

# Aletheia Logos University

(ALU)



Institute for Advanced  
YHWH-centric Studies

A

University Without Walls

(UWW)

## Student Handbook

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ALETHEIA LOGOS UNIVERSITY

PROCESS CENTER

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Oxford, FL 32233

FOR INFORMATION

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ACCREDITATION AND AFFILIATIONS:

\*ALU will be applying for membership with the Florida Council of Private Colleges, Inc. (FCPCI).

\*Aletheia Logos University is Authorized to Operate by Florida Department of Education's State Board of Education.

\* ALU is accredited and endorsed by [World Christian Ministries Association](#).

## FROM THE PRESIDENT

ALU is a University that offers high quality, non-traditional education and training in the highest field of study known to man--theology (as well as other allied fields). However, ALU is not a physical place but exists everywhere our students and faculty are. ALU is comprised of people not buildings.

Although we are a university without walls, our programs are intensive and challenging by utilizing "experiential" learning and scholarly inquiry. ALU uses a system of education designed for professionals and independent learners. In this way students are permitted to earn a degree while maintaining career and family obligations.

ALU's programs build upon professional, personal and spiritual competence and seeks to enhance that competence through scholarly inquiry. ALU students are encouraged to promulgate their research outcomes as an attempt to increase public awareness of religious philosophy that should influence the political, economical, moral, educational, and ecclesiastical arenas.

As President I want our students to benefit spiritually, mentally and professionally. To our prospective students, I pledge support of their hopes, aspirations and visions.

Daniel Briggs, Ph.D.

President

## MISSION AND PURPOSE

ALU's mission and purpose is to provide high-quality academic study for adult learners who may or may not be an established ecclesiastical or allied health professional but wants a degree to enhance their personal growth as well as their chosen profession, vocation, avocation, or life work and who may not be able to attend a traditional university.

This century has seen unprecedented social, political, technological and religious changes, and more profound changes lie ahead. By seeking a better understanding of the potential problems of the future, ALU aspires to contribute to making it a more humane and spiritual one.

The specific educational objectives of ALU are:

1. To Create Alternative Degree Opportunities for Adults.

To provide education, resources and programs on a dispersed basis via virtual campus technology (etc.) for mature adults whose professional, family and learning styles make attendance at traditional universities difficult if not impossible. Students do not convene on a regular basis in any one place.

2. To Conduct Curriculum Through Competency Assessments of Learning Outcomes.

To create opportunities for students to demonstrate degree level knowledge equivalent to educational outcomes in traditional, university degree programs via Knowledge Area Demonstration (KADs) developed by synthesis of both research, (utilizing a technologically advanced library system) and professional didactic experience.

3. To Provide an Adult Learning Environment Based Upon Knowledge of Adult Development.

To help adult learners understand themselves in the context of change as a lifelong learning process assisting them in life planning including spiritual, psychological, maturational and professional development.

4. To Promote multi-discipline and Integrative Education by Bringing Together the Various Disciplines of Philosophy, Health Sciences and Theology.

To provide undergraduate, graduate and doctorate levels of religious oriented education for individuals wanting to enhance their spiritual, philosophical, professional and clinical understanding and who can advance the state of knowledge in new applications. To promote a "team spirit" for the good of the public's holistic health.

5. To Education and Develop Clerics and Health Care Practitioners Who Will Eventually Increase the Availability of Ministry and Health Care in Local and Global Areas Suffering from Ministerial and Health Care Shortages.

ALU offers a sensible alternative for the degree pursuits of full-time professionals via its virtual campus technology. ALU's approach is compatible to societal changes and needs.

## INTRODUCTION

ALU's programs by design and content, integrate scholarship, research and experience. They emphasize the key areas of doctrinal, historical, philosophical, sociological, moral, legal, "phenomenological" and ethical issues. The program is designed to integrate the many theories surrounding theology and their practical applications.

Students have considerable flexibility in tailoring their chosen program through Knowledge Area Demonstrations (KADs) which are an integral part of the degree criteria.

## THE ADMISSIONS PROCESS

### Eligibility:

Applicants applying for degree programs should have . . .

- A) A high school diploma or its equivalent (for the undergraduate programs), an appropriate bachelor degree or equivalent (for the masters programs), an appropriate masters degree or equivalent and a minimum of three years of professional experience in the student's chosen profession (for the doctoral program). Using the Council for Adult and Experiential Learning (CAEL) guidelines, a portfolio may be prepared in lieu of a Master's degree.
- B) Three letters of recommendation, attesting to the applicant's ability to pursue and complete the degree work for which the student applied or an approved membership through WCMA.
- C) A completed online application.

