance</th>
<th>Total Graduates Employed in the Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>00</td>
<td>00</td>
</tr>
<tr>
<td>2016</td>
<td>00</td>
<td>00</td>
</tr>
</tbody>
</table>

Institutional Employment

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Graduates Employed who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution</th>
<th>Total Graduates Employed in the Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>00</td>
<td>00</td>
</tr>
<tr>
<td>2016</td>
<td>00</td>
<td>00</td>
</tr>
</tbody>
</table>

Student Initials __________ Date: _______________
Initial only after you have had sufficient time to read and understand this information

This program may result in freelance or self-employment.
• The work available to graduates of this program is usually for freelance or self-employment.
This type of work may not be consistent.

- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school’s graduates are employed in this manner and understand what comprises this work style.

Student Initials___________ Date:_________________
Initial only after you have had sufficient time to read and understand this information

License Examination Passage Rates

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Number of Graduates in Calendar Year</th>
<th>Number of Graduates Taking Exam</th>
<th>Number Who Passed First Available Exam</th>
<th>Number Who Failed First Available Exam</th>
<th>Passage Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>0%</td>
</tr>
<tr>
<td>2016</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>0%</td>
</tr>
</tbody>
</table>

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from # graduates.

Student Initials___________ Date:_________________
Initial only after you have had sufficient time to read and understand this information
Salary and Wage Information

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Graduates Available for Employment</th>
<th>Graduates Employed in Field</th>
<th>$20,001 - $25,000</th>
<th>$20,001 - $25,000</th>
<th>$20,001 - $25,000</th>
<th>$20,001 - $25,000</th>
<th>No Salary Information Reported</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>00</td>
</tr>
<tr>
<td>2016</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>00</td>
</tr>
</tbody>
</table>

A list of sources used to substantiate salary disclosures is available from the Admissions Office of American Liberty University.

Student Initials __________ Date: ______________________
Initial only after you have had sufficient time to read and understand this information

Cost of Educational Program

Total charges for the program for students completing on-time in 2016: $10,050.00. Additional charges may be incurred if the program is not completed on-time.

Student Initials __________ Date: ______________________
Initial only after you have had sufficient time to read and understand this information
Federal Student Loan Debt

Students at American Liberty University are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

Student Initials: ____________________ Date: ____________________
Initial only after you have had sufficient time to read and understand this information

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law. Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

I, the undersigned, have read and understand the information provided in this Fact Sheet.

Student Name - Print: ______________________________________

Student Signature: ______________________________________ Date: ________________

ALU Official: ______________________________________ Date: ________________
Definitions

- “Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- “Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- “Number of On-time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
- “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- “150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
- “Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- “Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after
the announcement of the examination results for the first examination available after a student completes an applicable educational program.

- “Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.
- “First Available Exam Date” is the date for the first available exam after a student completed a program.
- “Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
- “Salary” is as reported by graduate or graduate’s employer.
- “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.
STUDENT’S RIGHT TO CANCEL

You have 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.

You may cancel this enrollment agreement and receive a refund by providing a written notice to The Office of the Registrar, American Liberty University. 3101 West Coast Highway Suite 400, Newport Beach, CA 92663.

Student Initials ____________________________
This form is to make you aware of American Liberty University’s current completion, employment, and salary information for the Bachelor of Science in Business Administration (BBA) Program. The following statistics cover the period of:

### On-Time Completion Rates (Graduation Rates)

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Number of Students Who Began Program</th>
<th>Students Available for Graduation</th>
<th>Number of On-Time Graduates</th>
<th>On-Time Completion Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>0%</td>
</tr>
<tr>
<td>2016</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>0%</td>
</tr>
</tbody>
</table>

Student Initials: ___________________ Date: ___________________
Initial only after you have had sufficient time to read and understand this information

### Students Completing Within 150% of the Published Program Length

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Number of Students Who Began Program</th>
<th>Students Available for Graduation</th>
<th>150% Graduates</th>
<th>150% Completion Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>0%</td>
</tr>
<tr>
<td>Calendar Year</td>
<td>Number of Students Who Began Program</td>
<td>Number of Graduates</td>
<td>Graduates Available for Employment</td>
<td>Graduates Employed in the Field</td>
</tr>
<tr>
<td>---------------</td>
<td>-------------------------------------</td>
<td>---------------------</td>
<td>-----------------------------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td>2015</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>0%</td>
</tr>
<tr>
<td>2016</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>0%</td>
</tr>
</tbody>
</table>

You may obtain from the Admissions office of American Liberty University a list of the employment positions determined to be in the field for which a student received education and training.

