

American Liberty University

Excellence in Higher Education

CATALOG



January 01, 2024 to January 01, 2025

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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 of becoming institutionally accredited by an accrediting agency recognized by the United States Department of Education.

5- A Graduate of this Institution:

A) A graduate of the degree program may be ineligible to sit for applicable licensure exams 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 **1747 North Market Drive, Suite 225, Sacramento, CA 95834. P.O. Box 980818, West Sacramento, CA 95798-0818.** www.bppe.ca.gov, Toll-Free telephone number (888) 370-7589 & (916) 431-6959 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 Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897 (916) 431-6959 or by fax (916) 263-1897 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 the institution to which you may seek to transfer. Acceptance of the degree/certificate/diploma you earn in any of American Liberty University's programs 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 is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework 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 been 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 December 2025.

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 yet.

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

16- The Catalog will be updated annually. Period Covered by this Catalog: January 01, 2024, to January 01, 2025.

17- ADDRESS:

**American Liberty University
1440 N. Harbor Blvd., 9th Floor
Fullerton, California 92835**

Phone: 1-877-258-8881

www.aluniversity.edu

e-mail: education@aluniversity.edu

American Liberty University

Excellence in Higher Education



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.

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 online, research, and Digital Virtual University in the U.S.A. It combines the breadth and scope of world-class research and online study institutions with the intimacy and faculty contact of liberal arts.

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 the preparation of students for service to a changing community, nation, and world.

American Liberty University's philosophy and continuing mission are to produce highly trained graduates who embody the finest principles of the 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 are encouraged through an underlying belief system that 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 instill 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 with 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 the 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 their 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 of in various departments and guidance counselors to assist them in satisfying their current and future academic and professional, and 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 in enrolling 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, its 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 society.

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.).

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

ALU is located at: 1440 N. Harbor Blvd., 9th Floor, Fullerton, California 92835

Phone: 877-258-8881

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 (91, 5, 57, and 55). It is also convenient for many city arteries.

METHODS OF TEACHING:

Online classes, Webinars, Research

MULTIMEDIA/AUDIO/VISUAL

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 provided for students, faculty, and visitors.

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 may use online libraries like:

<https://openlibrary.org>

<https://company.overdrive.com/academic-libraries/>

<https://www.tiktok.com/tag/booktok>

<https://www.ebsco.com/academic-libraries>

<https://onlinelibrary.wiley.com/>

<https://www.biodiversitylibrary.org/>

<https://library.si.edu/research>

<https://guides.lib.berkeley.edu/>

<https://lit.libguides.com/business/books>

<https://guides.nyu.edu/vbl/ebooks>

<https://libraries.usc.edu/databases/natural-medicines>

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 online library or/and online bookstores.
4. Students may check with their local libraries and bookstores.
5. Students may order from the publisher directly, or order from an online bookstore.
6. A variety of information can also be found in places like the Electric Library

The student may utilize their local public libraries, surrounding college and university libraries, and the internet for their research needs.

A wealth of information can be found in places like the Electric Library. The Electric Library is an online public library with access to over 7 million past and present magazines, books, textbooks, 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 order 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 website. 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 online 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 from the publisher directly, or order from an online bookstore such as:

www.abebooks.com

www.alibris.com

www.bibliofind.com

www.elibrary.com

STUDENT SERVICES

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 program. These administrators provide advice regarding coursework waivers, and transfers, in addition to general program planning and information.

ALU SCHOLARSHIPS

American Liberty University may offer 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 50 partial-tuition scholarships are awarded annually to qualified students entering the 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 to job opportunities on the 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 money 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 money not paid from federal student financial aid program funds.

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, database construction, and step-by-step progression for quality research projects.

STUDENT ASSOCIATIONS

Student associations operate in 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 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 functions as a liaison of the student body in dealing with the University's Administration.

HOUSING

American Liberty University a) has no dormitory facilities under its control, nor the 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 programs are "non- residential" does not satisfy this subparagraph.

ACADEMIC INFORMATION

2 Degrees and 1 Certificate:

1. Doctor of Philosophy in Traditional Medicine (Ph.D.)
2. Doctor of Philosophy in Business Administration (Ph.D.)
3. Postdoctoral Certificates (PD)

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 a 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.

POSTDOCTORAL CERTIFICATE (PC)

A Postdoctoral Scholar Certificate program is an individual holding a doctoral degree who is engaged in a temporary period of mentored research and/or scholarly training and classes for the purpose of acquiring the professional skills needed to pursue a career path of his or her choosing.

LANGUAGES OF STUDY

All the American Liberty University academic programs are given in English.

NOTE:

- **The English level would be the accepted TOEFL level.**
- **Since our students are studying in the United States college/university, their English is 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 the English language. At the Office of Admissions' discretion, proficiency may be demonstrated by:

- An official score report of a standardized exam, such as the 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 the primary language; or
- Completion of a post-secondary ESL course or college-level English course in a 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 56 semester units above master's degree for Doctor of Philosophy (Ph.D.)

Minimum of 30 semester units above doctorate degree, for Postdoc Certificate (PD)

NOTICE CONCERNING THE 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 the institution to which you may seek to transfer. Acceptance of the degree/certificate/diploma you earn in any of American Liberty University's programs 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 is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all your coursework 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.”

ONLINE 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. 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 other 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 that 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 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 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 education 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 students' 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 credits attempted relative to the maximum credits attempted that are allowed.
- B. Receive approval from an 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 DOCTORAL PROGRAMS

The General Requirement is a master's degree preferably in the same discipline as the Doctoral program to be undertaken. Persons not having a master's degree may be required to enroll in the concurrent Masters/Doctoral Program

TRANSFER CREDIT

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

Coursework must have been completed at an accredited or recognized institution*.

2. A grade of "B" or higher for a M.A. or Ph.D.

Coursework 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 the 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.

Ph.D. programs:

Maximum 30 units of transfer credit may be awarded for courses completed at accredited or recognized colleges/universities.

MINIMUM UNITS REQUIRED FOR COMPLETION OF ONLINE DEGREE

Minimum of 51 units above master's degree for Doctor of Philosophy (Ph.D.)

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Refund Policy for Distance Learning program:

For purposes of determining the scheduled length of the 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 instructions they order, 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 the instructions ordered provided that they comply with the academic policies and procedures of the University.

Refund Example: If a student completes 15 weeks of a 72-week program and has paid \$8,775.00 in tuition, the student would receive a refund calculated as follows: $\$8,775.00 \times 57/72 = \$6,946.80 - \$150$ (Application Fee).

MINIMUM SYSTEM REQUIREMENTS

To be a successful online learner, you will need access to a computer with the following:

- A processor of 2.4GHz or faster
- 4 GB of RAM (8 GB of RAM recommended)
- A high-speed Internet connection (1.5 Mbps upload, and download required; 5 Mbps or better preferred)
Caution: The use of public access computers (for example, at restaurants) or employer-provided computers may result in slowness or errors (timeouts or access problems) when accessing course materials. Public access computers may not permit access to certain course materials or systems due to security limitations.
- Monitor and video card with 1024 x 768 or greater resolution
- Keyboard and mouse (or equivalent i/o device)
- Speakers/Headphones and a Microphone
Noise-canceling headphones are typically preferred
- A web camera capable of video web conferencing

Operating System

- Microsoft Windows 10 or newer
- Apple macOS 10.14 or newer

Web browser

- Google Chrome, the latest version, is recommended.

Software

- Microsoft Office is available for all Daemen students via Office 365.
- Adobe Reader, the latest version, is recommended.
- Antivirus software, updated regularly, is strongly recommended.
- Local administrative privileges on the computer may be required to allow for software installation and to configure computer settings.

Content Filters

- Content filters may need to be disabled in order to view certain types of academic-related content.

Basic Computer Proficiency Requirements

At a minimum, students should have basic computer literacy skills including:

- Using a keyboard and mouse
- Selecting, copying, and pasting text
- Sending and receiving email
- Saving and retrieving files in different formats (.docx, .pdf, .pptx., etc.)
- Using a text editor (changing fonts, inserting links, using spell check, etc.)
- Browsing for files to attach and upload

- Accessing the Internet using a web browser and resetting basic web browser settings (clearing cache/history, cookies, etc.)

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, Department Chair, 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 an 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 a 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 the 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:

A	4.00 Grade Points (G.P.)	95-100%	Excellent
A-	3.70 Grade Points (G.P.)	90-94%	
B+	3.40 Grade Points (G.P.)	87-89%	Above Average
B	3.20 Grade Points (G.P.)	83-86%	
B-	3.00 Grade Points (G.P.)	80-82%	
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 (Approval required)
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 coursework 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.

NOTE:

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 lose 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 experiences. 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 website 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 an 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 log in to your online class's website 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 Distance Learning allows for open enrollment year-around 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.

INDEPENDENT PROJECT

Each student may select one independent study project in lieu of a textbook-based course to fulfill the coursework 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 study. 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, 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 DOCTORAL PROGRAMS

The General requirement is a master's degree preferably in the same discipline as the Doctoral program to be undertaken.

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)
- Defense Activity for Non-Traditional Education Support (DANTES)
- United States Armed Forces Institute (USAFI)
- Certified Professional Secretary Examinations (CPSE)

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

1. Coursework must have been completed at an accredited or recognized institution.
2. A grade of "B" or higher for Ph.D.
3. Coursework 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 the State of California.**

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

Doctorate programs:

A maximum of **30** unit of s transfer credit may be awarded for courses completed at accredited or recognized colleges/universities.

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 class time in each course. 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.

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 the 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 Ph.D. degree normally involves a maximum of 58 semesters units research, on/of-campus classes seminars, online, and group study. It can be undertaken in most disciplines taught in the University.