### Enrollment Procedures

- Step 1 Complete the online application for admissions.
- Step 2 At the time you submit your application, request that all official transcripts be e-mailed directly to ALU, via pdf transmission directly transmitted from the transferring institution.
- Step 3 Submit a minimum of three letters of recommendation mailed directly to: ALU from the initiating individual or proof of a valid WCMA membership.
- Step 4 Applications and all supporting documents will be evaluated after receipt, and a preliminary decision will be made concerning acceptance into the program. You will be notified of this decision. If favorable, you will be invited to begin your studies immediately.

## PROGRAM COMPONENTS

### Residency Requirements

#### Undergrads

No physical residency is required, all students attend ALU virtually via ALU's online campus.

Prior to completing KADs each student must complete all or most of ALU's Core Courses. Students can download the textbooks for these courses from ALU's Core Course link ([www.alu-university.org/core-courses.html](http://www.alu-university.org/core-courses.html)). Students must submit an Intellectual-Emotional Response (I-E Response) after reading each chapter and submit it to their Faculty Advisor for review. Students can review example I-E Responses by going to the Student Forms link ([www.alu-university.org/student-forms.html](http://www.alu-university.org/student-forms.html)) and follow the I-E Response link. When a student has completed a course, they must submit the Course Completion Audit Form and submit it to their Faculty Advisor, who will add it to the student's record. Students can download this form from ALU's Student Forms link ([www.alu-university.org/student-forms.html](http://www.alu-university.org/student-forms.html)) and click on the Course Completion Audit Form link.

After Students complete most or all of the Core Courses, they can begin to explore possible KAD Agreement topics and work out details of their KADs. Study plans emerging from this process become solid guides for the student's research work.

Students e-mail their work to their advisors and assessors. Faculty advisors and assessors respond with careful reviews containing encouragement and suggestions for further progress. E-mails and, in some cases, individual Skype meetings are additional ways faculty advisors and assessors stay in close communication with students between KADs.

Students also write evaluations of their projects, as do their advisors and assessors.

Student Forum discussions are much more than social interaction. These discussions allow students to share thoughts and ideas providing opportunities for students to examine their lives and philosophical views from different perspectives.

#### Graduate and Doctoral Students

Graduate and Doctoral Students are not required to attend a physical residency, including foreign students.

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## Earning the Degree

### Candidacy - Undergrads

Acceptance into a degree program does not guarantee candidacy. Candidacy is determined upon satisfactory completion of a 36-credit core curriculum, 24-credit general studies and 30 additional elected knowledge area credits at the undergrad level. Students are notified of their status as degree candidates once these requirements are met.

Note: Undergraduate degree candidates must acquire a minimum of 30 credits from an undergraduate degree program at ALU before a baccalaureate degree is conferred.

### Candidacy Master Graduate Level

Acceptance into a graduate level program does not guarantee candidacy. Candidacy is determined upon satisfactory completion of 35 credits. Students are notified of their status as degree candidates once these requirements are met.

Note: Masters degree candidates must acquire a minimum of 24 credits from a masters degree program at ALU before a masters degree is conferred.

### Candidacy Doctoral Level

Acceptance into a doctorate level program does not guarantee candidacy. Candidacy is determined upon satisfactory completion of 60 credits and when the dissertation proposal is approved by the student's doctoral committee. Students are notified of their status as degree candidates once these requirements are met.

Note: Doctoral degree candidates must acquire a minimum of 33 credits from a doctoral degree program at ALU before a doctoral degree is conferred.



## ALETHEIA LOGOS UNIVERSITY

### BACHELOR DEGREE PROGRAMS

Prior to completing KADs each student must complete all or most of ALU's Core Courses. Students can download the textbooks for these courses from ALU's Core Course link ([www.alu-university.org/core-courses.html](http://www.alu-university.org/core-courses.html)). Students must submit an Intellectual-Emotional Response (I-E Response) after reading each chapter and submit it to their Faculty Advisor for review. Students can review example I-E Responses by going to the Student Forms link ([www.alu-university.org/student-forms.html](http://www.alu-university.org/student-forms.html)) and follow the I-E Response link. When a student has completed a course, they must submit the Course Completion Audit Form and submit it to their Faculty Advisor, who will add it to the student's record. Students can download this form from ALU's Student Forms link ([www.alu-university.org/student-forms.html](http://www.alu-university.org/student-forms.html)) and click on the Course Completion Audit Form link.

### KNOWLEDGE AREA DEMONSTRATIONS (KADs) INFORMATION

ALU offers a baccalaureate degree which requires a thirty-six (36) credit concentration in the Religious Studies (the Core Courses); twenty-four (24) credits in the Humanities, Social Sciences/History from a religious perspective- (General Studies); thirty (30) credits in the Social Sciences/History, Natural Sciences and Mathematics; and thirty (30) credits in electives. The Academic Advisor and Faculty Advisors will assist each student to select proper bibliographies applicable to their chosen track. To earn 15 credits for the semester the student must complete a Knowledge Area Demonstration (KAD) that is previously outlined and approved in the form of a Learning Agreement (approved by the student's faculty advisor). Each KAD consists of a Breadth component, i.e., a minimum of 40 finished typed pages of work aligned with the approved Learning Agreement.

