

# **Aletheia Logos University**

**(ALU)**

## **Policy Manual**

First Edition

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All Policies Approved and Current as of 1/1/2015

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## 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.) To 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. Rather students are required to attend one five-day session each year (and one three-week summer session at the doctoral level preferably during the first year of enrollment).

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 Educate 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.

## VALUE STATEMENT

Aletheia Logos University is committed to providing state-of-the-art academic education in a nurturing environment that recognizes the strengths and weaknesses of the student. We seek the highest standards of quality in the delivery of education in all aspects of our institution.

It is important that students and employees alike have the right to the following:

- A safe and healthy environment of care;
- Be treated with dignity and respect;
- Services that do not impose unnecessary restrictions or barriers;
- Be active participants in the selection and development of services;
- Support and education that are academically sound and based on current best practice, and;
- Experience strength based education and work environment that involves interdisciplinary planning and the appropriately trained and supported staff.

We believe that our programs must be guided by an ecological perspective that considers all the people involved in our programs and recognize that staff, faculty and people in families have a powerful influence on each other's behavior.

We believe that students are best served within their own community in a setting that is most normalized to them. Students grow and develop in communities where they live, work, have friends, engage in social events and experience life; where they will improve their long-term ability to develop their competencies and make informed and independent judgment about their lives.

We believe that our educational services must be provided on a continuum, based on strengths, and tailored to the individual, their profession, their community and their family. These services are creative, flexible and respectful of diversity.

We believe in building an organization dedicated to the pursuit of quality and excellence in all that we do.

We believe that quality of service is directly related to the people that staff our programs; therefore, we recruit only the best, provide resources, opportunities for personal and professional development, and provide each with a challenging and rewarding work environment.

We believe in establishing partnerships within the communities we serve.

## **GOVERNING BODY**

The governing body of Aletheia Logos University shall be the ALU Board of Directors, whose main functions shall be to assure that the University's operation and management practices are consistent with the purpose and shared values in the Mission Statement by:

- Reflecting on, synthesizing, and when and as appropriate, incorporating the IOP's recommendations into policy.
- Receiving the Executive Director's reports on University compliance or non-compliance status.
- Issuing Directive Memorandums to the Executive Director mandating compliance with new or existing policies and expected compliance dates.

## **RECRUITMENT**

The governing body of ALU shall actively recruit new members to join the Board of Directors when and as appropriate via networking and/or public service newspaper announcements.

## **ORIENTATION**

New members of the ALU's governance shall be oriented via a "round table" introduction as well as being provided with a current copy of ALU's Policy Manual. Said orientation shall be documented in the Board of Director's meeting at time of event, together with documenting that the new member received a current copy of ALU's Policy Manual, i.e., a signed affirmation.

## **NOTIFICATION OF MAJOR CHANGES**

ALU governance shall notify the Division of Licensing and any other appropriate departments, municipalities, or agencies of any major program changes within ALU.

## **ROLE/RESPONSIBILITIES/DUTIES**

ALU Governance shall document its role, responsibilities and duties by:

- Recorded minutes of all Board of Directors meetings.
- Copies on file of signed Directive Memorandums submitted to Executive Director.
- Copies on file of signed Executive Director reports submitted to Board of Directors.
- Copies on file of signed Fiscal Reports, Proposed Budgets, and Program Plans
- Approved governance policies on file.
- Approved ALU Policy Manual on file.
- Notation in the minutes of the Boards reflection on IOP's recommendations, which incorporates feedback from University patients/students.

## **MEETINGS**

ALU Board of Directors shall hold a quarterly meeting (if possible). ALU Board of Directors may hold additional meetings on an "as needed" basis. Each Board member shall receive a proper written notice by First Class mail fifteen (15) days prior to said meeting. Each meeting shall reflect discussions and/or decisions in its minutes and placed on file. Said minutes shall be recorded by the Board's secretary or clerk.

## **SELECTING A UNIVERSITY DIRECTOR**

ALU Board of Directors shall elect a new qualified Executive Director in the event existing Executive Director resigns, dies, or becomes incompetent, according to existing current ALU policies and standards. ALU shall follow EOE protocol and standards in its Executive Director Recruitment process.

## **THE ROLE OF ALU's PRESIDENT & CHIEF EXECUTIVE OFFICER (CEO)**

The role of the ALU's President and CEO shall be to provide sole Directorship of the University (See ALU's Organizational Chart) and shall be directly accountable to the ALU's Board of Directors in the following manner:

- Attend Board of Director meetings.
- Provide/Submit to the Board of Directors, per their request, University compliance or non-compliance reports to approved University policies and procedures.
- Provide/Submit to the Board of Directors Fiscal Reports, Budgets, and Program/Business Plans.
- Provide/Submit to the Board of Directors IOP's recommendations.