While the style and format of dissertations 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 all courses at the Doctorate level, the student and the major advisor will select a guidance committee for continuing coursework 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 coursework 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 the 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 the 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 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 the 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, staff and to those individuals who help or cooperate with the 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 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 a 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:

A	4.00 Grade Points (G.P.)	95-100%	Excellent
A-	3.70 Grade Points (G.P.)	90-94%	
B+	3.40 Grade Points (G.P.)	87-89%	Above Average
B	3.20 Grade Points (G.P.)	83-86%	
B-	3.00 Grade Points (G.P.)	80-82%	
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 maintains 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, seminars or group study on time, and be prepared to participate in class.

Full-Time Online 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 Online 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 online sign-in sheets and proof of professors. Sign-in sheets list all the students officially registered in the online 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 3.0 for graduate and post graduate Programs, or who fails one or more classes during a term, but who has a cumulative GPA 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 a 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 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 as 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 the 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:

Application Fee	\$210.00*
Doctor of Philosophy (Ph.D.)	\$360.00 ** per unit
Postdoctoral Certificate (PD)	\$9,600.00**
Student Association	\$150.00 annually
Returned Check	\$60.00*
Repeat processing	\$95.00*
Transcripts (duplicate)	\$35.00
Catalog Fee	\$35.00
Registration	\$65.00* per semester
Course Make-Up Exam	\$210.00
Assessment fee for Transfer Credit	No Charge
Fees to Transfer Credit	No Charge
Late Registration	\$60.00*
Late Ad Fee	\$30.00*
Course Challenge Exam	\$290.00
Late Tuition Payment	%5 of payment due*
Credit Card	3.5% convenience fee charge
Graduation Fee (Estimate)	\$630.00*
Graduation Ceremony and Banquet	Announced annually
Ph.D. Dissertation Processing Fee	\$2,100.00*
STRF	\$2.50 per \$1,000 of institutional charges*

****Mandatory**

*** The fee is only refundable when an institution provides a full refund pursuant to CEC section 94919 or CEC section 94920.**

Ph.D. IN TRADITIONAL MEDICINE

Application Fee	\$210.00*
Tuitions (54 SU X \$360)	\$19,440.00 **
Registration Fee	\$65.00 (each semester) *
Books & Supplies (Estimate)	\$600.00*
Graduation Fee (Estimate)	\$630.00*
Student Association Fee	\$150.00 (annually)*
Other Fees (Estimate)	\$500.00*
Dissertation Processing Fee (Estimate)	\$2,100.00*
STRF	\$2.50 per \$1,000 of institutional charges*

TOTAL CHARGES **\$23,480.00**

****Refundable *Nonrefundable SU : Semester Unit**

Ph.D. in Business Administration (Ph.D.)

Application Fee	\$210.00*
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Tuitions (56 SU X \$360)	\$20,160.00 **
Registration Fee	\$65.00 (each semester) *
Books	\$500.00*
Graduation Fee (Estimate)	\$630.00*
Student Association Fee	\$150.00 (annually)*
Other Fees (Estimate)	\$500.00*
Dissertation Processing Fee (Estimate)	\$2,100.00*
STRF	\$2.50 per \$1,000 of institutional charges*

TOTAL CHARGES **\$24,100.00**

****Refundable *Nonrefundable SU : Semester Unit**

Postdoctoral Certificate (PD.)

Application Fee	\$210.00*
Tuitions	\$9,600.00 **
Registration Fee	\$65.00 (each semester) *
Books	\$500.00*
Graduation Fee (Estimate)	\$630.00*
Student Association Fee	\$150.00 (annually)*
Other Fees (Estimate)	\$300.00*
Dissertation Processing Fee (Estimate)	\$2,100.00*
STRF	\$2.50 per \$1,000 of institutional charges*

TOTAL CHARGES **\$13,340.00**

****Refundable *Nonrefundable SU: Semester Unit**

REFUND POLICY

CANCELLATION AND REFUNDS

Students may cancel their enrollment at any time and will receive a refund for 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 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's session, or the seventh day after enrollment, whichever is later.

You may cancel this enrollment agreement and receive a refund by providing written notice to **The Office of the Registrar, American Liberty University 1440 N. Harbor Blvd., 9th Floor. Fullerton, California 92835**

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 \$210.00 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:

Percentage of Course Conducted	Tuition Refund
10%.....	90%
25%.....	75%
50%.....	50%
60%.....	40%
75%.....	25%
76%.....	No Refund

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 withdrawals 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 52-week program and has paid \$8,775.00 in tuition, the student will receive a refund calculated as follows: $\$8,775.00 \times 57/72 = \$6,946.80 - \$210$ (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 written notice to **1440 N. Harbor Blvd., 9th Floor, Fullerton, California 92835**

REFUND INFORMATION: The student has a right to a full refund of all charges less the amount of \$210.00 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)

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-

imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. ~ 105 ~ California Private Postsecondary Education Act of 2009 You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 431-6959 or (888) 370-7589. To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following: 1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau. 2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued. 3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure. 4. The institution has been ordered to pay a refund by the Bureau but has failed to do so. 5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs. 6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution. 7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans. To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.”

(California Education Code §94923; Title 5, California Code of Regulations §76020-76140)

(a) The fund exists to relieve or mitigate economic losses suffered by a student while enrolled at a qualifying institution, who at the time of enrollment is or was a California resident or was enrolled in a California residency program, if the student enrolled in the institution and the student or a third-party payer, prepaid tuition, paid or is deemed to have paid the assessment and suffered economic loss as a result of any of the conditions specified in section 94923 of the Code or due to an institution losing its eligibility to receive a third-party payer benefit such as Cal Grant, Pell Grant, or veterans' financial aid programs under Title 38 of the Code of Federal Regulations.

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Sections 94874.1, 94923, 94926, 94927 and 94927.5, Education Code.

Report all students signing enrollment agreements during the reporting period. The Student Tuition Recovery Fund (STRF) assessment rate for these students is \$2.50 per \$1,000 of institutional charges. 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.

Amount of STRF Assessment:

(a) Each qualifying institution shall collect an assessment of two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is zero dollars (\$0). (a) Each qualify Note: Authority cited: Sections 94803, 94877, 94923 and 94924, Education Code. Reference: Sections 94843, 94911(b), 94923, and 94924, Education Code.

COLLEGE OF HEALTH SCIENCE

INTRODUCTION

The College of Health Science has been established to provide quality educational programs for serious students desiring to learn, research, and work within the essential field of alternative health treatment methods.

American Liberty University's curriculum combines a fresh new approach with such ancient and time-proven techniques as Traditional medicine. Our study program has been formed to fulfill a strong need for qualified and fully **prepared alternative medicine specialists. This is in direct response to both societal requests and the high level of interest displayed by prospective healthcare practitioners.**

The American Liberty University Department of Health Science has clearly established and is now expanding, a national and international reputation for excellence in teaching and researching.

One of the many strengths of the Department of Health Science is its teaching of the scientific basis for health practice, leadership, and such related investigations.

MISSION STATEMENT AND PHILOSOPHY

American Liberty University's philosophy and continuing mission is to produce highly trained graduates who embody the finest principles of ethical professionalism.

It is the university's belief that its graduates will best serve their communities when they possess, in addition to a mastery of their field, a genuine commitment to the highest standards of personal conduct and the healing profession.

This balance between accomplishment, service, and integrity is encouraged through an underlying belief system in which optimal values are achieved on a day-to-day basis. Students will be challenged as to how they may best achieve their goals and ensure their patients' well-being.

The College of Health Science offers one degree as follows:

1- Doctor of Philosophy in Traditional Medicine (Ph.D.)

The American Liberty University Department of Health Science has an exceptionally well-qualified faculty, many of whom have earned national and international reputations for excellence in their fields. The innovative curriculum is responsive to all essential needs in health care and the diversity of the patient population. Education in this University with its full range of academic disciplines provides a rich environment for preparation in the health sciences.

Students at all levels learn relevant theory, research, acquire practice skills, and are socialized into the profession. Increasing levels of complexity and sophistication of learning and integration are expected of students in the various programs. Whether at the beginning, advanced, or scholarly level, students learn to apply knowledge, skills, and professional attitudes in their practice, which may include educative, administrative, and research arenas. Just as students have the right and responsibility to participate in their own learning, faculty members have the right and responsibility to structure the teaching environment to maximize opportunity. Individual academic counseling and a variety of one-on-one tele-meeting; group study, seminars, internet, and interactive instructional formats assist students in attaining program and individual learning goals. Dedicated to this goal, the faculty continues collaborative relationships with scientists and clinicians in other schools and departments at other university campuses, and at cooperative clinical and research-oriented institutions locally, regionally, and internationally.

Method of Instruction/Study

During the Traditional Medicine program at American Liberty University, students explore content related to theoretical, clinical, and research bases for the history and philosophy of OM, diagnosis, and treatment. The courses include webinars, research, online studies, group discussions and independent study. In addition, students participate in professional seminars designed to develop group leadership skills.

The Equipment to be used for Traditional Medicine Programs.

Class/Lecture Rooms:

Computer - Projector - Monitors - PowerPoint - Projector's Screen - some Computer Software and Books

NOTICE CONCERNING THE 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 the institution to which you may seek to transfer. Acceptance of the degree/certificate/diploma you earn in the Traditional Medicine 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 is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework 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.”

Notice to Prospective Degree Program Students:

This institution is provisionally approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer this degree program, this institution must meet the following requirements:

- 1. Become institutionally accredited by an accrediting agency recognized by the United State Department of Education, with the scope of the accreditation covering at least one degree program.**
- 2. Achieve accreditation candidacy or pre-accreditation, as defined in regulations, in two years**

If this institution stops pursuing accreditation, it must:

- 3. Stop all enrollment in its degree programs, and**
- 4. 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: _____

DOCTOR OF PHILOSOPHY IN TRADITIONAL MEDICINE (Ph.D.)

OBJECTIVE

The American Liberty University Department of Health Science offers a course of study leading to the Doctor of Philosophy (Ph.D.) degree. The doctoral program is research-oriented and is designed to provide the theoretical and scientific knowledge necessary for scholarly pursuit in Traditional medicine. Students are required to show competence in appropriate areas relevant to their major area of study by completing theory and research courses in Traditional medicine and related disciplines.

