



**Alliant
International
University**

Annual Notice

Student Consumer Information 2024-2025

July 1, 2024

Alliant International University Annual Notice

Student Consumer Information and Disclosure 2024-2025

Dear Alliant International University Students,

Federal regulations require that educational institutions provide specific information about the school and about available financial aid to enrolled and prospective students. This 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 www.alliant.edu/consumer-information. The Student Consumer Information page will also include state licensure and certification information for programs offered by Alliant. This Annual Notice – Student Consumer Information document is available in printed form. Requests may be submitted to Compliance@alliant.edu.

Approval to Operate

Alliant is approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 and the California Code of Regulations.

A student or any member of the public may file a complaint about Alliant with the California Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet website (www.bppe.ca.gov/).

Alliant is licensed by the Arizona State Board for Private Postsecondary Education for the nursing programs offered at the Phoenix campus.

If a student complaint cannot be resolved after exhausting Alliant's grievance procedures, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the Arizona State Board for Private Postsecondary Education for further details.

University Catalog

Alliant International University publishes its University Catalog on an annual basis. Alliant may also publish applicable addenda to the catalog when appropriate. The Catalog and any applicable addenda contain important information regarding the University's policies pertaining to admissions and enrollment, student services and activities, financial aid, international student services, services for students with

disabilities, academic performance requirements, student codes of conduct, housing, communication and information dissemination, campus safety and computer labs and services, among others. The catalog also contains procedures for filing grievances in the event informal dispute resolution is not successful as well as requirements for resolution of formal disputes via arbitration.

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 45 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 or other 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, program, major field of study, dates of attendance, and degrees and awards received. The University may disclose any directory information without prior written consent unless the student opts out by submitting a written non-disclosure request to the Registrar.

The University's current policy may be found in its entirety at:
www.alliant.edu/consumer-information

Non- Discrimination Policy

Alliant prohibits unlawful discrimination, harassment and retaliation in its educational programs, services and activities, and in employment practices, including but not limited to 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, hair style or texture associated with race, or any other characteristics protected by applicable law. Alliant also prohibits harassment including sexual harassment and sexual violence. Alliant will protect the confidentiality of anyone who reports discrimination or participates in a discrimination investigation, to the greatest possible extent.

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 Americans 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 work and/or study free of sexual harassment.

For additional information on the grievance and complaint process, please contact the following:

- Employees - Office of People & Culture at PeopleAndCulture@alliant.edu
- Students - Office of Student Affairs at StudentAffairs@alliant.edu

Sexual Harassment and Misconduct

Alliant strives to provide an environment free from sexual misconduct as well as all forms of sexual and gender-based harassment and meet all the requirements defined by Title

IX, the Campus Sexual Violence Elimination (SaVE) Act, the Clery Act and the re-authorized Violence Against Women Act (VAWA).

The full Sexual Harassment and Misconduct Policy as well as information on programming, policies and procedures relating to dating violence, domestic violence, sexual assault and stalking, including information on making a report and campus resources can be found in the [University's Annual Campus Security and Fire Safety Report](#).

Grievances & Dispute Resolution

Students who have a problem, concern, or dispute are encouraged to follow the [Problem Solving and Dispute Resolution Guidelines](#) and/or the Student Consumer Complaint Process outlined in the current Academic Catalog. Alliant will not compel any student to pursue a complaint based on allegations that would provide a basis for a borrower defense claim through an internal dispute process before the student presents the complaint to an accrediting agency or government agency authorized to hear the complaint.

We agree that this agreement cannot be used to stop you from being part of a class action lawsuit in court. You may file a class action lawsuit in court, or you may be a member of a class action lawsuit even if you do not file it. This provision applies only to class action claims concerning our acts or omissions regarding the making of the Direct Loan or our provision of educational services for which the Direct Loan was obtained. We agree that the court has exclusive jurisdiction to decide whether a claim asserted in the lawsuit is a claim regarding the making of the Federal Direct Loan or the provision of educational services for which the loan was obtained.

