



CATALOG ADDENDUM

The updates listed in this addendum apply to the 2023 Academic Catalog. This catalog addendum contains new and updated information, as well as corrections of errors in the original catalog.

TABLE OF CONTENTS

Discontinuation of Doctorate of Business Administration Program	2
Admission Requirements & Procedures.....	2
General Requirements	2
Undergraduate Degree, Diploma or Certificate Program Requirements (update to page 16) ...	3
Graduate Degree Program Requirements (update to page 17)	4
Transfer Credit Evaluation (update to page 19)	5
Tuition & Fees (updated, page 22).....	5
Tuition Schedule – Semester Credit Hour Rate	6
Transfer Credit Offset to Tuition (update to page 24)	6
Payment Plan Options (update to page 30).....	6
Unofficial Cancellation/Withdrawal (new policy on page 32, following Student's Right to Cancel and Withdrawal)	7
Student's Right to Cancel and Withdrawal (update to page 32).....	8
For California residents, the amount of assessment for the Student Tuition Recovery Fund is nonrefundable and will not be returned to students who are California residents.....	8
Refund Policy (update to page 32).....	8
Return to Title IV (R2T4) Policy (update to page 33)	9
Academic Policies & Graduation Requirements	12
Registration and Course Scheduling (update to page 122)	12
Grades and Designators	12
Designator of I – Incomplete (update to page 118)	12
Student Enrollment Status.....	13
Course Withdrawal (update to page 132)	13
Standards of Academic Progress (update to page 133).....	13



Requirements for Students Starting the Semester in Good Standing	14
Pace of Progress Toward Graduation, Including Withdrawal from All Courses (update to page 135)	14
Students on Academic Probation (update to page 135)	14
Financial Aid Warning (new section on page 136)	15
Financial Aid Probation (new section on page 137)	16

Discontinuation of Doctorate of Business Administration Program

Effective January 30, 2023, ALU no longer offers the Doctorate of Business Administration (DBA) program. Therefore, the following sections have been revised or removed from the catalog as a result of the discontinuation of the DBA program.

From the Founder and Chairman (page 8)

Reference to doctorate removed.

Admissions Procedures (pages 16 - 20)

Reference to doctorate removed.

Doctorate Degree Program Requirements (Excluding Juris Doctor Program) section removed.

Tuition & Fees (pages 23 - 33)

References to doctorate removed.

Business Administration Programs (page 37)

Reference to Doctorate removed from table.

Doctorate of Business Administration (DBA) (pages 52 – 54)

Entire section removed.

Proctored Exams (page 115)

Reference to Doctorate degree removed.

Graduate Programs (page 129)

Reference to Doctorate removed.

Appendix 1: Standard Occupational Classification Codes (page 158)

DBA removed.

Appendix 2: International Student Tuition Payment Plan (page 159)

Doctorate section removed.

Admission Requirements & Procedures

General Requirements

Note: Enrollment for selected programs, formats and applicants is subject to additional requirements. ALU does not accept Ability to Benefit students and does not award credit for prior experiential learning.



The university policies and procedures are aligned with the needs of adult students who typically enroll in online programs. Many students will have accumulated transfer credits from previously completed college courses, credit by examination, military training, or professional course work. The shared goal is to maximize the number of transfer credits into ALU programs that are allowable by the DEAC Accrediting Commission to ensure that the student is not paying multiple times for comparable credits previously earned.

To be granted admission to ALU, a prospective student must interview with an ALU admissions representative and complete an application for admission. In addition, all other general and specific admission requirements must be met, including those regarding age, prior education, and evaluation of proficiency in the college-level skills needed for coursework in the chosen field of study. Once ALU accepts the application paperwork, applicants are provisionally admitted, pending satisfaction of all remaining admission conditions. Applicants with prior post-secondary attendance must present transcripts indicating all previous work. Students requesting transfer credit for prior post-secondary education must submit official transcripts before credit is awarded. An unofficial evaluation of transfer credit may be provided pending receipt of official transcripts.