#### Major Knowledge Areas

Humanities: Literature in English (Composition, Religious Essay writing, etc.) Art (Painting, Drawing, Sculpture, Applied Design Photography, Art History, etc.) Music (Culturally, Historically, Gospel, Contemporary, etc.) Languages (Intro. to Hebrew, Intro. to Greek, etc.)

Social Science/History: Sociology (Studies on Cultures and societies affected by Judeo-Christianity) History (Historical studies in ancient Bible times and more recent times comparing and contrasting, etc.) Psychology (Study of theories and constructs of Theocentric Psychology) Archaeology (Studies of archaeological findings substantiating Biblical writings, etc.) Economics (Studies of economics based on Biblical principles, etc-)

Natural Sciences/Mathematics: Any Desired Math Chemistry, Biology or Physics Courses May Be Taken As Electives and Satisfied Through CLEP or DANTES Examinations, University of Tennessee Independent College Credit Courses, or CORPA Accredited college courses. Creationism vs. Darwinism etc. Numerics of the Bible and Statistics, etc. Pharmacology, etc. Geography, etc. Geology, etc. Zoology, Botany, Cosmology, Biology, etc. Practicums, Internships, etc.

## KAD Assessment Agreements

KAD Assessment Agreements are central to each semester of study that a student begins. It establishes the what, when and how of the semester's research project between the student and his/her faculty advisor. While the KAD Assessment Agreement is not "written in stone", it acts as a guide and springboard for the student's research plans meaning the end results may be broader (or more narrow) than originally anticipated as a result of the study's development over the course of the semester. Be sure to review/download the undergraduate KAD Assessment Agreement forms and formats.

The KAD Assessment Agreement Form provided is in sample format to assist the student with developing their own independent study agreement purposes only and should not be used "as is" by students. The students are expected to use the format of the form and not the content.

Each undergraduate research project (KADs) are expected to last no more than six months and minimum standards must apply as one of the quality/quantity measurements of the research, as follows:

1. A minimum of 20 books, journals and essays must be read.
2. A minimum of 15 books, journal and essay annotations must be produced.
3. A minimum of 40 pages of finished written work (research paper, essay (s), etc.) must be produced.
4. Other productions required if less than 40 pages of finished work, e.g., films, paintings, recordings, interviews, sculptures, published works, etc.

## KAD Abstracts

At the conclusion of each research semester, each student must compose a KAD Abstract that must be approved by the student's faculty advisor. The KAD Abstract will become part of the student's official transcript record. Therefore, this document must be careful, succinctly and accurately since this give the recipient an overview of the student's research and studies at ALU.

## Research Resources

Click on the ALU Library link above to access ALU's online research library of resources and links. Any other local valid and suitable libraries and resources can be utilized as well.

## **ACADEMIC POLICIES AND PROCEDURES**

### Transferable Credit/Undergraduate Level

ALU recognizes the value of previously earned academic credits and experiential learning within specific

guidelines. A maximum of ninety (90) undergraduate credits may be transferred from an accredited institution (if courses were completed with a 2.0 or better GPA and fall within the degree criteria). Guidelines for other additional methods of acquiring advanced credit standing follows. However, the total advanced standing credits plus the transferable credits may not exceed ninety (90) credits. (Non specialists will be consulted to evaluate transferable credits if course work is outside the expertise of faculty and staff.) Transfer of credits from this institution to other institutions is at the discretion of the receiving institutions.

#### Masters Level

A maximum of twenty-one (21) graduate credits may be transferred from an accredited institution (if courses were completed with a 2.0 or better GPA and fall within the degree criteria). Guidelines for additional methods of acquiring advanced credit standing follow. However, the total advanced standing credits awarded plus the transferable credits may not exceed twenty-one (21) credits. Transfer credits from this institution to other institutions is at the discretion of the receiving institution.

#### Doctoral Level

ALU recognizes the value of previously earned academic credits and experiential learning within specific guidelines. A maximum of forty-two (42) doctoral credits may be transferred from an accredited institution (if courses were completed with a 2.0 or better GPA and fall within the degree criteria). Guidelines for additional methods of acquiring advanced standing credits follow. However, the total advanced standing credits awarded plus the transferable credits may not exceed forty-two (42) credits. (Non-specialists will be consulted to evaluate credits for courses outside the expertise of faculty and staff.) Transfer credits from this institution to other institutions is at the discretion of the receiving institution.

#### C.L.E.P. Credits

The College Level Examination Program (C.L.E.P) offers credit for the first year of college at the undergraduate level by examination. Arrangements may be made to take the tests at many centers in the United States and other countries. The C.L.E.P. option is available only for those students who enter degree program with less than two years of transfer credit.