We agree that neither we nor anyone else will use this agreement to stop you from bringing a lawsuit concerning our acts or omissions regarding the making of the Federal Direct Loan or the provision by us of educational services for which the Federal Direct Loan was obtained. You may file a lawsuit for such a claim, or you may be a member of a class action lawsuit for such a claim even if you do not file it. This provision does not apply to lawsuits concerning other claims. We agree that only the court is to decide whether a claim asserted in the lawsuit is a claim regarding the making of the Federal Direct Loan or the provision of educational services for which the loan was obtained.

A student may enter into a voluntary post-dispute arbitration agreement with Alliant to arbitrate a borrower defense claim. The Federal Arbitration Act (FAA), 9 U.S.C. §§ 1, et seq., shall govern the post-dispute arbitration.

IF YOU VOLUNTARILY AGREE TO POST-DISPUTE ARBITRATION, NO PARTY WILL HAVE THE RIGHT TO A JURY TRIAL, TO ENGAGE IN DISCOVERY, EXCEPT AS PROVIDED IN THE APPLICABLE ARBITRATION RULES, OR OTHERWISE TO LITIGATE THE DISPUTE OR CLAIM IN ANY COURT (EXCEPT IN AN ACTION TO ENFORCE THE ARBITRATOR'S AWARD). THE ARBITRATOR'S DECISION WILL BE FINAL AND BINDING AND JUDGMENT ON THE AWARD RENDERED BY THE ARBITRATOR MAY BE ENTERED IN ANY COURT HAVING JURISDICTION

THEREOF. OTHER RIGHTS THAT YOU OR ALLIANT WOULD HAVE IN COURT ALSO MAY NOT BE AVAILABLE IN ARBITRATION.

You or any member of the public may also file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

Students with questions or a potential claim may contact the University Compliance Office at Compliance@alliant.edu.

For additional information on the grievance and complaint process, please contact the following:

- Employees - Office of People & Culture at PeopleAndCulture@alliant.edu
- Students - Office of Student Affairs at StudentAffairs@alliant.edu

Whistleblower Policy

Alliant International University encourages all trustees, faculty, staff, administrators and students, acting in good faith, to report actual or suspected violations of University policy, violations of State, Federal or local law, safety concerns, or misuse of University property or authority for personal gain, or any other conflict of interest. The University is committed to protecting Individuals from interference with making a disclosure under this policy and from retaliation as a result of such disclosure.

Whistleblower Policy Reporting:

1. If any faculty, staff, or administrator has knowledge of actual or concern of potential illegal or wrongful conduct including acts or threats of violence, other safety issues, or violations of policy or conflict-of-interest, they are to contact their immediate supervisor, administrator, Campus Security Authorities, the Workplace Violence Prevention Program Administrator, or the Office of People and Culture.
2. If any student has knowledge of actual or concern of potential illegal or wrongful conduct including acts or threats of violence, other safety issues, or violations of policy or conflict-of-interest, they the student is to contact the Office of Student Affairs, campus directors or other Campus Security Authorities.
3. Whistleblowers wishing to remain anonymous may contact Ethics Hotline (online or by calling 866-290-4245). Reports may also be submitted via online platform at <http://www.alliant.ethicspoint.com/>.

Privacy Policy

It is the policy of Alliant International University to fully comply with all applicable laws and regulations regarding collection and use and protection of consumer/private/personal information.

The purpose of this policy is to disclose information gathering and dissemination practices

for all Alliant International University's (Alliant) website and other affiliated websites that are owned by Alliant and made available to students and prospective students, including but not limited to the Student Application, Student Portal, class discussion forums, and other Alliant online resources. All such sites will be collectively referred to in this Privacy Policy as the "Alliant Site" or "Site".

By applying to or enrolling in courses, or by applying and/or accepting employment at Alliant, or by using the Alliant Site, you accept and agree to this Privacy Policy and the Alliant Terms and Conditions of Usage. This Privacy Policy or any other content on the Alliant Site may be subject to change at any time. Your continued use of the Site following the posting of changes constitutes your acceptance of such changes.

Alliant's Privacy Policy can be accessed at: <https://www.alliant.edu/privacy-policy>.