International or homeschooled applicants must provide an authenticated program completion document issued by a governmental authority or school supervisor. The document(s) will be reviewed by the school's Chief Academic Officer and must attest to the successful completion of a program considered to be equivalent to an accredited high school diploma or GED certificate.

ALU reserves the right to deny admission to any applicant and to change entrance requirements without prior notice. Applicants are notified of their admission acceptance or denial in writing. The review process generally takes up to 10 days, unless there are special circumstances that require follow-up with the applicant.

Undergraduate Degree, Diploma or Certificate Program Requirements (update to page 16)

Applicants for an undergraduate degree, diploma or certificate program at Abraham Lincoln University (ALU) must submit the following items:

An application form, with an application fee where applicable. All applicants except for U.S. military and veteran students must pay a non-refundable application fee of \$50.00 by credit card, debit card, or e-check in order for applications to be processed. Credit and debit card payments will be charged an additional 3.5% convenience fee. The application fee includes an evaluation of any previously earned credit for possible transfer toward an ALU degree program.

- Proof of High School Graduation or its equivalent. An official transcript is required within the first semester of the start date and prior to completion of 12 credit hours. Students without proof of high school graduation or its equivalent from an appropriately accredited institution are not admitted to the university.
- Documentation of a current government-issued photo ID.
- A resume, curriculum vitae or list of professional accomplishments.
- Transcripts for any previous baccalaureate study that the applicant wants to submit to ALU for possible transfer credit into an ALU program. Transcripts must be sent directly to the Abraham Lincoln University Registrar's Office by the granting institution(s). See

Official Transcript Requirement. Due to this step being potentially time-consuming, applicants are advised to submit transcripts early.

- All credits accepted in transfer must be a “C-” grade or better for undergraduate programs. Transfer credits are not accepted for diploma or certificate programs.
- Any unofficial transcripts may be submitted to the Registrar initially to expedite transfer credit evaluation, but students who are admitted to the university must submit official transcripts, within the first semester of the start date and prior to completion of 12 credit hours.
- For applicants who are seeking to use Veterans Affairs (VA) educational benefits:
 - DD214 Form;
 - Official transcripts from *all* previously attended institutions. If the applicant is unable to obtain official transcripts, please contact the admissions office for guidance;
 - Note: Once admitted to the University, students using VA educational benefits must submit Certificate of Eligibility (COE or NOBE) before the start of the first applicable course.

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

Graduate Degree Program Requirements (update to page 17)

Applicants for a graduate degree program (master’s level), including graduate-level certificate programs, at Abraham Lincoln University (ALU) must submit the following items:

- An application form, with an application fee where applicable. All applicants, except for U.S. military and veteran students, must pay a non-refundable application fee of \$50.00 by credit card, debit card, or e-check in order for applications to be processed. Credit and debit card payments will be charged an additional 3.5% convenience fee. The application fee is for evaluation of any previously earned credit for possible transfer toward an ALU degree program.
- Evidence of a bachelor’s degree in the form of an official transcript from a college or university accredited by an accrediting agency recognized by the United States Department of Education or an equivalent degree from a recognized foreign college or university.
 - The official transcript of the undergraduate academic record must reflect a minimum Cumulative Grade Point Average (CGPA) of C (2.0 on a scale of 4.0) or higher.
- Documentation of a current government-issued photo ID.
- A resume, curriculum vitae or list of professional accomplishments.
- Transcripts for any previous post-baccalaureate study that the applicant wants to submit to ALU for possible transfer credit into an ALU program. Transcripts must be sent directly to the Abraham Lincoln University Registrar’s Office by the granting institution(s). See Official Transcript Requirement. Due to this step being potentially time-consuming, applicants are advised to submit transcripts early. Unofficial transcripts may be submitted to the Registrar initially to expedite transfer credit evaluation, but students who are admitted to the university must submit official transcripts within the first semester of the start date.