**Gainfully Employed Categories**

**Part-Time vs. Full-Time Employment**

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Graduates Employed in the Field 20-29 Hours Per Week</th>
<th>Graduates Employed in the Field at Least 30 Hours Per Week</th>
<th>Total graduates Employed in the Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>00</td>
<td>00</td>
<td>00</td>
</tr>
<tr>
<td>2016</td>
<td>00</td>
<td>00</td>
<td>00</td>
</tr>
</tbody>
</table>

**Single Position vs. Concurrent Aggregated position**

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Graduates Employed in the Field in a Single Position</th>
<th>Graduates Employed in the Field in Concurrent Aggregated Positions</th>
<th>Total graduates Employed in the Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>00</td>
<td>00</td>
<td>00</td>
</tr>
<tr>
<td>2016</td>
<td>00</td>
<td>00</td>
<td>00</td>
</tr>
</tbody>
</table>
## Self-Employed/Freelance Positions

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Graduates Employed who are Self-Employed or Working Freelance</th>
<th>Total Graduates Employed in the Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>00</td>
<td>00</td>
</tr>
<tr>
<td>2016</td>
<td>00</td>
<td>00</td>
</tr>
</tbody>
</table>

## Institutional Employment

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Graduates Employed who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution</th>
<th>Total Graduates Employed in the Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>00</td>
<td>00</td>
</tr>
<tr>
<td>2016</td>
<td>00</td>
<td>00</td>
</tr>
</tbody>
</table>

Student Initials: ___________ Date: ______________

Initial only after you have had sufficient time to read and understand this information

This program may result in freelance or self-employment.
- The work available to graduates of this program is usually for freelance or self-employment.
This type of work may not be consistent.
• The period of employment can range from one day to weeks to several months.
• Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.
• You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
• Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
• Students initialing this disclosure understand that either a majority or all of this school’s graduates are employed in this manner and understand what comprises this work style.

License Examination Passage Rates

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Number of Graduates in Calendar Year</th>
<th>Number of Graduates Taking Exam</th>
<th>Number Who Passed First Available Exam</th>
<th>Number Who Failed First Available Exam</th>
<th>Passage Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>0%</td>
</tr>
<tr>
<td>2016</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>0%</td>
</tr>
</tbody>
</table>

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from # graduates.
Salary and Wage Information

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Graduates Available for Employment</th>
<th>Graduates Employed in Field</th>
<th>$20,001 - $25,000</th>
<th>$20,001 - $25,000</th>
<th>$20,001 - $25,000</th>
<th>$20,001 - $25,000</th>
<th>No Salary Information Reported</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>00</td>
</tr>
<tr>
<td>2016</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>00</td>
</tr>
</tbody>
</table>

A list of sources used to substantiate salary disclosures is available from the Admissions Office of American Liberty University.

Student Initials___________ Date:_________________
Initial only after you have had sufficient time to read and understand this information

Cost of Educational Program

Total charges for the program for students completing on-time in 2016: $22,665.00. Additional charges may be incurred if the program is not completed on-time.

Student Initials___________ Date:_________________
Initial only after you have had sufficient time to read and understand this information
Federal Student Loan Debt

Students at American Liberty University are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

Student Initials_________________ Date:_________________
Initial only after you have had sufficient time to read and understand this information

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law. Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

I, the undersigned, have read and understand the information provided in this Fact Sheet.

Student Name - Print:__________________________________

Student Signature:___________________________________ Date:_________________

ALU Official:________________________________________ Date:_________________
Definitions

• “Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.

• “Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.

• “Number of On-time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year.

• “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.

• “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).

• “150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.

• “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.

• “Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

• “Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after
the announcement of the examination results for the first examination available after a student completes an applicable educational program.

- “Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.
- “First Available Exam Date” is the date for the first available exam after a student completed a program.
- “Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
- “Salary” is as reported by graduate or graduate’s employer.
- “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.
STUDENT’S RIGHT TO CANCEL

You have 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.

You may cancel this enrollment agreement and receive a refund by providing a written notice to The Office of the Registrar, American Liberty University, 3101 West Coast Highway Suite 400, Newport Beach, CA 92663.

