

American University of Leadership Student Handbook

Contents

Welcome to American University of Leadership!	2
Mission, Vision, and Values	3
Academic Policies and Procedures	4
Student & Alumni Experience.....	7
Student Support.....	12
Finances	14
General Information	16



American University of Leadership

Where Leaders are Born !

Welcome to American University of Leadership!

We are thrilled that you have joined the American University of Leadership Community. You are the most important part of that community, and your education and career preparation are our priority. We will do everything possible to help you achieve professional and personal success.

One of our goals is to promote learning through diverse, enriching opportunities. Getting involved in student leadership, clubs, activities, and community engagement is a great way to enhance your educational experience at AUL.

This is an exciting time in your life: a time of discovery; of new experiences and new people; of building the foundation of your future. The only limitations are the ones you set for yourself. Always remember that learning happens both in and out of the classroom.

On behalf of American University of Leadership, we wish you the best in your studies and in fulfilling your future aspirations.

Best wishes,

Ounsa Achour, COO

Dr. Ounsa Achour

Chief Operations Officer, AUL

Metrowest and Online Campuses

Mission, Vision, and Values

Mission

The mission of AUL is to provide access to higher education opportunities that enable students to develop the knowledge and skills necessary to achieve their professional goals, improve the productivity of their organizations, and provide leadership and service to their communities.

Vision

AUL is a leading private university located in the United States accessible worldwide to students and faculty who value excellence in teaching, learning, leadership, entrepreneurship, innovation and service to one's community.

Values

AUL is a place where we:

- Facilitate cognitive and affective student learning--knowledge, skills, and values -- and promote use of that knowledge and leadership in the student's work place.
- Develop competence in communication, critical thinking, collaboration, and information utilization, together with a commitment to lifelong learning for enhancement of students' opportunities for career success and service to the community.
- Provide instruction that bridges the gap between theory and practice through faculty members who bring to their classroom not only advanced academic preparation, but also the skills that come from the current practice of their professions.
- Provide General Education and foundational instruction and services that prepare students to engage in a variety of university curricula.
- Use technology to create effective modes and means of instruction that expand access to learning resources and that enhance collaboration and communication for improved student learning.
- Assess student learning and use assessment data to improve the teaching/learning system, curriculum, instruction, learning resources, counseling and student services.

Academic Policies and Procedures

1. Academic Calendar

American University of Leadership has a hybrid calendar that joins both the term and non-term format of learning.

The undergraduate program operates following a semester calendar

Fall Semester: September/October-December/January

Spring Semester: February- May

Summer Semester: June-September

*Summer session maximum allowed load is 4 courses.

The graduate and post graduate programs have open enrollment every 2 months, students are allowed a maximum of 2 courses/2 months at the graduate level, and 1 course/2months for the doctorate level (exceptions are at the discretion of the Academic department and Dean's decision). This calendar allows the adult student to balance the demands of career, family, and education.

Administration is available Monday through Friday from 9:30AM to 4:30PM by Phone or Appointment.

Faculty is available following the schedule they post in their class syllabus.

2. Vacation Calendar

Administration closed, faculty follows their syllabus schedule.

November 26-27	Thanksgiving
December 21–January 1	Winter Break
March 16-20	Spring Break
May 31	Memorial Day
July 4th	Independence Day
September 6	Labor Day

3. Academic Records

Semester Grade Reports: grade reports may be accessed online through “SIS” AUL Student Information System.

President's List: Matriculated students who achieve a grade point average of 4.00 with a minimum of 12 academic credits qualify for the President's List.

Dean's List: Matriculated students who achieve a grade point average of 3.50 or better with a minimum of 12 academic credits qualify for the Dean's List.

Transcript Requests: Official or unofficial transcripts may be requested online at <http://edu.aulm.us/student-services/transcript>

Official Transcripts will be stamped: “Official in Sealed Envelope.” If the envelope is opened, the transcript is no longer official. Official transcripts will not be issued to students with an outstanding financial obligation with the University. Various delivery options are available.

Unofficial Transcripts can be downloaded and printed online, the student needs to log in and access their home page in the “SIS”.

