



**Alliant  
International  
University**

**2016-2017  
Annual Notice  
Student Consumer Information**

Federal Student Disclosure Requirements

[www.alliant.edu](http://www.alliant.edu)

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2016

Welcome to Fall Semester 2016 and best wishes to you on behalf of the Alliant International University community for a productive and enjoyable academic year. Federal regulations require that educational institutions provide specific information about the school and about financial aid to enrolled and prospective students. The following notice provides the information required to be disclosed pursuant to the Higher Education Opportunity Act passed in August of 2008, the Higher Education Act amendments and pursuant to the Family Educational Rights and Privacy Act (FERPA) that governs access to student educational records maintained by educational institutions and the release of information from those records. Please take a moment to review this notice as well as the University's website dedicated to Student Consumer Information located at <http://consumerinfo.alliant.edu>.

### **Student Handbooks**

Alliant International University publishes system Undergraduate Student and Graduate Student Handbooks. Please take some time to review the handbook applicable to you. The handbooks contain important information regarding the University's co-curricular policies pertaining to matters such as student services and activities, international student services, services for students with disabilities, student codes of conduct, housing, communication and information dissemination, campus safety and computer labs and services. The handbooks also contain procedures for filing grievances in the event informal dispute resolution is not successful.

### **Non-Discrimination Policy**

Alliant International University prohibits unlawful discrimination in employment and in its educational programs and activities, including internal promotions, training, opportunities for advancement, terminations, relationships with outside vendors, use of contractors and consultants and in its admission or access thereto, on the basis of race, ethnicity, national origin or descent, color, creed, religion, sex, age, marital status, disability (including physical, disease, psychiatric or psychological disability), medical condition, pregnancy, veteran status, sexual orientation, gender identification or expression, or physical characteristics. The University will conduct its programs, services and activities consistent with applicable federal, state and local laws, regulations and orders.

This policy is governed by Titles VI and VII of the Civil Rights Act of 1964, the Civil Rights Act of 1991, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, the American's with Disabilities Act of 1990, the Age Discrimination Act of 1975, the regulations implementing these statutes, and applicable federal and California law.

Alliant International University has implemented grievance procedures concerning cases of alleged discrimination, including those of alleged sexual harassment, for faculty, staff and

students. It is the policy of the University that harassment on the basis of sex among employees constitutes an impermissible employment practice, which is subject to disciplinary action and shall not be tolerated. Sexual harassment involving students and University personnel or among students is equally impermissible and shall not be tolerated. The University is committed to providing an environment to study free of sexual harassment. Grievances or complaints that are based on one of these areas needs to be reported to Human Resources at [HumanResources@alliant.edu](mailto:HumanResources@alliant.edu).

## **Title IX Notice**

Title IX is a federal law that prohibits schools from discriminating on the basis of sex. In 1971, Congress passed this law to ensure that educational programs and activities, including athletic activities, will be open to all students. The University's Title IX compliance coordinator is:

Mary Oling-Sisay, EdD  
Vice President for Student Affairs Policy Assurance  
Alliant International University  
10455 Pomerado Road  
San Diego, California 92131  
(858) 635-4701

Inquiries or complaints regarding the application of Title IX and its implementing regulations may be referred to the University's Title IX compliance coordinator or the Office of Civil Rights (U.S. Department of Education, 50 Beale Street, Suite 7200, San Francisco, CA 94105).

## **Annual Notification of Rights Under FERPA\***

Alliant International University complies with the Family Educational Rights and Privacy Act of 1974 (referred to as "FERPA"). This law was enacted to protect the privacy of students' personally identifiable information and education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or otherwise misleading information. The following are students' rights under FERPA:

1. The right to inspect and review the student's education records within 10 working days of the day the University receives a request for access.

*Students should submit to the registrar, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University Official will make arrangements for access and notify the student of the time and place where the records may be inspected.*

2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy rights.

*Students may ask the University to amend a record that they believe is inaccurate. They should write to the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the University determines not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment.*

*Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.*

3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

*One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student or designated liaison serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.*

4. The right to file with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920, a written complaint concerning specific alleged failures by the University to comply with the requirements of FERPA.

#### Designated Directory Information

The items below are designated Directory Information and may be released for any purpose at the discretion of the University: student name, address, telephone number(s), e-mail address, parent's names(s), date and place of birth, major field of study, dates of attendance, degrees and awards received, and most recent previous school attended. The University may disclose any of those items without prior written consent, unless the student notifies the Registrar in writing to the contrary.