Student Initials ______________
School Performance Fact Sheet
Calendar Years: 2015 & 2016

Master of Business Administration (MBA)
Program Length: 1-2 years

This form is to make you aware of American Liberty University’s current completion, employment, and salary information for the Master of Business Administration (MBA) Program. The following statistics cover the period of:

On-Time Completion Rates (Graduation Rates)

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Number of Students Who Began Program</th>
<th>Students Available for Graduation</th>
<th>Number of On-Time Graduates</th>
<th>On-Time Completion Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>100%</td>
</tr>
<tr>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>100%</td>
</tr>
</tbody>
</table>

Student Initials___________ Date:__________________
Initial only after you have had sufficient time to read and understand this information

Students Completing Within 150% of the Published Program Length

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Number of Students Who Began Program</th>
<th>Students Available for Graduation</th>
<th>150% Graduates</th>
<th>150% Completion Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>0%</td>
</tr>
<tr>
<td>2016</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>0%</td>
</tr>
</tbody>
</table>
Job Placement Rates

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Number of Students Who Began Program</th>
<th>Number of Graduates</th>
<th>Graduates Available for Employment</th>
<th>Graduates Employed in the Field</th>
<th>Placement Rate % Employed in the Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

You may obtain from the Admissions office of American Liberty University a list of the employment positions determined to be in the field for which a student received education and training.

Gainfully Employed Categories
Part-Time vs. Full-Time Employment

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Graduates Employed in the Field 20-29 Hours Per Week</th>
<th>Graduates Employed in the Field at Least 30 Hours Per Week</th>
<th>Total graduates Employed in the Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>00</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>2016</td>
<td>00</td>
<td>00</td>
<td>00</td>
</tr>
</tbody>
</table>

Single Position vs. Concurrent Aggregated position

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Graduates Employed in the Field in a Single Position</th>
<th>Graduates Employed in the Field in Concurrent Aggregated Positions</th>
<th>Total graduates Employed in the Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>1</td>
<td>00</td>
<td>1</td>
</tr>
<tr>
<td>2016</td>
<td>00</td>
<td>00</td>
<td>00</td>
</tr>
</tbody>
</table>
## Self-Employed/Freelance Positions

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Graduates Employed who are Self-Employed or Working Freelance</th>
<th>Total Graduates Employed in the Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>00</td>
<td>00</td>
</tr>
<tr>
<td>2016</td>
<td>00</td>
<td>00</td>
</tr>
</tbody>
</table>

## Institutional Employment

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Graduates Employed who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution</th>
<th>Total Graduates Employed in the Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>00</td>
<td>00</td>
</tr>
<tr>
<td>2016</td>
<td>00</td>
<td>00</td>
</tr>
</tbody>
</table>

Student Initials: __________  Date: __________

*Initial only after you have had sufficient time to read and understand this information*

This program may result in freelance or self-employment.
- The work available to graduates of this program is usually for freelance or self-employment.
• This type of work may not be consistent.
• The period of employment can range from one day to weeks to several months.
• Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.
• You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
• Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
• Students initialing this disclosure understand that either a majority or all of this school’s graduates are employed in this manner and understand what comprises this work style.

**Student Initials____________ Date:____________**
Initial only after you have had sufficient time to read and understand this information

### License Examination Passage Rates

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Number of Graduates in Calendar Year</th>
<th>Number of Graduates Taking Exam</th>
<th>Number Who Passed First Available Exam</th>
<th>Number Who Failed First Available Exam</th>
<th>Passage Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>0%</td>
</tr>
<tr>
<td>2016</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>0%</td>
</tr>
</tbody>
</table>

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from # graduates.

**Student Initials____________ Date:____________**
Initial only after you have had sufficient time to read and understand this information
Salary and Wage Information

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Graduates Available for Employment</th>
<th>Graduates Employed in Field</th>
<th>$20,001 - $25,000</th>
<th>$20,001 - $25,000</th>
<th>$20,001 - $25,000</th>
<th>$20,001 - $25,000</th>
<th>No Salary Information Reported</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>1</td>
<td>1</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>1</td>
</tr>
<tr>
<td>2016</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>00</td>
</tr>
</tbody>
</table>

A list of sources used to substantiate salary disclosures is available from the Admissions Office of American Liberty University.

Student Initials Date: Initial only after you have had sufficient time to read and understand this information

Cost of Educational Program

Total charges for the program for students completing on-time in 2016: $10,020.00. Additional charges may be incurred if the program is not completed on-time.

Student Initials Date: Initial only after you have had sufficient time to read and understand this information
Federal Student Loan Debt

Students at American Liberty University are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

Student Initials:_________ Date:_________________
Initial only after you have had sufficient time to read and understand this information

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law. Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

I, the undersigned, have read and understand the information provided in this Fact Sheet.