Transcript Processing Hours: Monday-Friday 9:00 am to 3:00 pm Eastern Standard Time. All rush requests received after 3:00 pm will be processed the next business day (Excluding holidays). Please note that there is a fee for transcripts.

4. Evaluation and Grading

Professors will evaluate student performance for their classes, and assign a grade accordingly.

Exams and continuous evaluations

To evaluate its students, AUL adopts the continuous monitoring system, which means that the student should:

Attend classes, work on practical exercises and case studies;

Do individual and group researches;

Pass midterm, final exams, and/or projects for each course.

Passing

Undergraduate: The **D** grade, an average of 60% is the minimum passing grade in a class. Obtaining an F grade; an average of less than 60%, means the student needs to retake the course.

Graduate and Doctorate: The **B** grade, an average of 80% is the minimum passing grade in a class.

5. Grade Quality Points Meaning

Grade	Quality Points	Meaning
A	4.00	Excellent
A-	3.67	
B+	3.33	
B	3.00	Above Average
B-	2.67	
C+	2.33	
C	2.00	Average
C-	1.67	
D+	1.33	
D	1.00	Below Average
D-	0.67	Minimum Pass
F	0.00	Fail
I	0.00	Incomplete
P	0.00	Pass
AU	0.00	Audit
W	0.00	Withdrew

6. Satisfactory Academic Progress Standards

Undergraduate

All students must complete their program in a period not exceeding 5 years, and not less than 1 year. To graduate, undergraduate students must successfully complete all their required courses and obtain a minimum CGPA of 2.0.

All repeated courses, withdrawals, and incompletes are counted toward the hours attempted, and the grade received on the last repeat is used in the CGPA calculation.

Graduate

In order to graduate, students in graduate programs must successfully complete all the required courses and obtain a minimum CGPA of 3.0. Students must have completed the degree program no later than 4 years after completing the first class.

To be eligible for and to maintain financial aid, continuing undergraduate students must maintain the academic standards and degree progress required for their program. Students whose academic standing or degree progress falls below the standard for their academic department will be ineligible to receive federal financial aid funds.

7. Graduation

Only students who have satisfactorily completed all academic and financial requirements in the program will be considered for graduation. The University approves graduations in December and June.

The University holds its annual commencement end of June. Students, who graduated before June are still invited and encouraged to participate in the annual commencement. The graduation date on a student's diploma is always the date that the university approves for his or her graduation.

Each spring the University conducts an in-person Commencement ceremony. Online and International students are automatically invited to the Commencement; and on-site students may request to participate. The ceremony will include special addresses by the American University of Leadership President and other noteworthy speakers. Students must be within nine credits of completing all requirements by the end of the winter quarter to be considered for participation in spring commencement exercises.

Honors: Students in degree programs who achieve an overall 3.50 average and above will be automatically invited to join the "Mu Eta chapter".

8. Transfer Credit Policy

Students who wish to continue their education at other schools must not assume that credits earned at the University will be accepted by the receiving institution. At this time the university is not accredited and this status may affect the transfer of student credits to other institutions. The University cannot guarantee the transferability of any credits to other institutions. Transfer of Credits from AUL is at the discretion of the receiving institution.

Student & Alumni Experience

1. Code of Conduct

In Campus: <http://edu.aulm.us/files/MWCodeOfConduct.pdf>

Online: <http://edu.aulm.us/files/ElearningCodeOfConduct.pdf>

Alumni Association

The AUL Alumni Association, or AULAA, is the official body comprising all of the alumni of American University of Leadership worldwide.

According to the Constitution of the AUL Alumni Association, any person who graduated from AUL is a member of the Alumni Association. Besides, any person who has made substantial contributions to the welfare of AUL, its alumni or the AULAA may be awarded an honorary membership to Delta Mu Delta honorary Society after approval by the board of the association.

2. Honor Society

Recognizing your achievements

Students who attain high academic achievement at American University of Leadership may join the Delta Mu Delta Business Honor Society through membership with the local chapter “Mu Eta”.

Mu Eta Chapter is dedicated to academic excellence in individuals committed to an exceptional standard of ethics and achievement within the Business field. Students who choose to join this society participate in a formal induction ceremony and receive ceremonial cords and certificates (Gowns are optional) that are worn during commencement.