Program Disclosures & Student Outcomes

[Completion/Graduation and Transfer-Out Rates](#)

[Retention Rate](#)

[School Performance Fact Sheets](#)

These School Performance Fact Sheets provide a variety of helpful student consumer information.

[Student Achievement Data](#)

Alliant strives to measure student achievement and make useful information on student outcomes available to the public. This page offers information on student achievement and program outcomes for the programs in each of Alliant's five schools. Data includes graduation rates, employment after graduation, and other data.

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 Coordinator is:

Esmeralda Silva
Vice President of Student Affairs
10455 Pomerado Road
San Diego, California 92131
(858) 635-4535, Esmeralda.Silva@alliant.edu

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

The full Title IX Policy as well as information on prevention programming, campus resources, and information on how and where to file a formal complaint can be found in the [Title IX: Sexual and Gender Based Harassment and Misconduct Policy](#).

Student Financial Assistance

The following information regarding student financial assistance at Alliant International University is available in the [Alliant University Catalog](#), [Alliant Consumer Information webpage](#), and on the Alliant [Financial Aid and Scholarships](#) website.

- A description of Federal, State, local, private, and institutional financial assistance programs available to enrolled students.
- How to apply for student financial assistance, including information regarding Entrance Counseling for first-time student Direct Loan borrowers.
- 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.
- Net Price Calculator

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 controlled substance will result in the loss of eligibility for any Title IV, HEA grant, loan, or work assistance (HEA Sec. 484(r)(1)); (20 U.S.C. 1091(r)(1)).

Higher Education Opportunity Act (HEOA)

The Higher Education Opportunity Act (Public Law 110-315) (HEOA) was enacted on August 14, 2008, and deauthorizes 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: www.alliant.edu/consumer-information.

Textbooks and the Alliant Bookstore

The [Alliant Bookstore](#) is the source for all course materials. The bookstore for each session is available 6 weeks prior to start and provides students with the information regarding the books needed for their courses. The information provided includes ISBN, pricing, link to scheduled courses/sections, alternative purchase and delivery options, buyback options, and student enrollment.

Transfer Credit Policy

Transfer credits may be accepted from U.S.-based institutions with either regional or approved national accreditation. All transfer credits must carry college-level academic credit. Alliant does not accept credit for correspondence courses, audited courses, vocational or technical courses, remedial/developmental high school courses and other courses below collegiate level even if the courses were completed at an accredited institution of higher education.

Alliant's transfer credit requirements can be found in the [Alliant University Catalog](#).

Teach-out Plan and Agreements

Alliant will submit to its regional accreditor WSCUC, a teach-out plan as defined in 34 CFR 600.2 upon the occurrence of any of the following events:

The Secretary of the Department of Education notifies WSCUC of a determination by Alliant's independent auditor expressing doubt about Alliant's ability to operate as a going concern or indicating an adverse opinion or a finding of material weakness related to financial stability.

WSCUC places Alliant on probation or equivalent status.

The Secretary of the Department of Education notifies the WSCUC that the institution is participating in title IV, HEA programs under a provisional program participation agreement and the Secretary has required a teach-out plan as a condition of participation.

Alliant will also submit to WSCUC a teach-out plan and, if practicable, teach-out agreements (as defined in 34 CFR 600.2) upon the occurrence of any of the following events:

The Secretary of the Department of Education notifies WSCUC that it has placed Alliant on the reimbursement payment method under 34 CFR 668.162(c) or the heightened cash monitoring payment method requiring the Secretary's review of the institution's supporting documentation under 34 CFR 668.162(d)(2).

The Secretary of the Department of Education notifies WSCUC that the Secretary has initiated an emergency action against Alliant, in accordance with section

487(c)(1)(G) of the HEA, or an action to limit, suspend, or terminate an institution participating in any title IV, HEA program, in accordance with section 487(c)(1)(F) of the HEA.

WSCUC acts to withdraw, terminate, or suspend the accreditation of Alliant.

Alliant notifies WSCUC that it intends to cease operations entirely or close a location that provides one hundred percent of at least one program, including if the location is being moved and is considered by the Secretary to be a closed school.