This advanced program is offered to students who have completed their Master of Science in Traditional Medicine and are looking forward to continuing their academic goals to the Ph.D. level.

The graduate of the doctoral program will:

- Synthesize and critique knowledge in Traditional Medicine and identify future directions for knowledge development;
- Generate Traditional Medicine theory that contributes to Alternative Medicine science;
- Conduct research that contributes to the development of Traditional Medicine science;
- Articulate the ethical, social, legal and moral responsibilities involved in Traditional Medicine;
- Pose research-based solutions to major issues in health care that are of social and ethical significance;

- Traditional Medicine science perspective in interdisciplinary dialogue;
- Collaborate with others to promote the use of Traditional Medicine to improve health care.

Method of Study

Method of Instruction/Study:

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.

During the Ph.D. program at the Department of Health Sciences, students are enrolled in traditional medicine courses and support courses. They explore content related to advanced theoretical bases for diagnosis, treatment and understanding values of research. The Ph.D. courses include webinars, research, online study, group discussion and independent study. In addition, students participate in professional seminars designed to develop group leadership skills.

Research Development

ALU may offer monthly and/or annual seminars to provide doctoral students with opportunities to present their research to their peers and faculty.

Criteria

Total Units: 54 units

Pre-Requisite: A master's degree in Traditional medicine (or equivalent) from an accredited school.

Admission Requirements/Application Procedure

Priority placement in the Ph.D. program is given to graduates of accredited master's degree programs in Traditional medicine. Applicants must provide evidence of the following:

1. Complete the Application for Admission and submit it with a non-refundable Check or money order in the amount of \$210.00 payable to American Liberty University.
2. A master's degree in Traditional Medicine (or equivalent) from an accredited institution.
3. Three letters of reference affirming the applicant's potential for scholarly, investigative, and creative endeavors in Traditional medicine (optional).
4. Official transcripts from previous colleges and/or universities.
5. A statement of educational objectives, the specific focus of research, and program and career goal
6. Two current color passport-size photos.
7. Optional: It is recommended that applicants submit course descriptions of master's degree courses to assist the Admissions Committee in determining if prerequisites have been met.

GRADUATION REQUIREMENTS

1. Completion of course requirements with a grade "B" or higher.
2. Completion of all research projects.
3. A dissertation that must be relevant to the student's field of study.
4. Successfully pass dissertation oral defense.
5. Maintain a cumulative 3.00 GPA.
6. If a candidate does not meet any of the above requirements within the allowed time of 4.5 years, his/her candidacy will be terminated, and the candidate will not receive a degree from ALU.

PERIOD OF STUDY

- a) The period of the doctorate program for students is an average of 3 academic years.

- b) Students who have not passed all credit courses by the end of the fourth semester or whose cumulative grade point average is below the minimum requirement (3.00/4.00) are dismissed.
- c) Students who have passed all of their credit courses and whose dissertation proposal has been accepted, but who have not submitted their dissertation by the end of the period of study outlined above, may, upon the recommendation of the department and the approval of the Dean/Director of Department of Acupuncture and Traditional Medicine, be granted an extension of a maximum of two semesters for the dissertation defense.

DISSERTATION:

Each doctoral candidate is required to complete a dissertation that embodies original and independent research and demonstrates advanced scholarly achievement. As soon as possible after a student's admission to candidacy, and during or before enrollment in Dissertation Course, the student forms a dissertation committee. The dissertation committee consists of a minimum of three members. Two shall be chosen from the faculty of the Department of Health Science; the third may be a member of the faculty of another Department within the American Liberty University, or a person holding a doctorate degree outside the University. The Chairperson and committee are chosen by the student, approved by his/her advisor, and then formally appointed by the Dean of the Department of Health Science.

The candidate shall defend the dissertation in a public oral examination. Official approval of the dissertation committee is required; committee members certify their acceptance by signing the title page of the dissertation. Three signed copies of the dissertation, one original and two clear copies should be filed in the Department of Health Science.

The submitted dissertation becomes the property of American Liberty University, but the University does not limit the author's right to publish the results.

The dissertation must satisfy one of the following criteria:

1. Introducing an innovation in a scientific/scholarly field
2. Developing a new scientific/scholarly method
3. Applying an already-known method in a new area

Ph.D. Courses

<u>Course #</u>	<u>Course Title</u>	<u>Units</u>
RE800	Advanced Medical Research Methodology	4
TM808	Advanced Research and Study of Traditional, Alternative, and Complementary Medicine	3
TM801	Advanced Research and Study of 4 Constitutions Chinese Medicine	6
TM825	Advanced Research and Study on TCM Diagnosis	3
NU827	Advanced Nutrition in Health & Diseases	3
TM845	Advanced Research and Study of Immunology	3
TM 865	Advanced Leadership & Management in Health Care System	3
TM875	Advanced Research and Study of Internal Medicine	3
DI900	Dissertation Proposal	non-credit
DI901	Dissertation Research I	5
DI902	Dissertation Research II	5
DI903	Dissertation Research III	5
DI904	Dissertation Research IV	5
	Electives	6
	Total	54

Electives Courses

TM810	The current Research and Study of Traditional Medicine in the in the 4 continents	3
TM835	Advanced Gynecology	3
TM832	Advanced Traumatology	
TM846	Advanced Hepatitis	3
TM847	Adv. HIV & AIDS Treatment	3
TM850	Advanced Ophthalmology	3
TM855	Advanced Auriculotherapy	3
TM860	Advanced Allergy & Asthma	3
TM880	Advanced Pediatrics	3
TM883	Independent Study in Traditional Medicine	3
TM895	Advanced Seminar in Traditional Medicine	3
TM730	Diabetes and TCM	2
TM760	Face Diagnosis	1
TM770	Head, face, and Mental/Emotional Disorders in TCM	3
TM701	Principles of Western Diagnosis	3
EA720A	Esoteric Acupuncture	3
HR705	American Herbs	2
LAW870	Advanced Business Law	3
EDU802	Leadership in Education	3

Ph.D. COURSE DESCRIPTIONS

TM800 Advanced Research Methodology (3) Covers advanced inquiry methodology and current research into the mechanisms underlying the various fundamental premises of Western and Traditional medical systems. Emphasis is on fostering the understanding and ability to interpolate valuable information between all disciplines. *Prerequisite(s): None*

TM808 Advanced Research and Study of Traditional, Alternative, and Complementary Medicine (3) The advanced study and research of areas and avenues available through alternative medical techniques to treat various diseases. Also covered are alternative therapies and an overview of health conditions. *Prerequisite(s): TM800*

TM810 The current Research and Study of Traditional Medicine in the 4 continents (3)
The study of the history and usage of Traditional Medicine and current development and research in the America, Africa, Asia, Europe, and Oceania continents and comparison of Traditional medicine with Western medicine. *Prerequisite(s): TM800*

TM812 The current Research and Study of Traditional Medicine in the U.S., China, Korea, Japan and, India (3) The study of history and philosophy of Traditional Medicine and current development and research in the U.S., China, Korea, Japan and India and comparison of local Traditional medicine with Traditional medicine and Western medicine. *Prerequisite(s): TM800*

TM801 Advanced Research and Study of 4 Constitutions Chinese Medicine (6)
Prerequisite(s): TM800

Advanced Shang Han Lun: The advanced Shang Han studies (one of the four constitution-related Chinese Medicine disciplines) include the classic theories of infectious diseases caused by exogenous wind and cold

factors; etiology, clinical manifestations, pulse and tongue signs, indications and complications at different stages and basic therapeutic herbal formulas.

Advanced Wen Bin Lun: The advanced study and research on Wen Bin Lun (one of the four constitution-related Chinese medicine disciplines) includes treatises on acute epidemic febrile diseases, epidemic fevers, detailed analysis of epidemic disease, and outline of epidemic febrile and seasonal diseases.

Advanced Huang Ti Nei Ching: The advanced study and research on Huang Ti Nei (one of the four Constitution-related Chinese medicine disciplines) includes physiology; pathology, anatomy, diagnosis, meridians, acupuncture, moxibustion, and the five circuit phases and six climatic energies.

Advanced Jin Kui Yao Lue Fang Lun: The advanced study and research on Jin Kui Yao Lue Fang (one of the four constitution-related Chinese medicine disciplines) includes internal medicine; surgery-treated diseases and gynecological problems.

TM825 Advanced Traditional Medicine Diagnosis (3) Covers advanced study and research in four traditional methods of Traditional Medicine diagnosis, including observation: auscultation/olfaction, inquiry, palpation, and the study of signs and symptoms of the tongue and pulse. Also explored are the relevant treatment and diagnostic potentials of computers and electromagnetic devices for diagnosis and treatment. *Prerequisite(s): TM800*

TM830 Advanced Orthopedics (3) The course covers advanced studies and research relating to Traditional methods of evaluating and treating orthopedic problems. Includes acupuncture treatment for pain and muscular dysfunction, and the skills related to functional assessment and treatment, including trigger points and referred pain analysis. *Prerequisite(s): TM800*

TM832 Advanced Traumatology E.N.T. (Ear-Nose-Throat) (3) Advanced Research of Ear-Nose-Throat disease including Anatomy and Physiology of Ear-Nose-Throat and Head, diagnosis and treatment in Traditional medicine, TCM approach, disorders of E.N.T., related disease and latest technique and treatment of Ear-Nose-Throat disease. *Prerequisite (s): TM800*

TM835 Advanced Gynecological Disease (3) Course focus is on researching female-specific diseases, including anatomy and physiology of the female organ structures, diagnosis, and the TCM approach, postpartum and pregnancy disorders, and the latest techniques for the treatment of gynecological dysfunction. *Prerequisite(s): TM800*

TM845 Advanced Immunology (3) The advanced study and research of the modern concepts of immunology, and its theories and technologies in diagnosis; biotechnology, biochemical assays, purification of proteins and peptides, and immune system strengthening through herbal medical techniques are covered. *Prerequisite(s): TM800*

OM846 Advanced Hepatitis (3) Focus lies on the latest research regarding hepatitis in conventional Western medicine and Acupuncture and Traditional medicine, including hepatitis in TCM; acute hepatitis, symptoms, diagnosis and treatment, chronic/active hepatitis, hepatitis A & B, and viral hepatitis. *Prerequisite(s): TM800*

TM847 Advanced HIV & AIDS Treatment (3) Emphasis is on the latest technologies and treatments from advanced research on HIV and AIDS - including opportunistic infections - from the Biomedical and Traditional medical perspectives. *Prerequisite(s): TM800*

TM850 Advanced Ophthalmology (3) An advanced study of ophthalmologic diseases including anatomy and physiology of the eyes; diagnosis and treatments in Traditional medicine, TCM approaches, eye disorders, and the best and latest techniques. *Prerequisite(s): TM800*

TM865 Advanced Leadership & Management in Health Care System (3) This course offers insights into the provisions of patient care in a professional practice setting. Students will be made aware of options available in the delivery of Acupuncture and Traditional Medicine to diverse patient populations. Emphasis is placed on the ethical and moral implications of professional practice.