3. Community Service

Community service has always been a priority at AUL, and students, staff, and faculty support numerous causes on a regular basis. The “**AUL Caring-Giving Program**” (ACGP) is the University’s social responsibility initiative that builds on AUL’s tradition of addressing important societal issues. Through this program, students, faculty, staff, and partners are committed to donating hours of hands-on service to the community and creating a community of care at each location and surrounding neighborhoods. It is a great way to get involved, meet new people, and help those in need.

Students have the opportunity to get involved with community organizations such as shelters, orphanages, elderly’ homes, schools, and libraries, as well as international organizations such as ISESCO, UNESCO, ROTARY CLUB and UNICEF.

4. Diversity and Multicultural Activities

The diversity of the student body at American University of Leadership enhances the educational experience and contributes to the cultural enrichment of the community. It also helps prepare students to enter the global business world with a better understanding of the similarities and differences among cultures. American University of Leadership sponsors many multicultural events to promote this understanding and to help students form

relationships that can last far beyond the University years. Multicultural programs offered are centered on historical and traditional milestones intended to commemorate, celebrate, and reflect pivotal moments in history and throughout an array of cultures.

5. Online Opportunities

Students of American University of Leadership Online enjoy many of the same co-curricular opportunities as students who study at AUL's on-site locations. Online students have the option of participating in all online organizations and activities, such as the Student Body Office, AUL Newsletter, AUL Global Radio (AGR), and ACGP.

As well as numerous discussion boards, contests, and community outreach programs on the SIS platform.

There are also opportunities to become peer mentors in the “**AUL Student Mentor Program**” (ASMP), a program that helps new online students adjust to and succeed in online classes, or “**AUL Faculty Assistant Program**” (AFAP) a program that introduces students to teaching online.

6. Personal Counseling

AUL Staff and Faculty are available to help students deal with a range of social, emotional, or academic issues and concerns on a short-term basis. Counseling may be provided individually or within a group. When appropriate, students may be referred for outside treatment.

7. Student Organizations

American University of Leadership encourages students to join or form organizations that address their interests and concerns and offer opportunities to network, share, and lead. Organizations are social, cultural, academic, recreational, or service-oriented and are an excellent complement to the educational experience at American University of Leadership.

8. Accommodating a Disability

In accordance with its Equal Opportunity Policy, the University strives to reasonably accommodate the needs of students with disabilities. For information regarding how to request a reasonable accommodation of a disability please contact the main office at 407-801-5140, Ext 203.

9. Alcohol and Drug Policy Statement

AUL is an educational institution committed to maintaining an environment that allows students and associates to enjoy the benefits of a substance-free environment and to understand the negative consequences of the misuse of alcohol and drugs on their lives. AUL strictly prohibits the possession, sale, use, or distribution of illegal drugs and drug paraphernalia; the abuse or redistribution of drugs obtained lawfully; and the unauthorized possession or consumption of alcohol on any University property, in University vehicles, or at any University -sponsored activity. Moreover, no AUL student or associate shall coerce, even subtly, another AUL student or associate to use drugs or alcohol.

Any member of the AUL community found in violation of these rules is subject to all applicable legal action under local, state, and federal laws as well as disciplinary action, up to and including immediate suspension or dismissal from the University. Students convicted

of certain drug-related crimes may also become ineligible to participate in financial aid programs.

10. Communications

Unless permitted by a faculty member, the use of cell phones is prohibited in class. In emergency situations only, the University will attempt to deliver messages to students.

11. Equal Opportunity Policy

Recognizing that its diversity greatly enhances opportunities for learning, AUL is firmly committed to providing all students equal access to its programs, resources, opportunities, and facilities. The University does not tolerate (a) discrimination or harassment on the basis of sex, gender identity or expression, sexual orientation, pregnancy, race, color, creed, religion, national origin, age, genetic characteristics, ancestry, disability, veteran status, marital status, civil union or partnership status, alienage or citizenship status; (b) sexual assault (which is an extreme form of sexual/gender harassment); (c) domestic violence and/or dating violence; (d) stalking; (e) bullying of students by other students, including, but not limited to, cyber-bullying; and/or (f) retaliation for complaints, reports, or testimony in connection with the Equal Opportunity Policy. Institutional responses to such conduct may include preventative or remedial action, such as changing class or housing assignments, education and training sanctions, restricting access to individuals or locations, providing counseling options, information or other forms of victim assistance; and/or disciplinary action, including, but not limited to, termination of employment (for associates) or dismissal from the University (for students). The University is committed to providing prompt, impartial and fair resolution of equal opportunity complaints, including complaints of sexual violence, dating violence, domestic violence and stalking.