A State licensing or authorizing agency notifies WSCUC that Alliant's license or legal authorization to provide an educational program has been or will be revoked.

Online Courses

Alliant's Learning Management System (LMS) platform is Canvas.

Online Productivity/Assignment Resources

As an Alliant student, you will be licensed for Microsoft's Office365. This includes all Office applications - Word, Excel, PowerPoint, Email, Teams, OneDrive and others. The Alliant Student Portal (<https://portal.alliant.edu/cmportal/>) and other resources are provided to help you manage your student experience.

Online Educational Resources

Courses and assignments may require the viewing of videos, participating in video chats, the use of Internet-based applications and viewing of data, or other resources. The computing recommendations below are designed to provide the student with the best Alliant educational experience:

Operating System	Windows 10 or 11
	macOS 12 (Monterey), 13 (Ventura) or 14 (Sonoma)
Browser	Chrome, Edge, Firefox or Safari - current version
Email Client	Outlook 365
Computer and Processor	1 GHZ or faster x86 or 64-bit processor
Memory	8 GB RAM (32-bit) - minimum requirement
	16 GB RAM (64-bit) - recommended
	16-32 GB RAM for complex statistical or mathematical calculations and large data sets
Disk Space	256 gigabytes (GB) - minimum recommended size
Web Camera and Audio	Integrated or External Camera and headset with microphone recommended
Monitor Resolution	1920 x 1080, 2560 x 1440 or 1280x1024 recommended

Network Bandwidth	Minimum 25 Mbps and recommended 100 Mbps connection to accommodate Zoom and other video streaming services
	Note: Higher bandwidth rates are recommended since many courses link to videos and other educational resources that will function better at higher bandwidth.
Mobile Email	Microsoft Outlook app for IOS or Android
Screen Readers	Macintosh: VoiceOver (latest version for Safari)
	PC: JAWS (latest version for Internet Explorer)
	PC: NVDA (latest version for Firefox)
	Note: There is no screen reader support for Canvas in Chrome.

File Sharing Policy

Use of file sharing applications or websites for the unauthorized acquisition or distribution of copyrighted or licensed material is prohibited on any university computer or network. Further, P2P file sharing desktop applications commonly used for such purposes, including, but not limited to BitTorrent, uTorrent, Frostwire, Kodi, etc. may not be installed on any university computer.

It is the policy of Alliant that all members of the University Community must comply with U.S. Copyright Law. To provide for a high-quality education for students of Alliant, faculty often find it useful to make available to their students copyrighted material. Faculty frequently find that an effective means to make such information available is to copy and distribute it to students. The Copyright Act of 1976, 17 U.S.C. § 1 et seq. provides for duplication of copyrighted materials by the copyright owner, with the permission of the copyright owner or when the copying is considered a “fair use” of the material.

Individuals using university network resources are also expected to follow all related Alliant policies regarding university network and computer resources, copyright, and intellectual property. These policies can be found in the [Alliant University Catalog](#).

Copyright Compliance Resource Information

Copyright Basics

A copyright is the set of exclusive legal rights authors or creators have over their works for a limited period of time. These rights include copying the works (including parts of the works), making derivative works, distributing the works, and performing the works. To qualify for copyright protection, the work must be original, creative to a minimal degree and in a fixed or tangible form of expression.

Copyrighted works are protected regardless of the medium in which they are created or reproduced. Copyrighted works include, but are not limited to, printed articles from publications, TV and radio programs, motion pictures, music performances, photographs, training materials, manuals, documentation, software programs,

databases, and web pages. In general, the laws that apply to printed materials are also applicable to visual and electronic media and works transformed into digital format.

Copyright does not protect, and anyone may use:

- works in the public domain (works belonging to the public as a whole, including U.S. Government documents and works with an expired copyright or no existing protection).
- facts and ideas
- works that lack originality
- freeware

The “First Sale Doctrine” allows the purchaser of a work to do with it as he/she pleases. The work can be resold, given away, donated or thrown out. However, it cannot be copied in violation of copyright law.