The President's & CEO's Job Description shall be according to the description provided by Personnel on a Job Description and Qualifications Sheet. The President and CEO shall deploy ALU policy and procedures. (See ALU 1001)

## **QUALIFICATIONS OF CHIEF EXECUTIVE OFFICER (CEO)**

The qualifications of the ALU President/CEO shall be according to the qualifications provided by Personnel on a Job Description and Qualifications Sheet.



## **PURPOSE OF IMPROVING ORGANIZATIONAL PERFORMANCE COMMITTEE (IOP)**

The purpose of the IOP is to transcend traditional quality assurance by pro-actively seeking to identify, prioritize, and act upon opportunities for improvement within the services, procedures, performance, and infrastructure of Aletheia Logos University.

OBJECTIVE 1.1: Formulate a charge for the Steering Committee defining its IOP role (Member of Steering Committee sponsor for each IOP process).

### **STEERING COMMITTEE CHARGE**

THE STEERING Committee memberships will be comprised of the management Team of ALU who will be the primary sponsor of the Department's Improving Organizational Performance process. The Steering Committee shall:

1. Charter work groups based on prioritized opportunities.
2. Provide guidance and facilitate implementation of improvement efforts by:
  - a) Solicit University student/patient feedback.
  - b) Review University student/patient feedback and submit recommendations to the Executive Director.
  - c) Solicit employee suggestions via the SAC protocol (See ALU 1011) or Policy on Policies protocol (See ALU 0001) and respond accordingly per ALU 2005, ALU 1011, or ALU 0001.
  - d) Review screened employee suggestions received from SAC and submit recommendations to the Executive Director.
3. Assess the process and demonstrate leadership

OBJECTIVE 1.2: Define role of leadership.

### **ROLE OF LEADERSHIP**

Leaders forge a unity of purpose by showing how the vision is for a common good. The main task of leadership is to enable others to lead. As leaders we need to model leadership. We need to model our working toward a common vision and provide staff with opportunity to voice their ideas on what avenues we need to take. The leader's had must be visible in the process in order to ensure the required cohesiveness of vision. The IOP process is an opportunity for our leadership team to provide direction, support and systems that build trust. We need to create a solid foundation that will capitalize on this opportunity. Commitment should be the cornerstone of our charter.

OBJECTIVE 1.3: Establish prioritization criteria for identified opportunities for improvement. Suggested criteria:

- High-risk Processes
- High-volume processes
- Problem-prone processes
- Impact on staff morale
- Impact on providing quality services
- Positioning relative to the Academic Industry
- Current capacity of the University to address the issue
- Anticipated return on investment
- In agreement with the University's and Department's Strategic Plan

Develop scoring process based on priority criteria.

OBJECTIVE 1.4: Define and make available resources for the functioning of IOP - training, etc.

OBJECTIVE 1.5: Define data requirements and establish process (es) for Collection, reporting and review.

OBJECTIVE 1.6: Establish process for identifying and training for work groups.

OBJECTIVE 1.7: Charter work groups to address opportunities for improvement base on prioritization criteria

OBJECTIVE 1.8: Orientation for general introduction to IOP for all staff.

### **STUDENT FEEDBACK PROCEDURE**

ALU shall make surveys and comment cards available to its students/patients. IOP shall collect same and will reflect on and then submit both recommendations and the surveys and comment cards to the Board of Directors via the President & CEO.

# **Policy Manual**

First Edition

**FACULTY HANDBOOK**

Aletheia Logos University

(ALU)

Institute for Advanced

Theocentric Studies

A

University Without Walls

(UWW)

FACULTY HANDBOOK

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### ALETHEIA LOGOS UNIVERSITY

CATALOG

PROCESS CENTER

10671 US Hwy 301  
Oxford, FL 34484

FOR INFORMATION CALL

(352) 244 - 9814

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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 if Authorized to Operate by Florida Department of Education's State Board of Education

\* Accredited/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.

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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.

ALETHEIA LOGOS UNIVERSITY  
(1015 Atlantic Blvd., Jacksonville, FL)

COLLEGE OF DIVINITY

Degrees Offered

- \*Bachelor of Divinity
- \*Bachelor of Theology
- \*Bachelor of Religious Education
- \*Bachelor of Fine Arts in Religious Music
- \*Bachelor of Public/Religious Administration

- \*Master of Divinity
- \*Master of Theology
- \*Master of Pastoral Counseling or Psychology
- \*Master of Religious Education - (Counselor)
- \*Master of Fine Arts in Religious Music
- \*Master of Public/Religious Administration

- \*Doctor of Ministry
- \*Doctor of Theology
- \*Doctor of Pastoral Counseling or Psychology
- \*Doctor of Religious Education
- \* Doctor of Philosophy in Public/Religious Administration

Minors at the undergraduate and Graduate Level:

Many.