\* The University's current policy may be found at: <https://www.alliant.edu/consumer>

#### **Student Financial Assistance**

The following information regarding student financial assistance at Alliant International University is available on the Alliant website at [www.alliant.edu](http://www.alliant.edu)

- A description of Federal, State, local, private and institutional financial assistance programs available to enrolled students;
- How to apply for student financial assistance;
- The methods by which financial assistance awards and distribution will be made;
- Student eligibility requirements, including standards for satisfactory academic progress;
- The rights and responsibilities of students receiving financial assistance, including the terms of any loans received, the terms and conditions of employment provided as part of a student's financial assistance, entrance and exit loan counseling, and the terms and conditions under which students receiving FFEL and Direct Loans may obtain deferrals;
- The cost of attendance at the institution, including tuition and fees, room and board and estimates of the costs of books and supplies and transportation;

- The requirements for refunds of tuition, fees and costs, for the return of federal funds, and for officially withdrawing from the institution;
- Notice that some study abroad is considered enrollment at Alliant for purposes of federal student financial assistance with appropriate pre-approval given.

## Alliant Institutional Information

You will learn more about the following areas in the publications and websites listed below:

Degree programs	<a href="http://catalog.alliant.edu">http://catalog.alliant.edu</a>
List of the faculty	<a href="http://catalog.alliant.edu">http://catalog.alliant.edu</a>
Accreditation	<a href="http://catalog.alliant.edu">http://catalog.alliant.edu</a> <a href="https://www.alliant.edu/consumer">https://www.alliant.edu/consumer</a>
Costs of attendance/tuition and fees	<a href="http://catalog.alliant.edu">http://catalog.alliant.edu</a> <a href="http://www.alliant.edu/admissions/tuition">http://www.alliant.edu/admissions/tuition</a>
Student Loans	<a href="http://catalog.alliant.edu">http://catalog.alliant.edu</a> <a href="http://www.alliant.edu/admissions/financial-aid-scholarships">http://www.alliant.edu/admissions/financial-aid-scholarships</a>
Procedures for withdrawing from school	<a href="http://catalog.alliant.edu">http://catalog.alliant.edu</a> <a href="https://www.alliant.edu/consumer">https://www.alliant.edu/consumer</a>
Tuition refund policy for students without financial aid	<a href="http://catalog.alliant.edu">http://catalog.alliant.edu</a> <a href="https://www.alliant.edu/consumer">https://www.alliant.edu/consumer</a>
Family Educational Rights and Privacy Act (FERPA)	<a href="http://catalog.alliant.edu">http://catalog.alliant.edu</a> <a href="https://www.alliant.edu/consumer">https://www.alliant.edu/consumer</a>
Services and facilities available to disabled students	<a href="http://catalog.alliant.edu">http://catalog.alliant.edu</a> <a href="https://www.alliant.edu/consumer">https://www.alliant.edu/consumer</a>
Information on preventing drug and alcohol use	<a href="https://www.alliant.edu/consumer">https://www.alliant.edu/consumer</a>
Alliant's Drug Free School and Workplace Policy Statement	<a href="https://www.alliant.edu/consumer">https://www.alliant.edu/consumer</a>
Completion or graduation rates	<a href="https://www.alliant.edu/consumer">https://www.alliant.edu/consumer</a>
Gainful Employment	<a href="https://www.alliant.edu/consumer">https://www.alliant.edu/consumer</a>

## **Higher Education Opportunity Act (HEOA)**

The Higher Education Opportunity Act (Public Law 110-315) (HEOA) was enacted on August 14, 2008, and reauthorizes the Higher Education Act of 1965, as amended (HEA). Links to information about Alliant International University in accordance with the 2008 Higher Education Opportunity Act are available at:

<https://www.alliant.edu/consumer>

## **File Sharing Policy**

All Alliant International University students, faculty, and staff are required to follow the University's Policy for Responsible Use of University Computers and Information Systems which includes complying with all copyright laws. Compliance with this policy requires that students, faculty, and staff not share copyrighted material over the University network, including Web pages, Peer-to-Peer file sharing software, and e-mail. This applies to both University owned computers and personally owned computers used to access the University network. All members of the University community have the responsibility to ensure that the proper rights for any material made available on or sharing via the University community should make the assumption that if there is any doubt to whether an item being shared is legal, it may well not be.