12. Media Relations Consent

AUL regularly publishes Newsletters and photos acknowledging the accomplishments of AUL students, faculty, and staff. Such releases may include induction into honor societies, individual recognition for academic and non-academic success, graduation, or involvement in community service projects. Students who do not wish to have their names and/or likenesses included in press releases or published materials must advise the Registrar Department by completing the FERPA OPT-OUT Form available at <http://edu.aulm.us/files/ferpa.pdf>

13. Recording Classroom Lectures and Discussion Policy

Students are not permitted to record classroom lectures or discussions without written authorization from the Dean. Violation of the policy may result in disciplinary action, which could include the suspension or dismissal of the student from the University. The office of the Dean may authorize recording of classroom lectures or discussions only when, and to the extent, reasonably necessary to effect a reasonable accommodation to a student's documented disability.

14. Smoking

American University of Leadership strictly prohibits the use of tobacco products anywhere on University (or affiliated) property.

15. Social Media Policy

“Social media” is a term used to describe tools and platforms that enable individuals to share ideas and content quickly and easily. Examples of popular social media include texting, blogs, and propriety platforms such as Twitter®, Facebook®, LinkedIn®, Instagram®, YouTube®, and Flickr®.

Within the last few years, the growing popularity of social media has fundamentally changed the way we communicate as individuals and as an institution. American University of Leadership recognizes and embraces the power of social media and the opportunity those tools provide to engage in ongoing “conversations” with the American University of Leadership community, including students, faculty, staff, parents, alumni, and fans.

It is important to recognize, however, that the use of social media is governed by the same laws, policies and rules of conduct, and etiquette that apply to all other activities.

The Social Media policy provides guidance concerning the use of social media to represent or discuss matters related to American University of Leadership and/or members of the American University of Leadership community, whether or not such use involves the University’s network or other computer resources.

16. Student Dress Code

As part of its mission to prepare students for careers, AUL requires students to dress in a manner that will create a positive self-image. Inappropriately dressed students may not be permitted to attend classes. Students enrolled in University internships are required to follow the participating company’s dress code.

17. Student Electronic Information Policy

AUL’s computer systems and associated hardware and peripherals are to be used for educational purposes only. The use of computers and the Internet is a privilege which may be limited or revoked at any time. Computer usage may be monitored. Students should not have an expectation of privacy when using or connecting to any AUL networks, systems, or equipment, even if they are doing so to access their own personal email, social media, or other accounts. Students have a responsibility to use computers and the Internet ethically and lawfully (and with respect for their fellow students), and

AUL reserves the right to report any suspected illegal activity to the appropriate authorities. Attempts to mislead others concerning a user's true identity are not permitted.

Any attempts to circumvent PC/Network security, damage or tamper with any of AUL’s electronic resources, including software, hardware, network infrastructure, virus propagating, and sustained high volume network traffic, may result in disciplinary action, including immediate dismissal. Internet access is provided in all American University of Leadership locations for educational purposes. The University has installed systems that attempt to block offensive material and restrict access to other sites that have been known to monopolize network bandwidth or violate copyright laws.

18. Student Records and Information

The Family Educational Rights and Privacy Act (FERPA) is a federal law governing how student academic, financial, disciplinary, and immunization records, among others (“Education Records”), and information derived from them, are managed. Education Records protected by FERPA refer to *any* records maintained by American University of Leadership which are directly related to a student, with certain exceptions. Generally,

FERPA prohibits educational institutions from disclosing private student information and records (such as grades, disciplinary records, and social security numbers) without prior consent from the student. It also gives students the right to review many of their Education Records and correct errors.