Federal Copyright Laws

All University members are expected to follow all federal copyright rules, laws, and guidelines. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under Section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

University members who violate this policy may be subject to civil and criminal liabilities, as well as University disciplinary actions, up to and including but not limited to dismissal from the institution. The copyright law applies to all forms of photocopying, whether it is undertaken at a commercial copying center, at the school’s copying facilities, or at a self-service machine. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Reproduction of copyrighted material without prior permission of the copyright owner is prohibited except as permitted under the doctrine of “fair use,” an exception that must not be abused. The “fair use” doctrine allows, under certain conditions, the reproduction of copyrighted material for purposes such as criticism, comment, news reporting, teaching, scholarship, or research. All university members must exercise careful judgment when reproducing the works of others to avoid violating the copyright law.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five (5) years and fines of up to \$250,000 per offense. For additional information, please visit the US Copyright Office at www.copyright.gov, especially their FAQs at www.copyright.gov/help/faq.

Fair Use Doctrine

Copyright law begins with the premise that the copyright owner has exclusive rights to many uses of a protected work. The Copyright Act sets forth several exceptions to those rights. The best-known exception is fair use. The fair use provision under the copyright law provides that the fair use of a copyrighted work, including reproduction, is not an infringement of the copyright. Fair use applies to all copyrighted works regardless of the media in which they are fixed. The statute lists six exemplars of fair use:

- criticism
- comment
- news reporting
- teaching (including multiple copies for classroom use)
- scholarship
- research

University faculty, staff and students may make copies of copyrighted materials within the Fair Use Doctrine. Otherwise, the appropriate permissions from the copyright holder are required before making copies. Fair use assertions depend upon an examination of the facts surrounding each case and the factors identified in the applicable copyright statutory provisions along with the court cases interpreting the statutes. The fair use standard requires consideration and balancing by Alliant faculty, staff, and students of the following factors to determine whether duplication or use by a party other than the copyright owner constitutes fair use:

- The purpose and character of the use, including whether such use is of a commercial nature or is for non-profit educational purposes. In general, uses for educational purposes at nonprofit institutions weigh in favor of fair use. If the use is commercial, fair use is less likely to be found. Copies used in education but sold at a monetary profit would not be fair use.
- The nature of the copyrighted work. The nature of works may range from pure facts to highly creative works. Some works are closer to the core of copyright protection than others. Examples: fiction (more protection) and factual works (less protection); motion pictures (more protection) and news broadcasts (less protection); creative works (more protection) and compilations (less protection); in print (more protection) and out of print (less protection); unpublished (more protection) and published (less protection).
- The amount and substantiality of the portion used in relation to the copyrighted work as a whole. No exact measures of allowable quantity exist in the law. Amount is both quantitatively and qualitatively measured. Quantity is evaluated relative to the length of the entire original and the amount needed to serve the educational objective. Where only a small portion of the work is to be copied and the work would not be used if purchase or licensing of a sufficient number of authorized copies were required, the intended use is more likely to be considered fair. Copying excerpts that encompass most of the body of a work would weigh against fair use.

- The effect of the use upon the potential market for or value of the copyright. Educational uses that have little or no impact on the market value for the original work weigh in favor of fair use. Copying should not harm the commercial value of the work. As a general rule, there should be no copying of a copyrighted work to substitute for its purchase by the user. Factors to consider: Is the use educational? Is the work going to be used for more than one class and/or more than one semester? Is there a means to obtain permission from the copyright holder? Is the original out of print? Is the cost of the license or royalty prohibitive?

Teachers may make personal copies of copyrighted materials for scholarship and research purposes.

Some activities are even less likely to constitute fair use and should almost never be engaged in without the explicit permission of the copyright owner:

- Copying of materials for profit.
- Copying of published textbooks.
- Copying of unpublished materials.
- Copying of the same materials, e.g. coursepacks, for classroom use term after term
- Copying of works intended to be “consumable” in the course of study or of teaching such as workbooks, exercises, standardized tests, test booklets and answer sheets.

The following are fair use guidelines only and will generally provide a safe harbor against claims of copyright infringement. However, each situation has to be evaluated based on the factors referenced above.