#### Prior Learning Portfolios

Students may gain advanced standing through creditable life experiences - learning which occurred outside formal educational institutions prior to admissions to degree programs, if it falls within degree criteria. Documentation of learning is presented in a reflective essay accompanied by supporting documents of ALU experiences. If the petition is accepted it usually advances the student up to thirty (30) credits at the undergraduate level, up to twelve (12) at the masters level, and up to eighteen (18) at the doctoral level. Portfolios may not substitute the credit minimums required of all degree candidates.

Portfolios may be initiated only after successful completion of at least one semester in degree programs, (Non-specialists will be consulted to evaluate Portfolios with content outside the expertise of faculty and staff.) Prior Learning Portfolios can only be used one time during an individual's academic journey regardless the degree level the portfolio is used. Student's must follow the guidelines established by the CAEL.

### Inactive Students

Students who wish not to enroll in the following semester may be declared 'inactive' and gain continuous registration for up to two consecutive semesters and are subject to a \$25.00 reactivation fee.

### Graduation

Degrees will be awarded to those successful candidates satisfactorily completing all degree requirements at the student's final residency.

### Grading System

P – PASS

U – Unacceptable

I – Incomplete

W - Withdrawal

### Drop-Add Policy

Dropping out of the program is possible and must be within the first two weeks of enrollment if a refund is expected (See Refund Policy).

### Change of Residency Group

A student on Leave of Absence can change to another residency group, with two months notice, by notifying the OAA office and the Bursar in writing.

### Academic Extensions

a.) A student unable to complete a semester's study may petition for an extension of two months. An extension is granted only for extenuating circumstances, upon the recommendation of the advisor and the approval of the Academic Dean.

b.) OAA office will accept a request for an extension only from students who have completed two-thirds or more of their semester's study before the residency begins and whose faculty advisor agrees to continue work on the project.

c.) A student who is planning an extension must attend the first half of the residency, present his/her work in progress, and set up details of the extension face-to-face with the advisor.

d.) A student may not begin a new semester study until he/she has completed any extension.

e.) Once an extension has been completed, a student may begin another semester in the residency of his/her choice with the approval of the program

f.) A student who extends the final study must attend the residency to present work in progress.

g.) A student completing a final semester on extension may not participated in graduation ceremonies or receive a diploma until he or she has completed the extension and met all degree requirements. The diploma will be mailed.

#### Dropped Studies

Occasionally, because of extenuating circumstances, a student may find it necessary to drop a study before it is finished. In this case, the student is eligible for the same refund as a student who withdraws during the semester (see refund policy). Since the refund depends on the date the study is dropped, students should notify UDP Office immediately when they have decided that this is their only option. Two dropped studies will result in separation from the program. Students separated from the program must wait at least one semester before applying for readmission.

#### Study Plan Extensions (For The Undergraduate Program Only)

Each student is expected to complete their study plan in the six (6) month period at the undergraduate level. A two month extension is possible with written permission. However, the student will have to wait until the next residency to continue.

#### Suspension

Suspension is the administrative termination of enrollment at ALU. Suspension may occur for a variety of reasons, which may include, but not limited to, failure to maintain satisfactory academic progress or nonpayment of tuition. It is possible, however, for suspended students to apply for re-admissions to ALU.

#### Re-Admissions

Re-Admissions to ALU will only be granted with the payment of a \$50 Processing fee.

#### Review of Student's Work

The Faculty Advisor may assess no more than three KADs at the Undergraduate level, three at the masters level, and four at the doctoral level. The first KAD completed must be assessed by the Faculty Advisor (FA). The student will select at least two other faculty members to assess the remaining KADS. Graduate and Doctorate KADs do not need to be done in order; however, at the doctoral level KAD 4 must be completed and ratified before the Final Proposal is submitted to the FA. We strongly recommend all seven doctoral KADs be completed at the doctoral level before the Final Proposal is submitted.

#### Satisfactory Progress

Academic progress standards are intended to establish minimum, reasonable levels of advancement toward degree completion. Students who do not meet these minimum standards may be placed on probation. Satisfactory progress is primarily determined by analysis of quantitative and qualitative criteria. Factors involved in this

determination include:

- \* Length of time in program
- \* Semester progress reports
- \* Faculty (Advisor/Assessor) evaluation of progress
- \* Completion of academic program components
- \* Completion of residency requirements
- \* Qualitative Criteria

A student is considered to be making satisfactory progress if the semester progress report submitted by the faculty advisor indicates that the student is demonstrating academic achievement at the degree level enrolled in.