The content, background, and use of educational, evaluative, and managerial concepts in the administration of ambulatory nutrition services. In addition to classroom lectures and discussions, groups of students conduct feasibility or evaluation studies for selected types of nutrition services. *Prerequisite(s): TM800*

TM883 Independent Study in Traditional Medicine (3) This course offers the doctoral-level analysis of selected topics. This three-credit nonresident option is completed on a one-to-one basis with a faculty mentor. The Department of Health Science provides an opportunity for students to carry out a creative research project in an area of their choice that differs from that of the dissertation. It may arise from an in-depth study of some aspect of a recently completed graduate course; an analysis of new ideas, theories, or concepts, and evaluation of new strategies used in Research. It can involve the resolution of an isolated educational problem, collection, and interpretation of accumulated data, or an approved field experience.

Prerequisite(s): TM800

TM895 Advanced Traditional Medicine Seminar (3)

This seminar bases course examines the development of Traditional Medicine philosophy. Topics are selected from original sources and from the various literature bases that support Traditional Medicine as an alternative treatment. The course provides an in-depth review and analysis of diagnoses and treatment of diseases, the foundations of the philosophy of Traditional Medicine, and their impact on modern medical practice. The seminars offer various topics related to traditional medicine. *Prerequisite(s): OM800*

DI900 Dissertation Proposal (Non-Credit)

DI901 Dissertation Research I (5)

DI902 Dissertation Research II (5)

DI903 Dissertation Research III (5)

DI904 Dissertation Research IV (5)

Wherein a clinical, library, and internet research project on a unique topic related to Traditional Medicine history, philosophy, and treatment that may include Western Medicine view, case study, and diagnoses. Is presented as a written report, oral presentation, and thorough defense of premise, data interpolation and conclusion. *Prerequisite(s): 75% of courses must be completed.*

TM855 Advanced Auriculotherapy (3) Auriculotherapy is a subject that deals with the diagnosis and treatment of diseases by the observation and use of the auricle. Research into the relationship between the auricular and the body as a whole must be carried out with the application of modern science. *Prerequisite(s): TM800*

TM875 Advanced Internal Medicine (3) Course focus is on the TCM approach and researching internal diseases, including: etiology and pathogenesis, type and treatment and prevention of the Respiratory System, Cardio-cerebra-vascular System, Digestive System, Urinary System, Blood System, Endocrine System, Infectious Diseases and Common tumors. *Prerequisite(s): OM800*

TM880 Advanced Pediatrics (3) Course focus on researching advanced pediatric-specific diseases, including diagnosis and the TCM approach, common symptoms and signs of pediatric disorders, differences between children and adults, causes of disease, infant acupoints and the latest techniques for the treatment of diseases.

Prerequisite(s): OM800

HR705 American Herbs (1) A study of American herbs' history, name, classification, properties, taste, actions, indications, and contraindications. *Prerequisite(s): OM800*

EA720 Esoteric Acupuncture (3) A comparison of the Chinese Five Element theory with the Hindu Chakra system along with a synopsis of Sacred geometry and how it is related to acupuncture. The course included the New Encoding Patterns, the energy of the acupuncture points used, and how the Qabbalistic Tree Life is directly related to Chinese acupuncture. *Prerequisite(s): TM800*

TM730 Diabetes and TCM (2) Diabetes is a systemic and chronic disease concerning the metabolic disturbance and disorders of the endocrine system. The course emphasizes research of causes and pathogenesis, syndrome identification, classifications of the commonly used herbal formulas, diagnosis and treatment, common clinical complications of diabetes and diet therapy, and medicated diet. *Prerequisite(s): TM800*

OM760 Face Diagnosis (2) The study and research on face diagnosis such integration of scientific aspects of medicine with the huge experience accumulated during millenniums by Eastern medicine – Chinese and Indian-Tibetan. The course reflected in the student's skill to reason those ties and interactions that are taking place between the symptoms of a disease and the zone of their manifestation on the skin of the face and body. *Prerequisite(s): TM800*

TM770 Head and face and Mental/Emotional Disorders in TCM (2) The new approach of mental/emotional disorders Head and face and Mental/Emotional Disorders. The research and discussion of disease causes and mechanisms, pattern discrimination, treatment principles, formulas and their modification, and acupuncture and moxibustion. *Prerequisite(s): OM800*

NU881 Advanced Nutrition in Health & Diseases (3) An advanced nutrition course with emphasis on dietary wellness, and healing with vitamins, minerals, and foods. Physiological and biochemical roles of nutrients. The principles of digestion, absorption, transport, and metabolism of major nutrients, as well as the food sources of nutrients and chemical and physiological interactions of nutrients from various food sources. Key management concepts and principles for managing nutrition and health programs and organizations will be addressed from the perspective of a general manager in charge of those activities. Case studies and readings will be used to convey a practical understanding of how to manage and coordinate business functions to achieve the goals and objectives of the organization. This course will explicitly deal with for-profit and nonprofit organizations. Topics will include planning, management control systems, financial management, budgeting, performance measurement, pricing and marketing of services, operations, management, cost analysis, human resource management, and the development of management information systems. *Prerequisite(s): TM800*

LAW870 Advanced Business Law (3) Courses on the legal and regulatory environment of business provide important background for students preparing for a variety of careers. One faces legal, social, political, and ethical issues in any profession. Most are simple situations that can be handled with common sense but in many situations, ignorance of the principles of business and law can result in problems. *Prerequisite(s): TM800*

EDU802 Leadership in Education (3) This required three-credit course provides an intensive study of leadership. Concepts emphasized include leadership, decision and change processes, and the assessment and development of leadership skills. *Prerequisite(s): TM800*

COLLEGE OF BUSINESS ADMINISTRATION

Leadership & Management

Mission Statement

The American Liberty University's College of Business and Administration helps career-oriented students develop the necessary capabilities to become effective leaders in a global, diverse, and technologically rich environment. The College of Business Administration provides a high-quality, leading-edge educational experience to undergraduate and graduate students and to the broader professional business community. Our educational experience emphasizes fundamental management techniques and practical business experience while encouraging students to develop and nurture entrepreneurial spirit.

We encourage professional business experiences with local, national, and international organizations to develop students' entrepreneurial activities and provide incisive Teaching advantages outside the traditional classroom. This focus allows the College of Business Administration to strengthen its important relationships with businesses and other organizations.

Recognizing the importance of discovery, the application of new knowledge to the betterment of society, and the value of professional growth of the faculty, we provide a supportive environment for scholarly research. Further, our students are challenged in their intellectual pursuits through opportunities for assisting faculty in both applied and basic research.

Goals

In order to fulfill the mission, the College of Business Administration has identified a set of specific goals:

- The Business Administration must benefit the local community and society by promoting modern management knowledge and practice.
- The College of Business and Administration aggressively seeks to further its recognition and reputation among business leaders, the corporate community, and academia. This will result in improved student recruitment, provide additional research opportunities for faculty and enhance placement opportunities for all our students.
- Instilling a spirit of excellence, professionalism, and responsibility among our students
- The Business Administration seeks continual improvement in the quality of its programs and teaching—graduating exemplary individuals who excel in managerial or educational positions worldwide.
- The Business Administration must attract, maintain and nurture an outstanding faculty. Since the faculty is critical to achieving the mission of the college, they must be encouraged and provided resources to develop important and relevant scientific research that advances both the understanding and the practice of management. To accomplish this, the college must foster and reward creative risk-taking by the faculty in their research and their development of educational initiatives, and encourage efforts to communicate their research beyond the academic community.
- Selecting excellent faculty members and scholars who focus on management education and research theory and practice from a global perspective.
- Given the globalization of business and business education, the Business Administration must attract an internationally diverse student body of the highest quality. Students are expected to excel academically as well as in terms of the management background they bring to the college and their prospects for success in their chosen endeavors.

Degrees and Programs

- **Doctor of Philosophy in Business Administration (Ph.D.) Leadership & Management**

Method of Instruction/Study:

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.

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 ten business days. Final projects will be graded within fifteen business days.

The Equipment to be used for Business Administration programs:

Computer, Webcam, Projector, Monitors, PowerPoint, some Computer Software, Courses material ,and Books.

NOTICE CONCERNING THE 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 the institution to which you may seek to transfer. Acceptance of the degree/certificate/diploma you earn in the Business Administration 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 is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework 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.”

Notice to Prospective Degree Program Students:

This institution is provisionally approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer this degree program, this institution must meet the following requirements:

- 5. Become institutionally accredited by an accrediting agency recognized by the United State Department of Education, with the scope of the accreditation covering at least one degree program.**
- 6. Achieve accreditation candidacy or pre-accreditation, as defined in regulations, in two years**

If this institution stops pursuing accreditation, it must:

- 7. Stop all enrollment in its degree programs, and**
- 8. 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:_____

Doctor of Philosophy in Business Administration (Ph.D.) Leadership & Management

Objective

The objective of the doctoral program in Business Administration is to prepare students for academic careers in higher education and management careers in both profit and nonprofit organizations. Success in the program is judged by the student's understanding of the issues and methodologies essential to the advancement of knowledge. Doctoral work is based on the achievement of academic and research competencies. A student who participates in a doctoral program of study is expected to strive for the knowledge and skills necessary to develop excellence in teaching, to conduct quality research, and should at all times maintain the highest ideals of academic integrity and scholarship.