Coursepacks – Fair Use Guidelines

The use of printed coursepacks is discouraged due to the availability of more convenient options in the form of posting readings as library electronic reserves or posting them online in the Learning Management System. For either of these options, faculty should follow the “Electronic Reserve – Fair Use Guidelines” found below.

However, faculty members may make up their own printed coursepacks and secure the copyright permissions themselves. Those choosing to do so should limit coursepack materials to:

- single chapters from a book
- single articles, essays, poems or stories from a periodical issue or newspaper
- a limited number of charts, diagrams, drawings, graphs, or pictures from a book, newspaper, or periodical issue
- other similarly small parts of a work
- limit to one semester or term
- limit the student’s cost to the cost of reproducing the material
- obtain permission for materials that will be used repeatedly by the same instructor for the same class
- include any copyright notice on the original
- include appropriate citations and attributions to the source

Library Reserve – Fair Use Guidelines

- Books – you may place the entire book (not a copy) on reserve or a photocopy of a complete chapter, story, article or essay from a collected work if it does not constitute a substantial portion of the total work.
- Journals and Newspapers – you may place a photocopy of one article, story or essay from a single issue per journal title on reserve.
- Illustrations – you may place one chart, graph, diagram, cartoon or picture per book or periodical issue on reserve.
- CDs – you may place the original item, but no copies, on reserve.
- Software – The Chief Information Technology Officer or Director of IT must verify licensing rights before you place software on reserve.
- Public Domain Works – you may reproduce works in the public domain without restriction.

Electronic Reserve – Fair Use Guidelines

- single articles or chapters; several charts, graphs or illustrations; or other small parts of a work.
- a small part of the materials required for the course.
- copies of materials that a faculty member or the library already possesses legally (i.e., by purchase, license)
- include any copyright notice on the original, appropriate citations and attributions to the source.
- limit access to students enrolled in the class. Terminate access at the end of the semester. f
- obtain permission for materials that will be used repeatedly.

Educational Media – Fair Use Guidelines (The rights described herein are rights to create, display and perform unique works, but not to make multiple copies and distribute them)

- faculty may incorporate others' works into their media creations to produce curriculum materials for educational use. Faculty may retain media products incorporating the copyrighted works of others for a period of two years. After that, permission is required.
- faculty may provide for media products using copyrighted works to be accessible at a distance provided access is limited to students. However, the performance and display of an entire copyrighted audiovisual work such as a videotape, DVD or video file is not allowed for distance education.

- faculty may demonstrate their media creations at professional symposia and retain such work in their own portfolios.
- for text, use is limited to 10% of the work or 1,000 words, whichever is less.
- for photos and images, use is limited to five works from one author and 10% or 15 works, whichever is less, from a collection.
- for database information, use is limited to 10% or 2,500 fields or cell entries, whichever is less.
- for motion media (e.g., video clips), use is limited to 10% or three minutes, whichever is less.
- for music, use is limited to 10% or 30 seconds, whichever is less.

Software Copying

- software owners are permitted to make a back-up archival copy of software in the event the original disk fails to function.
- back-up copies are not to be used in a second computer at the same time the original is in use unless otherwise allowed by a software license (EULA).
- back-up copies are to be destroyed if the original software is sold or otherwise transferred to a third party.

Use of Copyright Protected Material - Options Obtain Permission From Copyright Holder

- It is always safest to obtain written permission from the copyright holder. The earlier the request is sent the better. Ideally, the request should be in writing and clearly describe the scope of permission.
- Information regarding ownership and licensing of registered works can be found at the following websites:
 - www.authorsregistry.org/
 - www.copyright.com/ (Copyright Clearance Center)
 - <https://cocatalog.loc.gov/cgi-bin/Pwebrecon.cgi?DB=local&PAGE=First>
- If the work you want is registered with these organizations, permission can typically be obtained within 36 hours.

Rely on Fair Use Exception When Permission is Not Obtained

- This requires that faculty, staff and students consider and balance the guidelines and factors set forth above in determining whether duplication or use by a party other than the copyright owner constitutes fair use.