Any sharing of copyrighted materials on the University network is a violation of the Policy for Responsible Use of University Computers and Information Systems, and may lead to University disciplinary proceedings and, in some cases, legal action. Although peer-to-peer (P2P) file-sharing can sometimes be used for legitimate reasons, any use of P2P software on the campus network may result in Internet access being disabled. Individuals who need to use P2P software for legitimate purposes can discuss their needs with the IT Help Desk. In addition to consuming bandwidth and technological resources, P2P file-sharing also exposes the University network to viruses, spyware, and other attacks. It also is frequently used for illegally distributing copyrighted works. Some file-sharing programs that could trigger action are Ares, Azureus, BitTorrent, BitLord, KaZaA, LimeWire, Shareaza, and uTorrent.

The complete Policy for Responsible Use of University Computers and Information Systems and the Peer-to-Peer (P2P) File Sharing Policy can be found at: <http://consumerinfo.alliant.edu>.

## **Notice of Federal Student Financial Aid Penalties for Drug Law Violations**

Any student that receives a conviction for any offense, during a period of enrollment for which the student was receiving Title IV, HEA program funds, under any federal or state law involving the possession or sale of illegal drugs will result in the loss of eligibility for any Title IV, HEA grant, loan, or work-study assistance (HEA Sec. 484(r)(1)); (20 U.S.C. 1091(r)(1)).

## **Voter Registration**

Forms for registering to vote in California may be found online on the California Secretary of State's website: <http://registertovote.ca.gov/>

## **Alliant Emergency Communication Service**

Alliant Emergency Communication Service (AECS) is the University's emergency notification program, designed to provide information and advisories via a number of communication channels including Alliant voicemail, email and text message for the safety and security of the Alliant community. AECS enables Alliant to simultaneously send emergency communications to students, faculty and staff. This will improve overall communications in the event an emergency situation occurring on any Alliant campuses or affects campus operations.

**All** faculty and staff of Alliant should register personal emergency contact information. **Students** are highly encouraged to register in order to receive important emergency communications. *Please understand that your information will not be shared with anyone and will be kept private.*

Please register at:

[https://my.alliant.edu/ICS/Alliant\\_Departments/Contact\\_Information\\_Update.jnz](https://my.alliant.edu/ICS/Alliant_Departments/Contact_Information_Update.jnz)

Alliant will send out test messages every year to test our emergency communication system. Other than a yearly test, you should only receive messages when an emergency exists.

If an emergency is declared and AECS is activated, you will receive information on how to respond. Please follow the instructions provided, as well as those given by Alliant emergency personnel (Alliant faculty, staff, designated campus security official or campus public safety officers).

We highly encourage everyone to participate as safety is important to all of us.

## **Campus Security and Crime Reports**

On or before October 1 of each year, Alliant compiles statistics for the previous three years concerning reported crimes that occurred on campus; in certain off campus buildings or property owned or controlled by the University; and on public property within, or immediately adjacent to and accessible from, the campus. Alliant annually distributes to the university community (students, faculty and staff) these crimes statistics as well as Alliant's institutional policies concerning campus security including policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and other important matters.

Information for crime victims about disciplinary hearings will be provided to the crime victim.

The following safety information is located on the University's website:

Security Policies and Procedures and Crime Prevention Programs

<https://www.alliant.edu/consumer>

On-Campus Housing Missing Student Policy and Procedure

<https://www.alliant.edu/consumer>

2016-2017 Alliant Annual Campus Security and Fire Safety Report

(Fresno, Irvine, Los Angeles, Sacramento, San Francisco and San Francisco Law School)

<https://www.alliant.edu/consumer>

2016-2017 Alliant Annual Campus Security and Fire Safety Report

(San Diego)

<https://www.alliant.edu/consumer>

## **Campus Fire Safety and Right to Know Disclosures**

The Campus Fire Safety Right-to Know Act requires colleges and universities to disclose certain fire safety information. The following specific information is required for the most recent calendar year for each on-campus student housing facility. No campus of Alliant International University offers student residential housing; the San Diego campus stopped offering housing Fall 2016.

Mandatory supervised fire drills and evacuations are conducted once a year.

Brush management on the entire San Diego campus, including around the student housing facilities, is done at least twice a year or more if needed. The University reviews its fire safety measures on a regular basis and makes improvements/upgrades as needed.