1. Each major may specify different requirements for this category. Consult the program coordinator for a specific major.
2. All doctoral students are required to take two applied statistics courses. The major will specify other research tool courses.
3. Each major will require some education related to teaching. It may take the form of classes, seminars, mentoring, or a teaching requirement.
4. The student must successfully defend a written dissertation proposal in an oral examination conducted by the student's dissertation committee. The final defense of the successful dissertation will require a final oral examination that concentrates on, but is not limited to, the student's dissertation defense.

Examination

The student may complete a comprehensive Examination. This examination has written and oral parts and covers the candidate's program of study. Students are admitted to candidacy after satisfying all general degree requirements, passing the comprehensive examination, fulfilling the residency requirement, and successfully defending a written dissertation proposal in an oral examination conducted by the student's advisory or dissertation committee.

Dissertation

Each doctoral candidate is required to complete a dissertation that embodies original and independent research and demonstrates advanced scholarly achievement. As soon as possible after a student's admission to candidacy, and during or before enrollment in the Dissertation Course, the student forms a dissertation committee.

The dissertation committee consists of a minimum of three members. Two shall be chosen from the faculty of the Department of Business Administration; the third may be a member of the faculty of another Department within the American Liberty University or an appropriate doctorate holding person outside the University. The Chairperson and committee are chosen by the student, approved by his/her advisor, and then formally appointed by the Dean or Chairman of the Department of Business Administration.

The candidate in a public oral examination shall defend the dissertation. Official approval of the dissertation committee is required. Committee members certify their acceptance by signing the title page of the dissertation. Three signed copies of the dissertation, one original and two clear copies should be filed in the College of Business Administration.

The submitted dissertation becomes the property of the American Liberty University, but the University does not limit the author's right to publish the results.

Admission Requirements/Application Procedure

Priority to the Ph.D. program is given to graduates of accredited master's degree programs in business administration. Individuals admitted with a bachelor's degree in business administration are required to complete a program of master's courses in business administration as a requisite to entry into doctoral courses. Applicants must provide evidence of the following:

2. Complete the Application for Admission and submit it with a non-refundable check or money order for \$210.00 payable to American Liberty University

3. A Master's degree in Business Administration (or equivalent); from an accredited or recognized institution by BPPE.
4. Two letters of reference affirming the applicant's potential for scholarly, investigative, and creative endeavors regarding business administration.
5. Submit official transcripts from previous colleges and/or universities.
6. A statement of educational objectives, specific focus of research, and program and career goals.
7. Provide current color passport-size photos.
8. Optional: It is recommended that applicants submit course descriptions of master's degree courses to assist the Admissions Committee in determining if prerequisites have been met.

Length of Compilation:

This 56-credit degree program can be reasonably completed in 3 years if students maintain a full-time course load and complete a dissertation.

Ph.D. Graduation Requirements

A student is eligible for graduation in the Ph.D. program when the following requirements have been met.

1. Satisfactory completion of all requirements in the program of study developed in consultation with the faculty members.
2. Satisfactory completion of **56** credit hours, including four research foundation courses, seven concentration subject courses, up to four elective courses, and a dissertation.
3. Maintain a cumulative **3.2** GPA or higher.
4. Satisfactory performance on the Comprehensive Examination.
5. Successful completion and defense of the dissertation.
6. File a petition to graduate.
7. Fulfillment of all financial obligations to the University.

Ph.D. Course Requirements (56 units):

RE 800 Advanced Research Methodology (3)
 RE 801 Qualitative Research Methods and Analysis (3)
 LE 805 Advanced Leadership Theory and Research (3)
 BUS 810 Advanced Policy Development and Research (3)
 LE 813 Economic and Policy Systems (3)
 LE 816 Strategic Leadership and Management of Global Change (3)
 BUS 825 Quantitative Measurements and Instrument Design (3)
 BUS 840 Advanced Organizational Behavior (3)
 LE 845 Advanced Human Resource Management (3)
 BUS 860 Change, Innovation, and Entrepreneurship (3)
 LE 865 Global Perspectives on Leadership (3)

Dissertation: 17 units

DI 900 Dissertation Proposal non-credit
 DI 901 Dissertation Research I 5
 DI 902 Dissertation Research II 5
 DI 903 Dissertation Research III 7

ELECTIVE: 6

Electives Courses

LE 870 Ethics and Leadership (3)
 PSY 830 Psychology of Leadership (3)

LE 880 Social Learning Theory and New Media (2)
 LE 882 International Policy Experience (3)
 LE 884 Leadership and Personal Development (3)
 LE 820 Intercultural Competency (3)
 LE 835 Leadership and Spiritual Development (3)
 RE 801 Business Research Writing (3)
 MG 821 Management Science (3)
 LE 855 Stress Management Control (3)
 MG 822 Global Management Models (3)
 BUS 842 Comparative Economic Systems (3)
 LE 843 International Human Resource Management (3)
 BUS 844 International Economics (3)
 BUS 846 International Marketing (3)
 BUS 847 International Organizations (3)
 LE 851 Seminar in International Leadership (3)
 LE 815 Advanced Global Leadership (3)
 BUS 853 Independent Study in International Business (3)
 LE 902 Advanced Research and Study on Church Leadership and Administration (3)
 LE 912 Advanced Ministry Leadership (6)

COURSE DESCRIPTIONS

LE 805 Advanced Leadership Theory and Research (3)

This course, conceptual and theoretical in nature, is designed to guide doctoral students in an in-depth inquiry into traditions, interpretations, methodologies, and the development of central research questions in leadership and their application. Students will learn tools of research and analysis commonly used in leadership research and develop mastery in their area of specialization. While a broad engagement of research literature in leadership will be undertaken, focal themes such as service, faith, purpose, diversity, inclusiveness, and justice will be emphasized.

BUS 810 Advanced Policy Development and Research (3)

This course, theoretical and conceptual in nature, is designed to guide doctoral students in an in-depth inquiry into traditions, interpretations, methodologies, and the development of central research questions in policy analysis and their application. Students will learn tools of research and analysis commonly used in policy research and develop mastery in their area of specialization. While a broad engagement of research literature in policy will be undertaken, major themes such as exploring national policy issues and mastering competing policy initiatives will be emphasized.

LE 815 Advanced Global Leadership (3)

This course will focus on global and multicultural leadership theories. It will compare and contrast existing models of global leadership, global leadership competencies, and theoretical foundations.

Also LE 815 is designed to guide doctoral students in an in-depth inquiry into traditions, interpretations, methodologies, and the development of central research questions in the global policy arena and their application. Students will learn tools of research analyses commonly used in global leadership research and develop mastery in their area of specialization. While a broad and deep review of research literature in the global literature will be undertaken, major themes such as exploring global policy issues and mastering competing global policy initiatives will be emphasized.

LE 820 Intercultural Competency (3)

In this course, students examine and contribute to research and practice in intercultural competence - a range of cognitive and behavioral skills that enables individuals from various backgrounds to connect, form relationships, and work in a cohesive and respectful manner. Students will focus on specific skills, attitudes, and behaviors one must understand, acknowledge, and be able to communicate and to recognize appropriate cultural interactions. Additionally, the course will also focus on understanding the multi-dimensional facets of Eastern and Western cultures of the world. Understanding such philosophies are critical as they enter a more interconnected global workforce and gain perspective on the international differences in work-related matters, as well as effective leadership that creates cultural context and increases social, human, relationship, and intercultural capital.

BUS 825 Quantitative Measurements and Instrument Design (3)

This course is designed for Ph.D. students who want to explore methods and techniques in developing, validating, and measuring various constructs. In particular, in this course, students will begin examining the process of identifying and defining various qualitative constructs. Next, levels of measurement are revisited in the context of the pros and cons of the application of various levels of measurement in instrument design. An in-depth review of the construction of various quantitative scales will follow. Various methods of assessing the validity and reliability of instruments are discussed. Advanced methods such as Principal Component Analysis, Factor Analysis, and the Delphi Method will be examined. While the assignments in this course, as in any other, will contribute to the student's dissertation, it is not the intent of this class to be a forum for developing one's actual dissertation.

PSY 830 Psychology of Leadership (3)

Leadership is a multi-disciplinary subject, as it deals with the complexity of human behavior. This course will examine several tenets and principles of psychology as they relate to leadership theory and practice. The course will begin with examining relevant social psychology theories such as Obedience and influence, Naïve Realism, Objectivity Illusion, Biased Perceptions of Consensus, and other similar tenets discussed in contemporary social psychology writing. Attention will be given to how these tenets contribute to social manipulation and flaws in logical reasoning. To explore identifying, managing, and interpreting behaviors of self and others, classical tenets such as self-esteem, self-efficacy, and locus of control will also be discussed. Personality theory and development, type, and preferences will be examined. Psychometric tools and approaches used to measure personality preferences and their application to leadership coaching will be studied.

LE 835 Leadership and Spiritual Development (3)

This course focuses on spiritual leadership development for the student and future leadership utilizing faith nurturing experiences including regular use of the Scriptures, sacraments, prayer, meditation, personal Bible Study, service, corporate activities, and mentoring.

LE 880 Social Learning Theory and New Media (3)

Students will analyze and evaluate the current state and near-future possibilities of their practice or area of interest. All students dive deep into applicable technology and theories, follow thought leaders, and mine available social media data to become forward-leaning experts. Mastery understanding of disruptive technologies such as Artificial Intelligence, Blockchain, virtual worlds, participative social media, and cloud and mobile technologies is now a prerequisite for innovation and success. Example explorations might include the application of connectionist learning theory, using in leadership, similarities of learning and leadership theories, the impact of computational models, and/or neurobiological discoveries on organizations. Students will collaboratively discuss, develop, present, and defend their work.