Student Name - Print:______________________________

Student Signature:______________________________ Date:______________

ALU Official:______________________________ Date:______________
Definitions

- **“Number of Students Who Began the Program”** means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.

- **“Students Available for Graduation”** is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.

- **“Number of On-time Graduates”** is the number of students who completed the program within 100% of the published program length within the reporting calendar year.

- **“On-time Completion Rate”** is the number of on-time graduates divided by the number of students available for graduation.

- **“150% Graduates”** is the number of students who completed the program within 150% of the program length (includes on-time graduates).

- **“150% Completion Rate”** is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.

- **“Graduates Available for Employment”** means the number of graduates minus the number of graduates unavailable for employment.

- **“Graduates Unavailable for Employment”** means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

- **“Graduates Employed in the Field”** means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after
the announcement of the examination results for the first examination available after a student completes an applicable educational program.

- “Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.
- “First Available Exam Date” is the date for the first available exam after a student completed a program.
- “Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
- “Salary” is as reported by graduate or graduate’s employer.
- “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.
STUDENT’S RIGHT TO CANCEL

You have 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.

You may cancel this enrollment agreement and receive a refund by providing a written notice to The Office of the Registrar, American Liberty University, 3101 West Coast Highway Suite 400, Newport Beach, CA 92663.

Student Initials ____________________________
School Performance Fact Sheet
Calendar Years: 2015 & 2016

Doctor of Philosophy in Business Administration (Ph.D.)
Program Length: 1.5-3 years

This form is to make you aware of American Liberty University’s current completion, employment, and salary information for the Doctor of Philosophy in Business Administration (Ph.D.) Program. The following statistics cover the period of:

On-Time Completion Rates (Graduation Rates)

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Number of Students Who Began Program</th>
<th>Students Available for Graduation</th>
<th>Number of On-Time Graduates</th>
<th>On-Time Completion Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>0%</td>
</tr>
<tr>
<td>2016</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>0%</td>
</tr>
</tbody>
</table>

Student Initials ____________ Date: ______________
Initial only after you have had sufficient time to read and understand this information

Students Completing Within 150% of the Published Program Length

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Number of Students Who Began Program</th>
<th>Students Available for Graduation</th>
<th>150% Graduates</th>
<th>150% Completion Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>0%</td>
</tr>
</tbody>
</table>
Student Initials___________ Date:_________________
Initial only after you have had sufficient time to read and understand this information

### Job Placement Rates

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Number of Students Who Began Program</th>
<th>Number of Graduates</th>
<th>Graduates Available for Employment</th>
<th>Graduates Employed in the Field</th>
<th>Placement Rate % Employed in the Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>2016</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>

You may obtain from the Admissions office of American Liberty University a list of the employment positions determined to be in the field for which a student received education and training.

#### Gainfully Employed Categories
**Part-Time vs. Full-Time Employment**

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Graduates Employed in the Field 20-29 Hours Per Week</th>
<th>Graduates Employed in the Field at Least 30 Hours Per Week</th>
<th>Total graduates Employed in the Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>00</td>
<td>00</td>
<td>00</td>
</tr>
<tr>
<td>2016</td>
<td>00</td>
<td>00</td>
<td>00</td>
</tr>
</tbody>
</table>

#### Single Position vs. Concurrent Aggregated position

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Graduates Employed in the Field in a Single Position</th>
<th>Graduates Employed in the Field in Concurrent Aggregated Positions</th>
<th>Total graduates Employed in the Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>00</td>
<td>00</td>
<td>00</td>
</tr>
<tr>
<td>2016</td>
<td>00</td>
<td>00</td>
<td>00</td>
</tr>
</tbody>
</table>
## Self-Employed/Freelance Positions

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Graduates Employed who are Self-Employed or Working Freelance</th>
<th>Total Graduates Employed in the Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>00</td>
<td>00</td>
</tr>
<tr>
<td>2016</td>
<td>00</td>
<td>00</td>
</tr>
</tbody>
</table>

## Institutional Employment

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Graduates Employed who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution</th>
<th>Total Graduates Employed in the Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>00</td>
<td>00</td>
</tr>
<tr>
<td>2016</td>
<td>00</td>
<td>00</td>
</tr>
</tbody>
</table>

Student Initials ___________ Date: ___________
Initial only after you have had sufficient time to read and understand this information

This program may result in freelance or self-employment.
- The work available to graduates of this program is usually for freelance or self-employment.
• This type of work may not be consistent.
• The period of employment can range from one day to weeks to several months.
• Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.
• You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
• Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
• Students initialing this disclosure understand that either a majority or all of this school’s graduates are employed in this manner and understand what comprises this work style.