- If faculty and/or staff act in good faith in applying the general guidelines set forth above regarding fair use, the Alliant University insurance policies may protection offer protection in the event of an infringement allegation.

If there are any questions or comments regarding the provisions of this policy, please feel free to contact the University Compliance Office at Compliance@alliant.edu.

Campus Security and Crime Reports

On or before October 1 of each year, Alliant compiles and published statistics as required by law 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
www.alliant.edu/consumer-information

Alliant Annual Campus Security and Fire Safety Report
www.alliant.edu/consumer-information/campus-security-fire-safety

Alliant's crime log covering the latest 60-day period is available for public inspection, free of charge, upon request, during regular business hours.

Campus Fire Safety Right-to-Know Act Disclosure

The Campus Fire Safety Right-to-Know Act requires colleges and universities to disclose certain fire safety information for institutions with on-campus housing. The [Clery Act Appendix for FSA Handbook](#) was developed by the U.S. Department of Education to assist postsecondary institutions in meeting the campus safety and security requirements of the Higher Education Act of 1965, as amended. This Appendix replaces the 2016 Handbook for Campus Safety and Security Reporting, which has been rescinded. As of Fall 2016, none of Alliant International University's campuses offer student residential housing.

Alliant conducts mandatory supervised fire drills and brush management/tree maintenance on the San Diego campus at least once a year. The University reviews its fire safety measures on a regular basis and makes improvements/upgrades as needed.

Alliant Emergency Communication and Safety Services

Alliant's emergency communication services and intervention strategies are designed to

provide information and advisories via several communication channels for the safety and security of the Alliant community. During a significant emergency or dangerous set of circumstances involving an immediate threat to the health or safety of students, faculty, or employees on campus, the University will use without delay its Alliant Emergency Communication System (AECS) to inform members of the University community, as well as provide other notifications, such as telephone calls, building alarms, or both. Through the AECS, notifications are sent by email to any outside email address or by text message to a cell phone. All faculty and staff of Alliant should register personal emergency contact information with accurate and updated information to receive important emergency communications.

Campus Safety and reporting information can be accessed at:

www.alliant.edu/campus-safety

Behavioral Intervention Team (BIT)

Alliant's Behavioral Intervention Team (BIT) is a task force of staff and faculty who meet regularly to promote student, faculty, and staff success by providing support and intervention, coordinating disaster response, and by providing consultation and education on issues that support the health, welfare, and safety of the Alliant community. A BIT report may be sent at any time by any member of the Alliant community through the online BIT Reporting Form or by leaving a message on our BIT phone line: (858) 635-4014. Additional information regarding the bit can be found on Alliant's [Campus Safety](#) website.

Notice of Student Tuition Recovery Fund Rate Change

Effective April 1, 2024, the Bureau for Private Postsecondary Education's Student Tuition Recovery Fund (STRF) assessment rate changed from two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges to zero dollar (\$0.00) per one thousand dollars (\$1,000) of institutional charges.

As such, to comply, Alliant International University updated enrollment agreements and other university documentation.

Since the rate change, institutions are no longer required to collect STRF assessment fees from students. However, institutions are still required to complete and submit all STRF Assessment Reporting Forms on a quarterly basis and maintain specified student information for all STRF-eligible students.

For additional information regarding this STRF rate change, visit the Bureau for Private Postsecondary Education's Web site at www.bppe.ca.gov/.

If you have any questions regarding the update, please contact the University Compliance Office at Compliance@alliant.edu.

Licensure and Certification Disclosures

States and territories have different professional licensure and certification requirements. Alliant strives to provide disclosures to students about programs that are designed to meet the educational requirements for a specific professional license or certification that is required for employment in an occupation. Students who are considering an academic program that may allow them to pursue professional licensure or certification in their state or territory are strongly encouraged to check the [Professional Licensure/Certification Disclosure](#) table. Applicants are also encouraged to visit the entity responsible for licensure or certification in any state in which they wish to obtain licensure for the most current requirements. Alliant University does not guarantee that any licensing or certification agency will accept a graduate's application to sit for any exam for the purpose of licensure or certification.