EC 813 Economic and Policy Systems (3)

Students learn to apply theories and principles of micro- and macroeconomics to analyze, design, and evaluate policies that address business, political, and educational challenges at the national level. Additional topics

examined include alternative economic distribution systems and how they address pollution, poverty, unemployment, international trade, and geopolitical issues.

LE 882 International Policy Experience (2)

To gain an international perspective on policy development, students will visit an international location, meet local and national leaders, and observe and examine industries and organizations such as health care, schools, universities, and manufacturing and contrast them with those of the United States. Students are required to participate in a trip to an international location.

LED 873 E-Learning: Theory and Practice (3)

This course focuses on the fundamentals of leading the design and implementation of learning technology within the organization. Students are exposed to an integrated approach to educational program design and evaluation at the organizational level. Topics may include computer-supported collaborative learning, synchronous and asynchronous technology, technically mediated communities, knowledge management, learning organizations, and designing computer-supported programs that support organizational infrastructure.

LE 816 Strategic Leadership and Management of Global Change (3)

This course focuses on current change theory, futurist literature, and major world trends in education and related disciplines. Topics include models of collaboration, innovation, design, implementation, and organizational change.

LE 884 Leadership and Personal Development 3

This course explores the impact of the leader's character and competence on the organization. Strategies for personal and spiritual assessment and development will be considered. Students will be introduced to selected classical and contemporary leadership theories as a foundation for their philosophy of leadership.

BUS 860 Change, Innovation, and Entrepreneurship (3)

The purpose of this course is to understand how to use organizational diagnosis and strategic planning to help organizational leaders transform their organizations from their present state to a desired improved future state that allows organizations and their members to grow and develop to their full potential. Students should learn about change processes, innovation, entrepreneurship, barriers to change, and successful structures and strategies aimed at improving the total organization, groups, and individuals.

LE 865 Global Perspectives on Leadership (3)

This course will explore the theory and practice of international leadership. Students will examine current literature about cross-cultural leadership and the conceptual foundations on which it is based. Special emphasis will be placed on understanding globalization and its impact on how leadership is exercised in today's world.

LE 870 Ethics and Leadership (3)

This course examines the dual roles of the leader as a moral person and as a moral leader within the organization. Students examine the ethical foundations which inform their personal and professional ethical practices and develop strategies for enhancing the ethical culture and climate of their organizations. The organization as a moral agent in the world is also considered.

RE 801 Qualitative Research Methods and Analysis (3)

This course will examine qualitative research methods, building on the foundation developed in DOL-820. Students should be able to undertake doctoral-level research using a range of qualitative methods. The course will focus specifically on sampling, in-depth interviews, and focus groups, as well as data management, data analysis, and data presentation. Prerequisites:

BU 844 International Economics (3)

This course focuses on applications of economic theory, including the impact of international trade, the World Trade Organization (GATT), regional economic integration (EU and NAFTA), and international trade policy.

BUS 846 International Marketing (3)

This course extends the principles of marketing into the realm of businesses that trade internationally. Topics include social and cultural differences in response to advertising, sources of marketing data, and developmental management of the international marketing plan. Prerequisite: B6103 or equivalent.

BUS 847 International Organizations (3)

This course provides insights into the most important international organizations and agreements, such as the International Bank for Reconstruction and Development (IBRD), the International Monetary Fund (IMF), the European Bank for Reconstruction and Development (EBRD), the Bank for International Settlements (BIS), the General Agreement of Tariffs and Trade (GATT) and its successor World Trade Organization (WTO), the European Union (EU), the North American Free Trade Agreement (NAFTA), the Organization for Petrol Exporting Countries (OPEC), the Asian Pacific Economic Council (APEC), the Organization for Economic Development (OECD), various commissions of the United Nations, multinational corporations (MNCs), the North Atlantic Treaty Organization (NATO), and the Organization for Security and Cooperation in Europe (OSCE).

BUS 801 Business Research Writing (3)

This course provides a solid foundation necessary for academic writing. Topics include formats, literature reviews, citations, problem statements, research proposals, research questions, hypotheses, critiques of journal articles, evaluation of dissertations and dissertation abstracts, and writing for journals.

RE 800 Advanced Research Methodology (3)

Covers advanced inquiry methodology and current research into the mechanisms underlying the various fundamental premises of Business. Emphasis is on fostering the understanding and ability to interpolate valuable information between all the disciplines.

BUS 840 Advanced Organizational Behavior (3)

The focus of this course is on the theoretical and practical implications of organizational behavior, as addressed from a social science perspective. It will stress how being a consumer of organizational research can help the manager with everyday problems and the researcher to answer organizational behavior questions. Upon completion of the course, the student will have mastered the concepts of the field, such as diversity in the workplace, perception and attribution processes, motivation and individual differences in organizations, group dynamics and decision-making, teamwork, leadership, and quality improvement programs.

LE 845 Advanced Human Resource Management (3)

This course provides advanced exploration in employee selection, performance appraisal, compensation, training and development, human resource policy and strategy, and other areas of human resource management.

MG 821 Management Science (3)

This course provides an in-depth presentation of the tools and techniques of management science as applied to real-world problems. The subject matter includes linear programming, sensitivity analysis, distribution models, decision analysis, forecasting, PERT/CPM, financial models as certainty models, and simulation models.

LE 855 Stress Management Control (3)

This course examines the organizational factors that cause stress and identifies the costs of stress to the organization. Emphasis is placed on the principles and methods of preventive stress management from an organizational perspective, including the improvement of individual-organizational relationships, the shaping of

organizational policies and procedures, and the design of effective stress management training, employee assistance, and personal wellness programs.

LE 843 International Human Resource Management (3)

This course explores the human resource management issues that exist in the international business environment, sensitizes students to the differences in human resource systems, and broadens their perspective on the appropriate management of human resources in a multinational context.

MG 822 Global Management Models (3)

This seminar provides students with a general overview of International Management, including the integration of corporate culture, integration, implementation, and globalization. Specific applications to NAFTA and research areas in business strategies are also explored. The student will develop an empirical article for submission to a peer-reviewed journal or conference.

LE 851 Seminar in International Leadership (3)

This course presents a survey of the most important activities in international business and offers a framework of thinking about them from the perspective of the company leaders. The course examines international trade and foreign direct investment patterns and theories, international financial markets and how firms dealing in those markets operate, trade and investment barriers and functioning of economic integration, challenges and opportunities of multinational operations. The seminar interchangeably provides in-depth coverage of the most important world markets: Europe, Asia, South America, etc.

BUS 842 Comparative Economic Systems (3)

This course will provide students an understanding of the organization, operation and performance of economic systems, both in theory and in practice. It deals with alternative methods of determining the bill of goods to be produced, the allocation of resources to produce it, and the distribution of the resulting income. The course explores various alternative answers by analyzing different economic systems and comparing them with each other.

BUS 7611 Independent Study in International Business (3)

This course offers doctoral-level analysis of selected international business topics. The course focuses on doctoral-level analysis of selected Information Systems topics. This three-credit nonresident option is completed on a one-to-one basis with a faculty mentor. This is a good opportunity for students to carry out a creative research project in an area of their choice that differs from that of the dissertation. It may arise from an in-depth study of some aspect of a recently completed graduate course; an analysis of new ideas, theories or concepts; or an evaluation of new strategies. It can involve the resolution of an isolated educational problem, collection, and interpretation of accumulated data, or an approved field experience.

DI900-905 Dissertation — Business (17)

This course deals with both the theoretical and practical aspects of designing dissertation research and successfully defending the design in a proposal hearing. The purpose of the course is to assist students through the proposal and dissertation writing processes.

Research and writing of the dissertation are undertaken during year two commencing with the prospectus and proposal preparation. Candidates will engage in research for and writing the dissertation. At the completion of the dissertation work, the Dissertation Committee conducts a final oral examination during which the candidate defends the dissertation.

Dissertation Research

Under the direction of a dissertation chairperson, dissertation research is individualized and tailored to aid the student in completing the dissertation requirement. In dissertation study, students engage in preparing their research proposal and hold a preliminary oral with their chair and committee. To formally conduct dissertation research under the supervision of a faculty member, or to hold a preliminary or final dissertation defense,

LE 902 Advanced Research and Study on Church Leadership and Administration (3)

In this course students will explore biblical principles and current practices of leaders and managers: envisioning, organizing, recruitment, training, and supervision of volunteers, budgeting, publicizing, and evaluating with special emphasis upon the application of these functions to church and parachurch leadership and administration. Learning culminates in a strategic ministry plan used within students' fieldwork congregations.

LE 912 Advanced Ministry Leadership (6)

Through this course, the students can develop the research skills, leadership abilities, and biblical knowledge needed to pursue management roles in churches, ministry organizations, Christian schools, and more. The course will emphasize how to serve with skill, integrity, and humility so, students can provide godly guidance and support to the people.

POSTDOCTORAL (Postdoc) CERTIFICATE

A Postdoctoral Scholar Certificate program is an individual holding a doctoral degree who is engaged in a temporary period of mentored research and/or scholarly training and classes for the purpose of acquiring the professional skills needed to pursue a career path of his or her choosing.

Philosophy:

American Liberty University Postdoc courses prepare forward thinkers from graduates to scientists and business owners and entrepreneurs to launch their Big Idea, research or, other venture.

Program Overview:

The Postdoctoral Scholar Certificate at the American Liberty University is **non-degree** and is designed for leaders pursuing advanced studies beyond the doctoral level in preparation for an independent career and to prepare participants for practical and academic, teaching and research careers in business as well.

This Postdoctoral Scholar Certificate focuses on the issues faced by healthcare and businesses - small or large, public or private in developing and developed countries. The research often draws from theories and concepts from different areas, making it relevant for both academicians and practitioners in various business disciplines.