- The transcript of the graduate academic record must reflect a minimum CGPA of B (3.0 on a scale of 4.0) or higher.
- All credits accepted in transfer must be “B-” grade or better for graduate programs.
- For applicants who are seeking to use Veterans Affairs (VA) educational benefits:
 - DD214 Form;
 - Official transcripts from *all* previously attended institutions. If the applicant is unable to obtain official transcripts, please contact the admissions office for guidance;
 - Note: Once admitted to the University, students using VA educational benefits must submit Certificate of Eligibility (COE or NOBE) before the start of the first applicable course.
- A Statement of Purpose addressing why the applicant is seeking the degree.
- For ALU JD students transferring to the MSL program, please see the section on **Equivalent Learning Credit for Students Enrolled in ALU’s JD Program.**

Transfer Credit Evaluation (update to page 19)

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

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

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

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

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

Tuition & Fees (updated, page 22)

The following tables contain the ALU tuition and fees. While every effort is made to maintain costs at a reasonable level, tuition and fees are subject to change at the discretion of the university.



Tuition Schedule – Semester Credit Hour Rate

Effective April 30, 2023, tuition rates for the certificate, diploma, associate, bachelor's, and master's degree courses and programs are as follows in the table below.

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

Tuition is the total student cost for course instruction and student service. Tuition for ALU courses and programs is calculated on a semester credit hour basis. Each ALU course is three (3) credit hours. Students typically enroll in one class at a time at the graduate level or two courses at the undergraduate level within their individual degree plans.

Transfer Credit Offset to Tuition (update to page 24)

Enrolling ALU students may transfer previously earned semester units as credit toward their program or degree. ***If transfer credit is applicable to the degree, diploma, associate and bachelor's programs, ALU will allow 75% of the required credits to be transferred, while the master's degrees allow 50%.***

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

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

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

Payment Plan Options (update to page 30)

Level of Degree	Undergraduate degree and Certificates (2 courses per term)	Graduate degree and Master's Certificates (1 course per term)
Per Term	\$2,490.00	\$1,980.00
Academic Technology Library &	\$120.00	\$60.00

Resource Fee (\$60 per course)		
Payment Plan Minimum	\$1,305.00	\$1,020.00

ALU Payment Plan Requirements

- Students are allowed to take TWO courses per session (undergraduate) and ONE course per session (graduate).
 - If an undergraduate student takes 3 courses, then the tuition and fees for the third course must be paid in full no later than the start of the term.
 - If a graduate student takes 2 or more courses, then that course tuition must be paid in full no later than the start of the term.
- Annual percentage rate (APR) for interest is zero (0) percent.
- The first payment must be made with the submission of the Enrollment Agreement.
- Auto-payment by e-check or credit/debit card is mandatory.
- If a student pays with a credit/debit card, a convenience fee in the amount of 3.5% of the payment will be charged.
- Balance of the tuition to be paid in equal monthly payments indicated above until paid in full.
- Payment plan may extend beyond the student's anticipated completion date and students shall continue to pay until balance is paid in full.
- Degrees will not be released until tuition and fees are paid in full, even if payments extend beyond program completion date.
- Students who fail to make payments may forfeit their ALU student rights and the total balance of the tuition deferred shall be due and payable immediately and are subject to collection.
- Additional fees or charges may be added to the balance for the period of attendance.

Unofficial Cancellation/Withdrawal (new policy on page 32, following Student's Right to Cancel and Withdrawal)

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

The student will receive a full refund for paid courses that were not started at the time of cancellation or withdrawal. If tuition is paid by a private third-party payer and a refund is due, the refund will be issued directly to the student. If the student received federal student financial aid funds, a return to Title IV (R2T4) will be completed to determine if funds need to be returned to the government. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

Student's Right to Cancel and Withdrawal (update to page 32)

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

A student who withdraws after the first class session, or seventh day after enrollment, whichever is later, will be subject to a one-time per program non-refundable Registration Fee of \$200 and an Academic, Library and Technology Resource fee of \$60 per course, as well as prorated amounts of refundable fees, as appropriate. A student may withdraw from a course or program by providing a written notice to the Registrar via email to registrar@alu.edu or completing the withdrawal form in eLearn. Any money due to the student will be refunded within 30 days.