Alliant has also developed State Licensure Requirement guides available for the programs below:

Marital and Family Therapy: <https://www.alliant.edu/psychology/marital-and-family-therapy/state-licensure>

Clinical Counseling: <https://www.alliant.edu/psychology/clinical-counseling/state-licensure>

Social Work: <https://www.alliant.edu/psychology/social-work/state-licensure>

Relocation

Students are required to notify their respective Advisor of any change in their physical location prior to relocation as this may impact the student's ability to continue in their program, practicum, clinical or internship placement; Title IV or other financial aid eligibility; veteran's or military benefits; and/or ability to become licensed or certified in a particular state or U.S. territory. Should a student relocate to a state in which Alliant is not authorized, approved, or otherwise exempt from regulations related to offering distance education, or in which an Alliant program does not meet licensure or certification requirements, continued enrollment cannot be guaranteed. Alliant's State Regulatory Information and Authorization Information can be found at www.alliant.edu/state. Students are urged to contact their respective advisors with questions.

Immunization Policy

Alliant does not presently have any additional specific immunization requirements; however, certain students may be required to provide proof of immunization in order to participate in practicum, field training, internships, or otherwise comply with the requirements of other external organizations. Alliant recommends all within its community to consult the guidelines from the Center for Disease Control and Prevention (CDC) and other public health agencies to ensure informed decisions related to vaccination.

Voter Registration

Forms for registering to vote in California may be found online on the California Secretary of State's website: www.sos.ca.gov/elections/voter-registration or at www.registertovote.ca.gov/.

Alliant Institutional Information

Inquiries

For departmental inquiries, please contact the respective point of contact:

Financial Aid – Deborah Spindler, dspindler@alliant.edu

Student Affairs – Esmeralda Silva, esmeralda.silva@alliant.edu

Admissions & Advising – Angela Erdmann, aerdman1@alliant.edu

Veteran Affairs – Ashley Marquez, ashley.marquez@alliant.edu

Student Finance – Michael Sulger, msulger@alliant.edu

Office of Accessibility – Kiendra White, kiendra.white@alliant.edu

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

University Mission Statement

[Alliant Mission and Vision](#)

Degree Programs

[Programs | 2024-2025 Catalog](#)

List of Faculty

[Faculty | 2024-2025 Catalog](#)

Accreditation

[Institutional Overview | 2024-2025 Catalog](#)

[Accreditation | Alliant International University](#)

Costs of Attendance/Tuition and Fees

[Expenses and Financial Aid | 2024-2025 Catalog](#)

[Tuition and Fees | Alliant International University](#)

Student Loans

[Expenses and Financial Aid | 2024-2025 Catalog](#)

[Financial Aid and Scholarships | Alliant International University](#)

Graduation, Completion, and Transfer-Out Rates

[Integrated Postsecondary Education Data System \(IPEDS\) College Navigator](#)

Procedures for Withdrawing from School
[Academic Policies | 2024-2025 Catalog](#)

Tuition Refund Policy for Students Without Financial Aid
[Expenses and Financial Aid | 2024-2025 Catalog](#)

Family Educational Rights and Privacy Act (FERPA)
[Student Rights and Responsibilities | 2024-2025 Catalog](#)

Services and Facilities Available to Disabled Students
[Student Services and Student Life | 2024-2025 Catalog](#)
[Accessibility Services | Alliant International University](#)

Drug Alcohol and Drug Free School and Workplace Policy
[Alliant International University Drug and Alcohol Policy](#)

Information on Preventing Drug and Alcohol Use
[Drug and Alcohol Abuse Prevention Program](#)

Student Assistance Program
[Alliant Student Services | Student Support Programs](#)

Employee Assistance Program (EAP)
[LifeMatters](#)

Student Body Diversity
[Student Body Diversity Table](#)

Types of Graduate & Professional Education in which Alliant Baccalaureate Graduates Enroll
[Percentage & Fields of Study of those Enrolled in Post-Baccalaureate Education](#)

Definitions

Definitions of regulatory terms can be viewed here:

<https://fsapartners.ed.gov/knowledge-center/fsa-handbook/2022-2023/vol2/ch6-consumer-information-and-school-reporting>