#### Quantitative Criteria

A student is considered to be making the minimum satisfactory progress if at the undergrad and masters level he/she completes one KAD per semester, and if the Pre-KAD Essay (PKE), one KAD and two KAD Assessment Agreements are completed in the first year at the doctoral level. Minimum satisfactory progress at the doctoral level is maintained with the ratification of two KADs per year. Completion of KAD Assessment Agreements is not considered completion of KADS.

#### Academic Probation

Students who have not maintained satisfactory progress for two consecutive semesters may be placed on probation by the Office of Academic Affairs for one semester. During this time, students receive regular services, pay tuition, and work closely with their FAs, Assessors and the OAA to work towards satisfactory progress. If at the end of probation, students achieve satisfactory progress, the probationary status is removed. However, if satisfactory progress is not attained students may be, dropped from the rolls of ALU.

#### Changing Faculty Advisors

If a student experiences difficulties with the FA which impede academic progress, that student should contact their Academic Advisor immediately. When problems are addressed promptly, the students and faculty can resolve them with minimal disruption to the student's program. Students are encouraged frankly and openly to discuss with faculty any problems or differences in expectations.

However, in some cases differences are not easily resolved. After discussion with an Academic Advisor, a FA change may be advised

Students must complete the following steps to request a FA change:

- \* Write a letter to the Academic Advisor requesting a change, outlining academic reasons for the

change, designating a potential FA who has been contacted and who demonstrates a willingness to work with the student.

- \* Write or call the current FA to discuss the proposed change.

It is the student's responsibility to notify the FA of difficulties and possible FA changes.

Upon receipt of the request, the Academic Advisor reviews the proposed change, contacts the current and potential advisor to discuss the situation and determine if a FA change is warranted. If so, the Academic Advisor notifies the Student Records Office, which sends appropriate letters and documents to the faculty and student.

Unless there are extenuating circumstances, requests to change advisors by new students will not be honored before the first KAD is completed. Students are expected to complete their first KAD with the FA assigned to them after the Admissions Workshop (student's first residency).

## **INSTITUTIONAL POLICIES**

### Notice of Nondiscrimination

ALU admits students without regard to race, color, sex, religion, national or ethnic origin, or physical disability to all rights, privileges, programs and activities generally accorded or made available to students at the University. The University does not discriminate on the basis of race, color, sex, religion, national or ethnic origin, or physical disability in administration of its educational or admission policies. Student's with questions regarding this policy may contact:

Aletheia Logos University  
Processing Center  
10671 U.S. Hwy Route 301  
Oxford, FL 34484

### Disclosure of Student Information

Currently enrolled students may withhold disclosure information (e.g., name, home address, home telephone number, major field of study, date of entry, current schedule of classes, dates of attendance, degrees, awards, previous institutions attended, place of employment, job title, work address, and work phone) under the Family Educational Rights and Privacy Act of 1974. To withhold disclosure, students must submit a written request to the Director of Student Services, Daniel Briggs, at the address provided above.

### Use of Human Subjects in Research Policy

All students, faculty and staff who undertake research studies which grow out of their affiliation with ALU and which involves testing, treating, and/or experimentally manipulating human subjects are expected to submit an application to a Committee and gain its approval prior to undertaking the study.

The committee shall consist of five faculty members representing the disciplines sponsoring human subjects research at ALU, a public member, and an exofficio (Administrator). Members shall serve three staggered year terms to insure the Committee's continuity. The administrative member may serve an indefinite term since he/she provides staff support services such as record keeping, scheduling meetings and distributing correspondence. The President appoints members to the Committee and assigns a faculty member to function as chair.

The Committee's primary interests concern proposed research involving: a) personality, attitude, gender preference measurements, b) participation in potentially coercive studies, c) studies involving the deception of subjects, and d) studies where informed consent and the identification of subjects is problematic. In such studies, the Committee's intent is to evaluate the procedures of the proposed study to insure that the risk to subjects is minimal or acceptable given the expected scientific value of the study. Compliance with commonly accepted ethical principles for the conduct of human subject research is also of concern to the Committee.

The Committee's authority is consultative to the President (or his designate) with regard to the approval of applications of proposed research studies. Should the Committee disapprove an application, an appeal can be made to the President who holds final authority in the decision to approve or disapprove applications.

Students who plan to use human subjects in their doctoral research will be expected to include a completed application form to their FA when they submit their preliminary proposal. The FA is expected to assist the student in correcting any obvious human subject violations prior to submitting the diagnosed preliminary proposal and Committee application to the OAA. The OAA administrative member of the Committee reviews all applications and acts on behalf of the Committee except in those cases where serious questions arise concerning potential human subjects' risks. In such instances, the chair will be notified and an agreement will be reached concerning which two committee members will review the application and preliminary proposal. If the majority of the Committee disapproves the application then the Committee can request procedural modifications or reject the proposed study and notify the student of its decision and the appeals process.

All faculty and students should be advised that the OAA cannot process final proposals until an approved Committee application is on record.