For California residents, the amount of assessment for the Student Tuition Recovery Fund is nonrefundable and will not be returned to students who are California residents.

Refund Policy (update to page 32)

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

EXAMPLE:

An undergraduate student enrolls in their first academic year (32-weeks)

taking 6 semester credit units per 8-week session (56 days) and withdraws with a last day of attendance (LDA) of the 25th day. The student attended 45% (25 days attended / 56 total # of days per session) of the course(s). Due to withdrawing after the 7-day cancellation period and attending 45% of the course(s), the student is charged: the one-time per program non-refundable Registration Fee (\$200), a refundable Academic, Technology and Library Resources Fee (\$60/course), a one-time per program non-refundable Student Tuition Recovery Fund fee (\$.0025 x tuition charge rounded to nearest \$1000 – CA residents only), and tuition for the courses, minus the total amount per diem.

Tuition and Fee Charges for Academic Year:

Tuition (24 units @ \$415/unit)	\$ 9960.00
Registration Fee (non-refundable)	\$ 200.00
Academic, Tech. and Library Resources Fee (refundable through add/drop period; \$60/course)	\$ 480.00
Student Tuition Recovery Fund fee (\$.0025 x tuition charge rounded to nearest \$1000 – non-refundable, CA residents only)	\$ 132.50
TOTAL Charges for Academic Year	\$ 10,772.50



Upon withdrawal with LDA on the 25th day of the first session, the student will be charged:

Tuition (6 units @ \$415/unit)	\$ 2,490.00
Academic, Technology and Library Resource Fee (refundable through add/drop period; \$60/course)	\$120.00
Registration Fee (non-refundable)	\$200.00
Student Tuition Recovery Fund fee (\$.0025 x tuition charge rounded to nearest \$1000 – non-refundable, CA residents only)	\$132.50
Total Charges for session	\$2,942.50
\$2,942.50 (total charges/56 (total# of days) = \$52.54 per diem	
Minus per diem (25 (# day of attendance) * \$52.54 (charge per day))	\$1313.50
Total Charges after Pro rata	\$1,632.00

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

Tuition - \$2,490 x 45%	\$1,120.50
Academic & Technology and Library Resources Fee (refundable through add/drop period; \$60/course)	\$54.00
Refund to student/financial aid programs	\$1,174.50

Return to Title IV (R2T4) Policy (update to page 33)

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

A student who withdraws after the first class session, or seventh day after enrollment, whichever is later, will be subject to a one-time per program non-refundable Registration Fee of \$200 and an Academic, Library and Technology Resource fee of \$60 per course, as well as prorated amounts of refundable fees, as appropriate. A student may withdraw from a course or program by providing a written notice to the Registrar via email to registrar@alu.edu. If a student verbally or via email conveys the cancellation or withdrawal by contacting ALU staff or faculty, ALU staff will take the date of the verbal/email notification of the student, as the date of withdrawal and advise the student to complete the cancellation/withdrawal form and will begin the process. The date of ALU's determination that the student canceled or withdrew is no later



than fourteen (14) days from the student's last date of attendance (LDA). Any money due to the student will be refunded within 30 days.

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

The student will receive a full refund for paid courses that were not started at the time of cancellation or withdrawal. If tuition is paid by a private third-party payer and a refund is due, the refund will be issued directly to the student. If the student received federal student financial aid funds, a return to Title IV (R2T4) will be completed to determine if funds need to be returned to the government. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

If a student withdraws *before* completing 60% of the payment period, FSA funds must be recalculated using Federal Return of Title IV funds formula:

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

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

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

- Other assistance under this Title for which a return of funds is required

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

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

- After the 60 percent point in the payment period, the student will have earned 100 percent of the federal financial aid funds already disbursed to them. This calculation concerning federal financial aid is separate and distinct from the institutional refund policy, and may result in the student owing additional funds to the University to cover tuition charges previously paid by federal financial aid prior to student withdrawal.
- If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds (in some cases the student is also required to return a portion of the funds). Keep in mind that when unearned Title IV funds are returned, the school can collect this amount from the student. If the total amount of FSA funds the student earned is greater than the total amount disbursed, the student may be eligible to receive a Post-Withdrawal Disbursement (PWD) of FSA funds. The University will offer any loan amount to a PWD that is due within 180 days of the date that the University determined that the student withdrew. The University must get the student's permission before it can disburse PWD loan funds (written notification provided to the student). The student may choose to decline some or all of the PWD loan funds. No PWD will be made if the student does not respond within 14 days of the written notification date.
- Unearned Federal Student Aid (FSA) funds to be returned, per federal R2T4 regulations, will be made within 45 days of the date that the University determined that the student withdrew (Date of Determination). The formula above will only be used to calculate the amount of Title IV loans that may need to be returned. The University will also calculate any refund that may be owed to the student pursuant to the institution's refund policy. If a refund is due, monies will be returned pursuant to institution and accreditation regulations. For the purpose of determining the *amount* of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. For the purpose of determining *when* the refund must be paid, the student shall be deemed to have withdrawn at the end of 14 days. However, if a student notifies the University, in writing, that they are withdrawing, the University will use the date on the student's withdrawal letter, or the 14-day after their Last Day of Attendance (LDA), whichever is earlier, as the date of determination.

Here's an example:

A student attends an Academic Event on 2/1/2021. The student then fails to attend an Academic Event within the next 7 consecutive calendar days, i.e., from 2/2/2021 –2/8/21.



The 7 days of absence will trigger a warning to the student that if they fail to attend classes on or before 2/15/21, they will be terminated.

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

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

Academic Policies & Graduation Requirements

Registration and Course Scheduling (update to page 122)

Registration is the process of enrolling in and paying for a course. Students are enrolled, by the registrar, in courses based on their degree plan. Students may request to change courses or change the number of credits taken by completing the [Academic Exception Request form](#) and submitting it to the Registrar's office.

Students must submit official academic transcripts within the first semester of the start of the program. Students who do not meet this deadline are administratively withdrawn from all courses in which they are enrolled for future sessions. Until official transcripts are received, such students may not enroll.

Students whose ALU accounts are past due are not permitted to register until their accounts are current or until they have made satisfactory payment arrangements.

Students seeking to add or drop courses from their schedules after a session begins must obtain permission to do so from an academic administrator by Sunday of the first week of the session (see [Course Withdrawal](#)).

Grades and Designators

Designator of I – Incomplete (update to page 118)

An Incomplete (I) signifies that required coursework was not completed during the session of enrollment. Designators of "I" are counted in attempted hours but are not counted in any GPA computations. All required work must be completed and submitted to the professor by Sunday

of week four of the subsequent session. The “I” must be converted to an A, B, C, D, F, S or U by Wednesday of the fifth week of the subsequent session. If course requirements are not satisfied by the deadline, the “I” is converted to an “F.” When the “I” is converted to a final grade for the course, the grade is sent to the Registrar’s Office from the faculty or the Chief Academic Officer and is applied to the session in which the student took the course. The GPA is recalculated for that session, resulting in different term, semester, and cumulative GPAs.

A designator of “I” in a prerequisite course does not satisfy the course requirement; thus, the student is dropped from the course for which the prerequisite course was required. Students are notified of dropped courses by email. A reduction in enrolment hours may affect financial aid eligibility and/or awards. An “I” may be assigned only when all the following conditions are met:

- The student has been making satisfactory progress in the course, as determined by the faculty member.
- The student is unable to complete some coursework because of unusual circumstances beyond personal control.
- The student must submit an Academic Exception Request form to request a Course Incomplete and obtain approval from the professor and the appropriate academic administrator prior to the grade roster deadline for an incomplete to be granted.

Student Enrollment Status

Course Withdrawal (update to page 132)

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

Standards of Academic Progress (update to page 133)

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

Grade point averages used to determine academic standing are based on all courses the student completes at ALU. Pace calculations are based on the courses completed at ALU and any applicable transfer credits. The calculation for maximum coursework allowed is based on the required credit hours of the student’s primary program.