FERPA permits institutions to disclose some Education Records under specific conditions. For example, certain student information may be disclosed in emergencies involving threats to the health or safety of the student or the University community, or when a student is injured or missing for a defined period of time without explanation (all students are required to furnish emergency contact information for this purpose). Institutions are also permitted to designate less private categories of "**Directory Information**" that may be disclosed without a student's consent, unless the student has specifically instructed the Registrar Department in writing not to share such information. At AUL, **Directory Information** includes a student's name, address, telephone number, email address, student number, date and place of birth, major field(s) of study, participation in officially recognized activities and sports, dates of attendance, degrees, honors and awards received, most recent previous school attended, and likeness (photograph, video, or other form). Students wishing to prevent the disclosure of Directory Information should submit a "FERPA Opt-out" Form, which is available at <http://edu.aulm.us/files/ferpa.pdf>

19. Use of American University of Leadership Trademarks

American University of Leadership logos, slogans, and other trademarks are the exclusive property of the University. Any unauthorized use of those logos, slogans, and other trademarks, or of the American University of Leadership name in a way that conveys the impression of official sponsorship, including the operation of a website, wiki, or social media site not authorized in accordance with the Social Media Policy, constitutes a violation of law and is strictly prohibited. Violators may be subject to legal action as well as disciplinary action up to and including dismissal from the University.

20. Weapons

For the safety of the University community, American University of Leadership strictly prohibits the possession or use of any kind of weapon (including the use of an object or substance as a weapon) on University property or at events and activities sponsored by the University, regardless of whether such possession or use violates public law.

Upon written request, the COO or another officer of the University to whom the President of the University may delegate such authority (the "Authorizing Official"), shall be authorized to grant permission for a current federal, state, or local law enforcement officer or other person who may be required by law to carry a weapon; member of the armed forces; or campus public safety officer to carry firearms or other weapons on campus or at University -sponsored events and activities, only to the extent required by law or official rules of conduct applicable to such person and where, in the sole discretion of the University, the granting of such request would neither pose an undue danger to the American University of Leadership community, nor subject the University to unacceptable legal or financial risk.

Student Support

1. Registration

Students have an opportunity to consult with an academic advisor to discuss their academic programs during registration. Students must receive financial clearance each term before start of semester. Once classes begin, academic advisors monitor students' progress to ensure the achievement of their educational goals.

2. Academic Advisement

American University of Leadership recognizes academic advising to be an integral component of the educational experience of its undergraduate students. Academic advising is a collaborative relationship for which academic advisors and students share responsibility and through which students create sound educational plans consistent with their academic, career, and personal goals.

Students experiencing academic difficulties should contact their faculty and advisor as soon as possible.

In an effort to facilitate academic success, American University of Leadership has implemented an early warning, mid-semester progress report, and late warning monitoring system designed to identify students experiencing academic difficulties. Those students then are referred to the appropriate faculty/advisor for intervention, which may include counseling, tutoring, and other referrals.

3. Student Card

Students receive an AUL Card during their first semester at American University of Leadership. The AUL Card acts as an identification card. Students are required to carry the card at all times while on campus and to display it if requested to do so by a member of the University faculty or staff. The cost to replace lost cards is \$10.

4. Academic Support

ELibrary

As busy working professionals, our students and faculty members know how difficult it can be to travel to a distant library and match their schedules to library building hours. To accommodate student and faculty needs, American University of Leadership offers its library services online. This online distribution of information is well suited to the needs of today's "knowledge workers" and offers a functional version of the types of information systems our students and faculty will be expected to use throughout their careers.

The eLibrary with its collection of databases is available to all students and faculty, at any time and from virtually any location where an Internet connection is available through a safe and secure password protected login.

The electronic libraries provide students with the required level resources. Master level students have access to a more in-depth eLibrary with enough resources exceeding the requirements of the baccalaureate level, pushing them to go further in their research and encouraging them to develop their intellectual quota. AUL has partnered with the Library and Information Resources Network, which meets all the above descriptions.

5. Career Services

American University of Leadership provides career development and placement assistance services through its partners worldwide.

Individual assistance with resume preparation and job interviewing strategies is another integral part of the educational program. Career Fairs, on-campus employer presentations and interviews, seminars, and workshops are organized regularly. All students complete the Communication courses which focus on exploring career opportunities, the job search process, and interview preparation.