#### Sexual Harassment Policy

ALU is committed to maintaining a learning environment free of objectionable and disrespectful conduct and communication of a sexual nature. Unwelcome sexual advances, requests for sexual favors and other verbal conduct of a sexual nature constitutes sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term of condition of student's academic progress.
2. Submission to or rejection of such conduct by an individual is used as a basis for decisions affecting assessment of academic progress.
3. Such conduct has the purpose or effect of interfering with academic performance or creating an intimidating, hostile, or offensive environment.



It shall be considered violation of this policy for any employee or student to abuse another through conduct or communication of a sexual nature. Whenever such misconduct exists, the supervisor or other appropriate person is required to take prompt and corrective action consistent with discipline provisions of the appropriate policy.

Faculty members are expected to use discretion in selection of appropriate advising settings.

A student, faculty or staff member alleging sexual harassment may file a grievance according to stated grievance procedures. In addition, the complainant may call either the appropriate staff and/or office for immediate counseling and advice. Filing of a grievance or otherwise reporting sexual harassment will not cause any reflection on the individual's status with the institution unless malicious and maligned intents are discovered as the basis for allegations. Filing of a grievance may, however, initiate reassignment of the accused for a short and reasonable time in order to allow for unbiased acquisition of pertinent facts.

The right to confidentiality, both of the complainant and the accused, will be respected insofar as it does not interfere with the institution's legal obligation or ability to investigate allegations of misconduct when they are brought to its attention, or to take corrective action when it is found that misconduct has occurred.

In each case, and in addition to the right to confidentiality, the accused will be accorded due process in the handling of the investigation and the disposition of the case. The accused shall not be treated arbitrarily or capriciously by a supervisor or other officer as a result of an accusation.

#### Drug Policy

ALU prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as a part of any of its activities.

ALU will impose disciplinary sanctions on students and employees consistent with local, state, and federal law up to and including expulsion or termination of employment and referral for prosecution for violations. A disciplinary sanction may include the completion of an appropriate rehabilitation program with any expense born by the employee or student.

ALU will provide, upon request a description of health risks associated with the use of illicit drugs and alcohol plus information on drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students.

#### Grievance and Appeal Procedures

##### 1. Originating a Grievance

A person or persons who have complaints are advised to initially pursue informal channels for conflict resolution before filing a formal written grievance.

Any student who has a complaint, including complaints of discrimination relating to handicap, disability, race, sex, age or national origin is encouraged to discuss the grievance process with the Director of Student Services prior to filing a written grievance. A formal grievance must be identified as such in writing and directed to OAA, to the Director of Student Services who is designated Grievance Officer,

## II. Hearing of a Grievance

A formal written grievance is forwarded to ALU Grievance Officer who reviews the case to determine appropriate action. If the conflict is resolved, no further action is necessary. In cases of sexual harassment, the Grievance Office will seek to maintain the greatest possible confidentiality and timeliness as stated in the Sexual Harassment Policy. Formal grievances of sexual harassment will be reviewed by an appointed committee or other mutually acceptable method.

A standing committee has been appointed to review all grievances including sexual harassment. The committee for review of academic and non-academic consists of the V.P. of Finance, Director of Student Services, and Director of Academic Advising. Non-academic matters include the following: affirmative action in hiring/firing/performance review, financial issues unrelated to students, and personal disputes. In certain cases where financial or administrative issues are salient, the VPAF will be consulted. Academic matters include student misconduct such as plagiarism campus theft, forms of harassment, and all grievances that have to do with processing of academic documents.

The President may elect to reconstitute a committee in instances where committee members are parties who are either named or otherwise involved in the grievance.

The formal written grievance is distributed to committee members who will review and research the allegations. The committee may choose to collect further information or consult outside experts. A decision should be delivered in as timely a manner as possible while abiding by due process. A written decision from the committee will be delivered in a timely manner, not to exceed 60 days from the time the complaint is filed with the grievance officer. The written records are confidential though available for on-site review by the persons who are directly involved.

## III. Appealing a Decision

Should the grieving party find the decision of the committee to be unsatisfactory, that person(s) may submit an appeal to the President. All such appeals must be received within 10 working days of the receipt of the committee's decision. The President will review the records, meet with the committee, and reply in writing. The President's decision shall be the final decision of the institution. In extenuating circumstances, such as the President's unavailability, a member of the committee may act in the President's stead.

Arizona Students Please Note: If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Post-secondary Education. The student must contact the State Board for further details.

## **STUDENT SERVICES**

### Faculty Advisement

Faculty advisement occurs on an individual basis via e-mail and possibly Skype contacts in rare circumstances. These are ways faculty advisors and assessors stay in close communication with students between

KADs.

Students and faculty write evaluations of the student's KAD research projects.