All areas of academic progress are evaluated at the end of each student’s semester or upon withdrawal from the program, and academic standing is assigned according to the evaluation. Students are notified via ALU student email if their status falls below minimum standards and academic discipline is noted on the student record and transcript.

A summary of academic progress standards follows. Students should consult Student Services or the Registrar for policy details.

Requirements for Students Starting the Semester in Good Standing

Pace of Progress Toward Graduation, Including Withdrawal from All Courses (update to page 135)

To remain in good academic standing, a student must earn credit toward graduation at a pace (rate of progress) that ensures successful program completion within the maximum coursework allowance. The pace of progress is the ratio of credit hours passed to credit hours attempted. Pace is measured using a specific percentage established for incremental ranges of attempted credit hours. In addition, at least one course must be completed during the semester. A student must ultimately pass at least 67 percent of attempted credit hours. A student who fails to maintain the minimum pace and has not graduated is placed on academic warning. In addition, if the student withdraws from all courses during the semester, the student is placed on academic warning.

For example:

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

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

An “F” grade will not count as a completed course, but it will be calculated in the semester GPA. An Incomplete (I) grade signifies that required coursework was not completed during the session of enrollment. Designators of “I” are counted in attempted hours but are not counted in any GPA computations. See “Designator of I – Incomplete” for more information.

Students starting the semester in good standing who do not meet all requirements are placed on academic warning or dismissed, as noted above. Students placed on academic warning may continue their studies for one semester without an appeal. However, these students should immediately seek academic advising and review all academic requirements carefully.

Students dismissed for failing to meet standards of academic progress may submit an academic appeal and may not continue their studies unless the appeal is approved (see Academic Appeal). Students with approved appeals are placed on academic probation.

Students on Academic Probation (update to page 135)

At the end of an academic probation semester, the student a) returns to good standing, b) remains on academic probation for one additional semester or c) is dismissed.

- a) At the end of a probationary semester, the student returns to good standing if all of the following occurred:

- The student's CGPA was at least 2.00 (3.00 for graduate students) or the student had never completed a GPA course.
 - The student passed all courses attempted a second or subsequent time.
 - The student did not exceed the maximum coursework allowance.
 - The student met pace of progress standards, including completion of at least one course during the semester.
- b) At the end of the academic probation semester, a student who does not return to good standing remains on academic probation for one additional semester if all of the following occurred during the semester:
- The student's CGPA was at least 2.00 (3.00 for graduate students) or the student had never completed a GPA course; or the CGPA was less than 2.00 and the SGPA was at least 2.50.
 - The student passed all courses attempted.
 - The student did not exceed the maximum coursework allowance; or the student exceeded the maximum coursework allowance, and the semester pace was at least 67 percent.
 - The student maintained the required pace of progress; or the student did not maintain the required pace of progress, and the semester pace was at least 67 percent.
 - The student completed at least one course.

At the end of the additional academic probation semester, the student returns to good standing if all of the following occurred:

- The student's CGPA was at least 2.00 (3.00 for graduate students) or the student had never completed a GPA course.
- The student passed all courses attempted a second or subsequent time.
- The student did not exceed the maximum coursework allowance.
- The student met pace of progress standards, including completion of at least one course during the semester.

Otherwise, the student is academically dismissed.

- c) A student who does not meet requirements for returning to good standing, or for continuing for an additional semester on academic probation, is academically dismissed.

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

Financial Aid Warning (new section on page 136)

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

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

Financial Aid Probation (new section on page 137)

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

The student must meet the University's SAP standards to maintain federal financial aid eligibility. If the University determines, based on the appeal, that the student will require more than one payment period to meet progress standards, the University will place the student on probation and develop an academic plan for the student. The University will review the student's progress at the end of one payment period, as is required of a student on probation status, to determine if the student is meeting the requirements of the academic plan. If the student is meeting the requirements of the academic plan, the student is eligible to receive Title IV aid as long as the student continues to meet those requirements and is reviewed according to the requirements specified in the plan.