Student Initials___________ Date:_________________
Initial only after you have had sufficient time to read and understand this information

License Examination Passage Rates

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Number of Graduates in Calendar Year</th>
<th>Number of Graduates Taking Exam</th>
<th>Number Who Passed First Available Exam</th>
<th>Number Who Failed First Available Exam</th>
<th>Passage Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>0%</td>
</tr>
<tr>
<td>2016</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>0%</td>
</tr>
</tbody>
</table>

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from # graduates.

Student Initials___________ Date:_________________
Initial only after you have had sufficient time to read and understand this information
Salary and Wage Information

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Graduates Available for Employment</th>
<th>Graduates Employed in Field</th>
<th>$20,001 - $25,000</th>
<th>$20,001 - $25,000</th>
<th>$20,001 - $25,000</th>
<th>$20,001 - $25,000</th>
<th>No Salary Information Reported</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>00</td>
</tr>
<tr>
<td>2016</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>00</td>
</tr>
</tbody>
</table>

A list of sources used to substantiate salary disclosures is available from the Admissions Office of American Liberty University.

Student Initials ___________ Date: ___________
Initial only after you have had sufficient time to read and understand this information

Cost of Educational Program

Total charges for the program for students completing on-time in 2016: $20,060.00. Additional charges may be incurred if the program is not completed on-time.

Student Initials ___________ Date: ___________
Initial only after you have had sufficient time to read and understand this information
Federal Student Loan Debt

Students at American Liberty University are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

Student Initials________________ Date:________________
Initial only after you have had sufficient time to read and understand this information

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law. Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

I, the undersigned, have read and understand the information provided in this Fact Sheet.

Student Name - Print:__________________________________

Student Signature:____________________________________ Date:________________

ALU Official:_________________________________________ Date:________________

81
Definitions

• “Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
• “Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
• “Number of On-time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
• “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
• “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
• “150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
• “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
• “Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
• “Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after
the announcement of the examination results for the first examination available after a student completes an applicable educational program.

- “Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.
- “First Available Exam Date” is the date for the first available exam after a student completed a program.
- “Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
- “Salary” is as reported by graduate or graduate’s employer.
- “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.
STUDENT’S RIGHT TO CANCEL

You have 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.

You may cancel this enrollment agreement and receive a refund by providing a written notice to The Office of the Registrar, American Liberty University. 3101 West Coast Highway Suite 400, Newport Beach, CA 92663.

Student Initials

Student Initials
School Performance Fact Sheet
Calendar Years: 2015 & 2016

Doctor of Philosophy in Oriental Medicine (Ph.D.)
Program Length: 1.5-3 years

This form is to make you aware of American Liberty University’s current completion, employment, and salary information for the Doctor of Philosophy in Oriental Medicine (Ph.D.) Program. The following statistics cover the period of:

On-Time Completion Rates (Graduation Rates)

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Number of Students Who Began Program</th>
<th>Students Available for Graduation</th>
<th>Number of On-Time Graduates</th>
<th>On-Time Completion Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>21</td>
<td>21</td>
<td>21</td>
<td>100%</td>
</tr>
<tr>
<td>2016</td>
<td>18</td>
<td>18</td>
<td>18</td>
<td>100%</td>
</tr>
</tbody>
</table>

Student Initials________________ Date:________________
Initial only after you have had sufficient time to read and understand this information

Students Completing Within 150% of the Published Program Length

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Number of Students Who Began Program</th>
<th>Students Available for Graduation</th>
<th>150% Graduates</th>
<th>150% Completion Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>21</td>
<td>21</td>
<td>9</td>
<td>42.85%</td>
</tr>
</tbody>
</table>
Initial only after you have had sufficient time to read and understand this information

### Job Placement Rates

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Number of Students Who Began Program</th>
<th>Number of Graduates</th>
<th>Graduates Available for Employment</th>
<th>Graduates Employed in the Field</th>
<th>Placement Rate % Employed in the Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>21</td>
<td>21</td>
<td>21</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>2016</td>
<td>18</td>
<td>18</td>
<td>18</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>

You may obtain from the Admissions office of American Liberty University a list of the employment positions determined to be in the field for which a student received education and training.