6. Employment Opportunities

AUL graduates are eligible for free career services assistance from our partner Ameritech, Inc. AUL University communicates regularly with graduates through newsletters and email broadcast whenever job openings are offered from partners or related stakeholders.

AUL alumni Association and Delta Mu Delta society are also great source for networking, for employment fairs and for contact with prospective job hunters and employers.

Finances

Students interested in applying for financial scholarships must submit an Application (available online in our website).

AUL University need-based aid may be awarded to students who have borrowed their annual maximum scholarship and have unmet needs. All students have the opportunity, and are encouraged, to meet with their advisor to discuss their personal situation.

Description:

To assist and support those students showing excellence or potential for excellence in any program and/or who are experiencing demonstrated financial need.

Expense Categories Covered: Tuition only.

Eligibility Criteria

The opportunity scholarship is open to both domestic and international business students who qualify: through demonstrated financial need (as determined by AUL financial staff and administration) or based on merit.

Preferred candidates will provide evidence of demonstrated integrity, leadership, teamwork, self-motivation and personal responsibility.

Duration of the Award

3 to 5 years, depending on the program

Maintenance

Scholarship application can be renewed yearly and is based upon shown GPA excellence.

Degree Program Tuition Policies

Tuition Refund Policy

If a student is terminated or cancels enrollment for any reason, the following refund policy will apply:

1. A student may request cancellation by fax, email, or mail. The refund is calculated based on the postmarked date that a student's cancellation is mailed or the date that an email, fax or mail request is received by AUL. Students also may submit cancellation requests in person at AUL's administrative offices.

2. **Cancellation within Three Days:** A student may cancel a course enrollment within three calendar days after midnight of the day on which the registration form is signed or submitted electronically and receive a full refund.

3. **Cancellation after Three Days:** If a student requests cancellation after the above three days, the University will retain the application fee and shall refund on a pro rata basis for up to 40% of the course taken.

4. **Refund Payment:** Refund payment will be made within 30 days from the cancellation date.

- If for unseen reasons the University is permanently closed or no longer offers instruction, the school shall, at its option:
 - i. Provide a full refund of all monies paid.
 - ii. Provide for completion of the course.
- Applicants denied admissions by the University are entitled to a refund of all money paid except for non-refundable registration fees.
- If the student or the University cancels the enrollment agreement the rules for cancellation and refund above will apply.
- Although career guidance is provided, the school cannot guarantee a job to any student or graduate.

Methods of Payments

Tuition can be paid by check, wire, visa or master card.

To pay through PayPal, please visit our secure Online Payment page in our website.

General Information

A. Public Safety Department

American University of Leadership works continuously to maintain a safe environment for students, faculty, staff, and visitors. All members of the AUL community are encouraged to join in maintaining safe and pleasant places to learn, live, and work.

Students can help in several ways:

- Be aware of surroundings
- Do not leave belongings unattended
- Report unusual or suspicious behavior
- In the event of an emergency, contact local police (911)

B. Fire Drill Procedures

Fire drills are held several times during the year for your protection. Please familiarize yourself with the detailed instructions posted in classrooms.

C. Insurance

The University does not carry insurance on students' belongings and is not responsible for loss or damage from any cause. Students should arrange for adequate coverage on personal policies.

D. Contact Information

Contact information for students must be current. Students can change their address as well as cell or home telephone number through the Student info tab on SIS. In order for students to change their name, legal documentation of the new name must be submitted to the Registrar Department with a request for modification of their name.

E. BerkAlert

Prior to or during an emergency situation, the University may utilize BerkAlert to notify students via text messaging, emails, cell phones, and home and business phones of any pending emergency. Contact information for students must be current in order for them to be reached in the event of an emergency. Students must access the Student Self- Service tab on SIS to update their contact information.

F. University Bookstore

Textbooks and University merchandise are available for sale online through Amazon and other providers.

The online bookstore may be accessed at <http://edu.aulm.us/store/request-information>

The Merchandise store can be accessed at <http://www.cafepress.com/universitystore>

AMERICAN UNIVERSITY OF LEADERSHIP

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