People who choose ALU programs can enter any time with our open enrollment

#### Academic Advising

Each student is assigned an academic advisor after completing an Admissions Workshop (the student's first residency). The Academic Advisors respond to questions regarding policies, faculty advisors, petitions, as well as residency and academic requirements. In addition, they work closely with Faculty Assessors to monitor student progress. Advisors counsel students regarding track faculty and assessor changes.

#### Financial Aid

ALU offers a variety of assistance program to Professional Certification and CEU students, See "Financial Information" in this catalog.

#### Technologically Advanced Library Services

Due to the nature of the degree programs, a campus library is not necessary. However, ALU has a specialty library containing specific books, journals, and periodicals of hard-to-find resources to help students acquire materials for their bibliographies.

During residencies, students will be trained how to do independent research through computer technology and inter-loans at local and post-secondary libraries.

ALU is also developing its own Computer Library. Students are encouraged to utilize any and all local libraries in the town(s) or city(ies) where they live via physical visits or electronic access. This affords students access to literally millions of books, manuscripts, journals and other published and unpublished materials.

#### Transcripts

Students may request for a copy of their transcripts at any time, providing they have no outstanding debts on their student financial transcripts, for a fee of \$5.00 per copy.

## **FINANCIAL INFORMATION**

### Tuition and Fees

The Board of Directors has established free tuition, free core course materials and no other fees (except for transcripts and diploma fees) for WCMA members, which are subject to change at any time at the Board's discretion. This does not apply to Professional Certification and CEU students.

The financial ability of Professional Certification and CEU applicants to complete their training at the University is important because of the limited number of positions available in each class. Applicants should have

specific plans for financing two years of professional education. This should include tuition, living expenses, books, equipment, rotation travel, and miscellaneous expense.

Transcript Fee \$ 5.00

Diploma Fee \$ 50.00

All academic transcript and diploma fees are the full responsibility of the student and any and all financial arrangements must be made when ordering academic transcripts and diplomas.

#### Refund Policy

There are no refunds for degree programs at ALU because there are no tuition fees.

### **GOVERNANCE**

#### Board of Directors:

Daniel Briggs

Beth Young

Benjamin Briggs

#### Academic Board

Daniel Briggs, Ph.D. - President, Acting Admissions Director & Bursar

Daniel Briggs, Ph.D. – Acting Academic Dean

Benjamin Briggs, B.S. Chemistry, Graduate Med Student –

More Positions Being Filled

#### Administration

Daniel Briggs - Acting Admissions Director & Bursar

Daniel Briggs – Acting Director Student Affairs, College of Divinity Dean/Chair

These Positions and Others Being Filled

### **UNIVERSITY FACULTY**

Please visit ALU's website to view ALU's current faculty.

## **ALU ACADEMIC KAD SYSTEM**

### **Undergraduate KAD Assessment Agreements**

KAD Assessment Agreements are central to each semester of study that a student begins. It establishes the what, when and how of the semester's research project between the student and his/her faculty advisor. While the KAD Assessment Agreement is not "written in stone", it acts as a guide and springboard for the student's research plans meaning the end results may be broader (or more narrow) than originally anticipated as a result of the study's development over the course of the semester. Each research project should have some kind of religious connection somewhere within the writings or products of the study. Be sure to review/download the undergraduate KAD Assessment Agreement forms and formats.

The KAD Assessment Agreement Form provided is in sample format to assist the student with developing their own independent study agreement purposes only and should not be used "as is" by students. The students are expected to use the format of the form and not the content.

Undergraduate research projects are expected to last no more than six months and minimum standards must apply as one of the quality/quantity measurements of the research, as follows:

5. A minimum of 20 books, journals and essays must be read.
6. A minimum of 15 book, journal and essay annotations must be produced.
7. A minimum of 40 pages of finished written work (research paper, essay (s), etc.) must be produced.
8. Other productions required if less than 40 pages of finished work, e.g., films, paintings, recordings, interviews, sculptures, published works, etc.

### **KAD Abstracts**

At the conclusion of each research semester, each student must compose a KAD Abstract that must be approved by the student's faculty advisor. The KAD Abstract will become part of the student's official transcript record. Therefore, this document must be careful, succinctly and accurately since this give the recipient an overview of the student's research and studies at ALU.



**Aletheia Logos University**  
Institute for Advanced Biblical Studies

LEARNING AGREEMENT FOR KNOWLEDGE AREA  
DEMONSTRATIONS

Knowledge Area Demonstration:

KAD Three

Title:

Religions of the World and Societal Development

This KAD Assessment Agreement is submitted in  
partial fulfillment of the requirements for the  
degree of Bachelor of Pastoral Psychology

Authored by: Any Student Name

Faculty Advisor: Dr. Dan Briggs

Faculty Assessor: Dr. S.S. John

Faculty Assessor: Dr. S.S. John  
Researcher: Any Student  
RE: Assessment Agreement  
KAD Three  
Religions of the world and Societal Development  
Degree Program: Pastoral Psychology

1. ATTACH A DESCRIPTION OF YOUR LEARNING OBJECTIVES AND ACTIVITIES FOR A **BREADTH** DEMONSTRATION OF YOUR COMPETENCE IN THIS AREA. MAKE REFERENCE TO THE CONCEPTUAL ISSUES, COMPETENCIES, AND RESOURCES FROM THE STUDY GUIDE WHENEVER USEFUL AND APPROPRIATE.