The Postdoctoral Scholar Certificate program provides a solid foundation in the core business disciplines and healthcare that are most crucial for each participant's chosen area of specialization, as well as an understanding of the pedagogical and teaching methods commonly used in business schools. The PD program curriculum enables participants to maximize the connections between their doctorate degree training and business topics to provide the knowledge and skills necessary to pursue an academic and professional career internationally.

DISSERTATION:

Each Postdoctoral candidate is required to complete a dissertation that embodies original and independent research and demonstrates advanced scholarly achievement. As soon as possible after a student's admission to candidacy, and during or before enrollment in Dissertation Course, the student forms a dissertation committee. The dissertation committee consists of a minimum of three members. Two shall be chosen from the faculty of the Department; the third may be a member of the faculty of another Department within the American Liberty University, or a person holding a doctorate degree outside the University. The Chairperson and committee are chosen by the student, approved by his/her advisor, and then formally appointed by the Dean of the Department. The submitted dissertation becomes the property of American Liberty University, but the University does not limit the author's right to publish the results.

The dissertation must satisfy one of the following criteria:

1. Introducing an innovation in a scientific/scholarly field
2. Developing a new scientific/scholarly method
3. Applying an already-known method in a new area

Method of Study

Online, Webinars, Research

Method of Instruction/Study:

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.

Length of Compilation:

This Postdoc certificate program can be reasonably completed in 1-2 years, if students complete a dissertation.

Research Development

ALU may offer monthly and/or annual seminars to provide doctoral students with opportunities to present their research to their peers and faculty.

Postdoctoral Scholar Courses may include:

- Research Projects
- Practical involvement and research in the domestic and foreign companies/research institutions
- Academy, teaching projects, professional projects, and experiences
- Online Classes, webinars, and seminars

Admission Requirements/Application Procedure

1. Complete the Application for Admission and submit it with a non-refundable \$210 Application Fee
2. Description of the proposed research project (including a timetable).
3. Provide a copy of your most updated professional resume or curriculum vitae.
4. Provide a copy of your doctorate academic degree and official transcript.
5. Provide one current color passport-size photo.

Leadership & Management Courses:

TITLE: FUTURISTIC

Course 1 Level I: Executive Leadership (40 hours)

Course 2 Level II: Executive Entrepreneurship (40 hours)

Course 3 Level III: Executive Blockchain, Metaverse & Cryptocurrency (40 hours)

Dissertation: (40 hours)

Some of the following courses may be offered at each Level:

- **Contemporary (modernization) Challenges**
- **Innovation (revolution, modernity)**
- **Strategy and Innovation for Competitive Advantage**
- **Sustainability (maintainable, workable, supportable)**
- **Multicultural Leadership & Management**
- **Worldwide Entrepreneurship**
- **International Business, Marketing, Finance, and Branding**
- **The New HR: The Savvy (practicality, understanding) Strategic Partner**
- **Global Supply Chain Management**
- **Entrepreneurship Academies**
- **Big Bang! Business Competition**
- **Seminar: Meet the Legends**

Courses Descriptions:

- **Executive Leadership:** ALU Executive Leadership courses provide students with actionable tools, from leading through organizational change to negotiation strategies and providing students with the insights into what makes a leader exceptional. Students will explore complex issues such as self-awareness and learn skills to build a coalition of the willing, attract talent, and lead others to greatness. Students will return to their organization with the knowledge and skills to mobilize their team around a shared vision.
- **Executive Entrepreneurship:** These intensive workshops integrate scientific research, industry relevance, and social benefit. Participants explore technology commercialization, intellectual property,

and new business development and build a network to move their ideas forward. This executive-level course also introduces participants to an entrepreneurial global entrepreneur networks. It covers the entire venture creation process, from generating ideas to building viable global businesses, with a special emphasis on the nurturing roles of corporations, universities, governments, and foundations.

- **Executive Blockchain & Cryptocurrency:** The **Blockchain & Cryptocurrency Program** is designed for those that wish to become competent in Blockchain & Cryptocurrency broad range of Professional Certifications and who wish to embark on academic programs. The students may start a career as a Blockchain & Cryptocurrency business analyst, financial analyst, developer, banker or/and educational institution.

The Blockchain & Cryptocurrency course may include:

Blockchain: Understanding Blockchain, the Blockchain Ecosystem, Innovations in Value, Transfer, Decentralized Apps and Smart Contracts, Transforming Enterprise Business Models, Blockchain Frontiers, Blockchain Frontiers

Cryptocurrencies: Introduction to Crypto and Cryptocurrencies, Bitcoin and Cryptocurrency Technologies, How Bitcoin Achieves Decentralization, Mechanics of Bitcoin, How to Store and Use Bitcoins. Bitcoin Mining, Bitcoin and Anonymity, Community, Politics, and Regulation, Alternative Mining Puzzles, Bitcoin as a Platform, Altcoins and the Cryptocurrency Ecosystem, the Future of Bitcoin.

Traditional Medicine Course:

PDMD 1110: Postdoc Course: Advanced Traditional Medicine Methodology (3)

- Traditional Chinese Medicine (TCM) 中医; Traditional Chinese: 中醫; Pinyin: Zhōngyī
- Korean Traditional Medicine (Hangul: 한의학 (Hanuihak))
- Ancient Iranian Medicine
- Indian Ayurveda Medicine
- Japanese Kampo (Kanji (漢字) Medicine)

PDMD 1210: Postdoc Course: Advanced Diagnoses & Treatments I (3)

- Infectious Diseases
- Neurological Disorders

PDMD 1220: Postdoc Course: Advanced Diagnoses & Treatments II (3)

- Infertilities
- Skin and Facial

PDMD 1310: Postdoc Course: Advanced Leadership, Management, Marketing, and Insurance in Healthcare System (3)

POMD 1410: Postdoc Course: Advance Research Methodology (3)

POMD 1500: Postdoc Dissertation (15)

Course Descriptions:

POMD 1110: Postdoc Course: Advanced Traditional Medicine Methodology

The understanding of philosophy and history of Traditional Medicine Methodology globally including but not limited to:

- Traditional Chinese Medicine (TCM) 中医; Traditional Chinese: 中醫; Pinyin: Zhōngyī
- Korean Traditional Medicine (Hangul: 한의학(Hanuihak))
- Ancient Iranian Medicine
- Indian Ayurveda Medicine
- Japanese Kampo (Kanji (漢字) Medicine

POMD 1210a: Postdoc Course: Advanced Diagnoses & Treatments I

POMD 1220b: Postdoc Course: Advanced Diagnoses & Treatments II

Students will learn a perfect blend of ancient practices and modern theory in the application of both acupuncture and herbal medicine applicable to Infectious Diseases, Neurological Disorders, Infertilities, Skin, and Facial. The techniques taught in this class are advanced, safe, effective, and efficient and can be applied to your client base.

Emphasis is placed on health and safety to effectively carry out acupuncture and Traditional medicine.

POMD 1310: Postdoc Course: Advanced Leadership, Management, Marketing, and Insurance in Healthcare System

Overview of key issues in the management and administration of comprehensive health care facilities. Focuses on the leadership, management, marketing, insurance billings and administrator's relationship to the medical and nursing professions and assesses the attributes of the various types of health service organizations.

This course will cover:

- Leadership and Organizational Behavior and Culture in Health Care
- Economics of Health Care
- New Marketing methods in Health Care Industry
- Insurance Billing
- Human Resource Management for the Health Care Industry
- Legal and Ethical Aspects
- The Health Care Industry
- Industry Trends in Health Care Management

PDMD 1410: Postdoc Course: Advance Research Methodology (30 Hours)

Covers advanced inquiry methodology and current research into the mechanisms underlying the various fundamental premises of natural medicine. Emphasis is on fostering the understanding and ability to interpolate valuable information between all disciplines.

This course also deals with both the theoretical and practical aspects of designing project research and successfully defending the design in a project proposal hearing. The purpose of the course is to assist students through the Postdoctoral project processes.

Theology Leadership & Management:

Theology is the critical study of the nature of the divine; more generally, Religion refers to any cultural system of worship that relates humanity to the supernatural or transcendental.

PDTH 1310: Postdoc Course: Advanced Leadership & Management

Overview of key issues in the management and administration of comprehensive churches and religious facilities. Focuses on the leadership, management, and administrator's relationship to the medical and community and assesses the attributes of the various types of service organizations.

This course will cover:

- Leadership and Organizational Behavior and Culture
- Church Economics
- Human Resource Management
- Legal and Ethical Aspects in Theology
- Industry Trends in Management

Some of the following courses may be offered in the certificate program:

- Practical Theology and Young People.
- Research associate in philosophy and religion.
- Research on theology in America, Europe, the Middle East, and Asian countries.
- Research the 4 main branches of theology: biblical theology, historical theology, systematic (or dogmatic) theology, and practical theology.
- Research on Theology and Economic Thinking.
- Theology and Religion in Planet Formation.
- Global Religion Research Initiative.
- Advanced Leadership and Management.

2024 ACADEMIC CALENDAR

2024 SPRING SEMESTER

New Year's Day	January 1, 2024 (Holiday)
Registration	January 3 through January 5, 2024
Classes Begin	January 8, 2024
Martin Luther King Jr. Holiday	Monday January 15, 2024 (school closed)
President's Day Holiday	Monday February 19, 2024 (school close)
Mid-Term	Tuesday February 20 to Friday February 23, 2024
Good Friday	Friday April 7, 2024 (school closed)
Final Exam	April 15 through April 19, 2024
Spring Break	April 22 through April 30, 2024

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2024 SUMMER SEMESTER

Registration	May 1 through May 3, 2024
Classes Begin	May 6, 2024
Memorial Day Holiday	Monday May 27, 2024 (school close)
Commencement	Sunday June 9, 2024
Mid-Term	June 10 through June 14, 2024
Independence Day Holiday	Thursday July 4, 2024 (school closed)
Final Exam	August 23 through August 26, 2024
Summer Break	August 19 through August 30, 2024

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2024 FALL SEMESTER

Registration and Tuition	September 3 through September 6, 2024
Labor Day Holiday	Monday, September 2, 2024 (school closed)
Classes Begin	September 9, 2024
Columbus Day	Monday October 17, 2024
Mid-Term	October 15 through October 18, 2024
Veteran's Day Holiday	Monday, November 11, 2024 (school closed)
Thanksgiving Holiday	November 28, 2024 (school closed)
Final Exam	December 16 to December 20, 2024
Fall Break	December 21, 2024, through January 2, 2025

2025 ACADEMIC CALENDAR

2025 SPRING SEMESTER

New Year's Day	January 1, 2025 (Holiday)
Registration	January 2 through January 6, 2025
Classes Begin	January 7, 2025
Martin Luther King Jr. Holiday	Monday January 20, 2025 (school closed)
President's Day Holiday	Monday February 17, 2025 (school close)
Mid-Term	Tuesday February 18 to Friday February 21, 2025
Good Friday	Friday April 11, 2025 (school closed)
Final Exam	April 14 through April 18, 2025
Spring Break	April 21 through April 29, 2025

.....