### Gainfully Employed Categories

#### Part-Time vs. Full-Time Employment

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Graduates Employed in the Field 20-29 Hours Per Week</th>
<th>Graduates Employed in the Field at Least 30 Hours Per Week</th>
<th>Total graduates Employed in the Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>00</td>
<td>21</td>
<td>21</td>
</tr>
<tr>
<td>2016</td>
<td>00</td>
<td>18</td>
<td>18</td>
</tr>
</tbody>
</table>

### Single Position vs. Concurrent Aggregated position

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Graduates Employed in the Field in a Single Position</th>
<th>Graduates Employed in the Field in Concurrent Aggregated Positions</th>
<th>Total graduates Employed in the Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>21</td>
<td>00</td>
<td>21</td>
</tr>
<tr>
<td>2016</td>
<td>18</td>
<td>00</td>
<td>18</td>
</tr>
</tbody>
</table>
## Self-Employed/Freelance Positions

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Graduates Employed who are Self-Employed or Working Freelance</th>
<th>Total Graduates Employed in the Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>21</td>
<td>21</td>
</tr>
<tr>
<td>2016</td>
<td>18</td>
<td>18</td>
</tr>
</tbody>
</table>

## Institutional Employment

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Graduates Employed who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution</th>
<th>Total Graduates Employed in the Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>00</td>
<td>00</td>
</tr>
<tr>
<td>2016</td>
<td>00</td>
<td>00</td>
</tr>
</tbody>
</table>

Student Initials: Date: Initial only after you have had sufficient time to read and understand this information

This program may result in freelance or self-employment.
- The work available to graduates of this program is usually for freelance or self-employment.
• This type of work may not be consistent.
• The period of employment can range from one day to weeks to several months.
• Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.
• You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
• Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
• Students initialing this disclosure understand that either a majority or all of this school’s graduates are employed in this manner and understand what comprises this work style.

Student Initials___________ Date:_________________
Initial only after you have had sufficient time to read and understand this information

License Examination Passage Rates

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Number of Graduates in Calendar Year</th>
<th>Number of Graduates Taking Exam</th>
<th>Number Who Passed First Available Exam</th>
<th>Number Who Failed First Available Exam</th>
<th>Passage Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>0%</td>
</tr>
<tr>
<td>2016</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>0%</td>
</tr>
</tbody>
</table>

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect date from # graduates.

Student Initials___________ Date:_________________
Initial only after you have had sufficient time to read and understand this information
Salary and Wage Information

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Graduates Available for Employment</th>
<th>Graduates Employed in Field</th>
<th>$20,001-$25,000</th>
<th>$20,001-$25,000</th>
<th>$20,001-$25,000</th>
<th>$20,001-$25,000</th>
<th>No Salary Information Reported</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>21</td>
<td>21</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>21</td>
</tr>
<tr>
<td>2016</td>
<td>18</td>
<td>18</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td>18</td>
</tr>
</tbody>
</table>

A list of sources used to substantiate salary disclosures is available from the Admissions Office of American Liberty University.

Student Initials: ___________________________ Date: ___________________________
Initial only after you have had sufficient time to read and understand this information

Cost of Educational Program

Total charges for the program for students completing on-time in 2016: $20,060.00. Additional charges may be incurred if the program is not completed on-time.

Student Initials: ___________________________ Date: ___________________________
Initial only after you have had sufficient time to read and understand this information
Students at American Liberty University are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

Student Initials:___________ Date:_________________

Initial only after you have had sufficient time to read and understand this information

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law. Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

I, the undersigned, have read and understand the information provided in this Fact Sheet.

Student Name - Print:__________________________________

Student Signature:____________________________________Date:________________

ALU Official:_________________________________________ Date:________________
Definitions

• “Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
• “Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
• “Number of On-time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
• “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
• “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
• “150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
• “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
• “Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
• “Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after
the announcement of the examination results for the first examination available after a student completes an applicable educational program.

- “Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.
- “First Available Exam Date” is the date for the first available exam after a student completed a program.
- “Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
- “Salary” is as reported by graduate or graduate’s employer.
- “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

LOGO Published: December 1, 2016 Page 8 of 9 INSTITUTION NAME ADDRESS | PHONE | WEBSITE
STUDENT’S RIGHT TO CANCEL

You have 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.

You may cancel this enrollment agreement and receive a refund by providing a written notice to The Office of the Registrar, American Liberty University. 3101 West Coast Highway Suite 400, Newport Beach, CA 92663.

Student Initials __________________________