LEARNING OBJECTIVES:

As my demonstration of BREADTH in this area I will:

- 1.1 Know the major religions of the world.
- 1.2 Be able to identify major historical, theoretical and philosophical developments that led to the birth, rise and fall (if applicable) of said major religions of the world, to identify the basis of religion.
- 1.3 Know the impact religion(s) has made on society(ies).
- 1.4 Be able to write a state-of-the-art paper on major religious origins and how they may or may not relate to each other.

RESOURCES AND STRATEGIES:

Booker, John (1997). World religions.

Hay, Jeff and Holler, Linda (2006). World religions.

Huston, Smith (1991). The world's religions: Our great wisdom traditions.



Oneil, Michael J. and Jones, Sydney (2006). World religions.

Patridge, Christopher H. (2005). Introduction to world religions.

2. THE EXTENT, NATURE AND TIMING OF THE FEEDBACK YOU WISH TO RECEIVE FROM YOUR FACULTY ASSESSOR ARE:

I would like a reply from my assessor within two full weeks.

3. THE FORMATS YOU CHOOSE ARE:

I choose the following formats for:

BREADTH: a written paper

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Major/Professional Specialization: \_\_\_\_\_ Degree: \_\_\_\_\_

Assessor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SAMPLE UNDERGRADUATE ABSTRACT

**Aletheia Logos University**

Academic Components Completed in Partial  
Fulfillment of the Requirements for  
Bachelors Degree  
in  
Pastoral Counseling

Student: Anyname Student

**Abstract  
for**

**Knowledge Area Demonstration Two**

“Moral Philosophy”

15 Credits

**Purpose of Study:** To explore and critique major systems of Moral Philosophy.

**Areas of Study:** Moral Philosophy, Religion, Sociology and Culture.

**Summary of Study Tasks:**

1. **Readings:** 22+ books, journals, magazine articles and news paper articles.
2. **Writings:** Wrote two chapters of a short story, eleven book annotations, one short essay and published a short sermonette in a national religious periodical.
3. **Consultations:** Consulted with other ordained clergymen on moral issues.
4. **Films:** Viewed several films with moral issues.

**Products of Study:** Readings, observations, annotations, essay, fiction work, monthly mailings, correspondence with faculty advisor, published sermonette and personal reflections.

**Evaluation of Study:** I gained valuable insight into the systems of moral philosophy, its terminology, nomenclature, rhetoric and broad scope. It has increased my research, writing and critical thinking skills. It has also allowed me to see the life work ahead of me.

Student (in-house) Evaluation

Upon the completion of a student's research project, the Student will submit a KAD Self Evaluation to Office of Academic Affairs (Student Records).

(See the form on the next page.)

# ALU

## STUDENT SELF EVALUATION

Note: This form will be kept in the OAA. It does not have to be typed and will not be part of your official transcripts.

STUDENT: \_\_\_\_\_

KNOWLEDGE AREA: \_\_\_\_\_

FACULTY ASSESSOR: \_\_\_\_\_

DATES OF STUDY: FROM: \_\_\_\_\_ TO: \_\_\_\_\_ SEMESTERS LEFT TO COMPLETE: \_\_\_\_\_

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1. What do you see as the principal learning or growth that took place? What were the strong points of your work?

2. What areas of work do you most need to improve?

3. Do you need to work on your writing in any of the following areas: clear prose (sentence structure, spelling, etc.), organizing an essay or a paper (i.e., formal writing), drawing on your reading for your writing, documenting sources?

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

#### Faculty KAD Assessment

Upon the completion of a student's research project, the Assessing Faculty (Assessor) will submit a KAD Assessment to Student Records together with a copy of the approved KAD Abstract. The KAD Assessor will also send a copy of his/her KAD Assessment to the student for his/her personal records.

(See the form on the next page.)

# ALU

## FACULTY ASSESSEMENT FORM

STUDENT: \_\_\_\_\_

KNOWLEDGE AREA: \_\_\_\_\_

FACULTY ASSESSOR: \_\_\_\_\_

DATES OF STUDY: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

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This document will be part of the Student's Transcript

BREADTH

(Faculty Evaluation of the study)

\_\_\_\_\_

Poor

\_\_\_\_\_

Average

\_\_\_\_\_

Excellent

Student has successfully completed the semester at a creditable level.

Assessor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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