2025 SUMMER SEMESTER

Registration	April 30 through May 5, 2025
Classes Begin	May 6, 2025
Memorial Day Holiday	Monday May 26, 2025 (school close)
Commencement	Sunday June 8, 2025
Mid-Term	June 9 through June 13, 2025
Independence Day Holiday	Thursday July 4, 2025 (school closed)
Final Exam	August 18 through August 22, 2025
Summer Break	August 25 through August 31, 2025

.....

2025 FALL SEMESTER

Registration and Tuition	September 2 through September 5, 2025
Labor Day Holiday	Monday, September 1, 2025 (school closed)
Classes Begin	September 8, 2025
Columbus Day	Monday October 13, 2025
Mid-Term	October 14 through October 17, 2025
Veteran's Day Holiday	Monday, November 11, 2025 (school closed)
Thanksgiving Holiday	November 27, 2025 (school closed)
Final Exam	December 15 to December 19, 2025
Fall Break	December 22, 2025, through January 1, 2026

United States Department of Labor's Standard & Occupational Classification

The proposed definition of "gainfully employed" should include not only "on-time" graduates, but those that complete within 150% of the time.

The definition of "gainfully employed" should allow reporting of all jobs, not only those that fall into the Department of Labor's classification codes.

The six-digit SOC codes help in identifying occupational levels.

A student can prepare for a life and career in service and these are the job classification(s) for each program, as per the United States Department of Labor's Standard Occupational Classification codes, a Detailed Occupation (six-digit) level.

These codes are in reference to the occupations that students will be prepared for in the workforce and as per the United States Department of Labor's Standard Occupational Classification codes.

These are separated by program and reference the Major Groups Occupation Profile codes, as per the United States Department of Labor's Standard Occupational Classification codes (for example: Management Occupations 11-0000).

Programs

These are the two Ph.D. programs offered with their corresponding occupation classification code.

Business Administration

11- 0000 [Management Occupations](#)

13- 0000 [Business and Financial Operations Occupations](#)

For the business administration program, the following major group profile codes and all of the sub-codes are relevant occupations.

Traditional Medicine

29 – 1291 Acupuncturists

(Source: https://www.bls.gov/oes/current/oes_stru.htm#00-0000)

Refer to the United States Department of Labor's Standard Occupational Classification codes for the entire list of major group occupation classification codes/

Appendix:

- The American Liberty University's programs 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.

American Liberty University

Excellence in Higher Education



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e-mail: education@aluniversity.edu

School Performance Fact Sheet

Calendar Years: 2022 & 2023

Postdoctoral Certificate (P.D.)

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 **Postdoctoral (P.D.) Program**. The following statistics cover the period of:

On-Time Completion Rates (Graduation Rates)

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2022	00	00	00	0%
2023	00	00	00	0%

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

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2022	00	00	00	0%
2023	00	00	00	0%

Student Initials _____ Date: _____

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

Job Placement Rates

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2022	00	00	00	0%	0%
2023	00	00	00	0%	0%

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

Calendar Year	Graduates Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total graduates Employed in the Field
2022	00	00	00
2023	00	00	00

Single Position vs. Concurrent Aggregated position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total graduates Employed in the Field
2022	00	00	00
2023	00	00	00

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Self-Employed/Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2022	00	00
2023	00	00

Institutional Employment

Calendar Year	Graduates Employed who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution	Total Graduates Employed in the Field
2022	00	00
2023	00	00

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.

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- 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

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2022	00	00	00	00	0%
2023	00	00	00	00	0%

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

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Salary and Wage Information

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,001 - \$25,000	\$20,001 - \$25,000	\$20,001 - \$25,000	\$20,001 - \$25,000	No Salary Information Reported
2022	00	00	00	00	00	00	00
2023	00	00	00	00	00	00	00

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 2023: \$11,440.00. Additional charges may be incurred if the program is not completed on-time.

Student Initials _____ **Date:** _____

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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:_____

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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. LOGO Published: January 03, 2023 INSTITUTION NAME ADDRESS | PHONE | WEBSITE
- “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.

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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, 1440 N. Harbor Blvd., 9th Floor, Fullerton, California 92835**

Student Initials_____

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School Performance Fact Sheet

Calendar Years: 2022 & 2023

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)

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2022	00	00	00	0%
2023	00	00	00	0%

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

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2022	00	00	00	0%
2023	00	00	00	0%

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Student Initials _____ Date: _____

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

Job Placement Rates

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2022	00	00	00	0%	0%
2023	00	00	00	0%	0%

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

Calendar Year	Graduates Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total graduates Employed in the Field
2022	00	00	00
2023	00	00	00

Single Position vs. Concurrent Aggregated position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total graduates Employed in the Field
2022	00	00	00
2023	00	00	00

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Self-Employed/Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2022	00	00
2023	00	00

Institutional Employment

Calendar Year	Graduates Employed who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution	Total Graduates Employed in the Field
2022	00	00
2023	00	00

Student Initials _____ Date: _____

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- 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

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2022	00	00	00	00	0%
2023	00	00	00	00	0%

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: _____

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Salary and Wage Information

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,001 - \$25,000	\$20,001 - \$25,000	\$20,001 - \$25,000	\$20,001 - \$25,000	No Salary Information Reported
2022	00	00	00	00	00	00	00
2023	00	00	00	00	00	00	00

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 2023: \$15,480.00. Additional charges may be incurred if the program is not completed on time.

Student Initials _____ Date: _____

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Student Initials_____ Date:_____

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

Student Name - Print:_____

Student Signature:_____ Date:_____

ALU Official:_____ Date:_____

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- “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.
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- “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. LOGO Published: **January 3, 2023** INSTITUTION NAME ADDRESS | PHONE | WEBSITE
- “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 the 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.

American Liberty University

Excellence in Higher Education



1440 N. Harbor Blvd., 9th Floor

Fullerton, California 92835

Phone: 1-877-258-8881

www.aluniversity.edu

e-mail: education@aluniversity.edu

STUDENT'S RIGHT TO CANCEL

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School Performance Fact Sheet

Calendar Years: 2022 & 2023

Doctor of Philosophy in Traditional 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 Traditional Medicine (Ph.D.) Program**. The following statistics cover the period of:

On-Time Completion Rates (Graduation Rates)

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2022	00	00	00	0%
2023	00	00	00	0%

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

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2022	00	00	00	0%
2023	00	00	00	0%

Student Initials _____ Date: _____

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

Job Placement Rates

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2022	00	00	00	0%	0%
2023	00	00	00	0%	0%

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

Calendar Year	Graduates Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total graduates Employed in the Field
2022	00	00	00
2023	00	00	00

Single Position vs. Concurrent Aggregated position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total graduates Employed in the Field
2022	00	00	00
2023	00	00	00

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Self-Employed/Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2022	00	00
2023	00	00

Institutional Employment

Calendar Year	Graduates Employed who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution	Total Graduates Employed in the Field
2022	00	00
2023	00	00

Student Initials _____ Date: _____

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This program may result in freelance or self-employment.

- The work available to graduates of this program is usually for freelance or self-employment.

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- 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

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2022	00	00	00	00	0%
2023	00	00	00	00	0%

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: _____

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Salary and Wage Information

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,001 - \$25,000	\$20,001 - \$25,000	\$20,001 - \$25,000	\$20,001 - \$25,000	No Salary Information Reported
2022	00	00	00	00	00	00	00
2023	00	00	00	00	00	00	00

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

Student Initials _____ Date: _____

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Cost of Educational Program

Total charges for the program for students completing on-time in 2023: \$15,780.00. Additional charges may be incurred if the program is not completed on-time.

Student Initials _____ Date: _____

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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 understood the information provided in this Fact Sheet.

Student Name - Print:_____

Student Signature:_____ Date:_____

ALU Official:_____ Date:_____

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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 canceled 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 begin 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.

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School Performance Fact Sheet

Calendar Years: 2022 & 2023

Doctor of Philosophy in Theology (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 Traditional Medicine (Ph.D.) Program**. The following statistics cover the period of:

On-Time Completion Rates (Graduation Rates)

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2022	00	00	00	0%
2023	00	00	00	0%

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

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2022	00	00	00	0%
2023	00	00	00	0%

Student Initials _____ Date: _____

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

Job Placement Rates

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2022	00	00	00	0%	0%
2023	00	00	00	0%	0%

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

Calendar Year	Graduates Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total graduates Employed in the Field
2022	00	00	00
2023	00	00	00

Single Position vs. Concurrent Aggregated position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total graduates Employed in the Field
2022	00	00	00
2023	00	00	00

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Self-Employed/Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2022	00	00
2023	00	00

Institutional Employment

Calendar Year	Graduates Employed who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution	Total Graduates Employed in the Field
2022	00	00
2023	00	00

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License Examination Passage Rates

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2022	00	00	00	00	0%
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Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect date from # graduates.

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2022	00	00	00	00	00	00	00
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A list of sources used to substantiate salary disclosures is available from the Admissions Office of American Liberty University.

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Cost of Educational Program

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