## 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.
- C) A short essay describing their desire to enter the program and how it fits into their goals.
- D) A completed application with applicable fee.
- E) If you are an International Student: a confidential financial statement on the form provided by the Graduate Admissions Office; and TOEFL test results of 550 or higher.

### Enrollment Procedures

- Step 1 Complete the application for admissions. This form must be signed and dated. Mail the completed form together with a \$50.00 check made out to: ALU, to the Administrative Office.
- Step 2 At the time you submit your application and fee, request that all official transcripts be mailed directly to ALU.
- Step 3 Submit a minimum of three letters of recommendation mailed directly to: ALU from the initiating individual.
- Step 4 Write a 3-5 page essay stating how enrollment at ALU fits with your professional and personal goals and mail it to admissions along with the completed application.
- Step 5 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 an Orientation Workshop (counts as your first residency if fully accepted). While attending an Orientation Workshop you will be informed of full acceptance and enrollment or denial.

## PROGRAM COMPONENTS

### Residency Requirements Undergrads

None Required.

Students do their work online and offline at home or local libraries and email their work to their advisors and assessors. Faculty advisors and assessors respond with careful reviews containing encouragement and suggestions for further progress. Phone calls and, in some cases, Skype meetings, are rare additional ways faculty advisors and assessors stay in close communication with students between residencies.

People who choose ALU's programs can develop peer-student workshops that meet in person or via CCW. Specific dates and locations are made available to students as they are developed and known.

### Graduate and Doctoral Students

None Required.

Students do their work online and offline at home or local libraries and email their work to their advisors and assessors. Faculty advisors and assessors respond with careful reviews containing encouragement and suggestions for further progress. Phone calls and, in some cases, Skype meetings, are rare additional ways faculty advisors and assessors stay in close communication with students between residencies.

People who choose ALU's programs can develop peer-student workshops that meet in person or via CCW. Specific dates and locations are made available to students as they are developed and known.

### Residency of Foreign Students

None Required.

Students do their work online and offline at home or local libraries and email their work to their advisors and assessors. Faculty advisors and assessors respond with careful reviews containing encouragement and suggestions for further progress. Phone calls and, in some cases, Skype meetings, are rare additional ways faculty advisors and assessors stay in close communication with students between residencies.

People who choose ALU's programs can develop peer-student workshops that meet in person or via CCW. Specific dates and locations are made available to students as they are developed and known.

### Earning the Degree

#### Candidacy Undergrad Level

Acceptance into a baccalaureate level program does not guarantee candidacy. Candidacy is determined upon satisfactory completion of a 60 credit core curriculum and 30 additional elected knowledge area credits. 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 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 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 before a doctoral degree is conferred.

**BACHELOR DEGREE PROGRAMS**  
**KNOWLEDGE AREA DEMONSTRATIONS INFORMATION**

ALU offers a baccalaureate degree which requires a ninety (90) credit concentration in the Humanities, Social Sciences/History from a religious perspective--thirty (30) credits in the Humanities, thirty (30) credits in the Social Sciences/History, and thirty (30) credits in Natural Sciences/Mathematics. Each student must select a thirty (30) credit minimum and maximum Depth core applicable to their chosen track (the Academic Advisor and Faculty Advisors will assist each student to select proper bibliographies applicable to their chosen track). The balance of the one hundred twenty (120) credit requirement may be distributed among elected knowledge areas. 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. Practicum, 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.

Research Resources

Click on the ALU Library link above to access ALU's online research library of resources and links.

## GRADUATE DEGREE PROGRAMS KNOWLEDGE AREA DEMONSTRATIONS

Master level study requires considerable mastery of broad conceptual and historical knowledge, in depth understanding of theoretical and practical issues, and the ability to apply knowledge to problems of professional significance. As a ALU student you will acquire and demonstrate these competencies through the completion of Knowledge Area Demonstrations (KADs). These KADs become an effective avenue for acquiring and demonstrating master level competence.

Each student is expected to encounter general areas of knowledge in their preparation of each KAD- The KAD is also subdivided into two components--a Breadth and a Depth section. The Breadth section requires a demonstration of the student's familiarity with the broad theoretical and conceptual underpinnings of the knowledge base. The assignments will allow for individually designed approaches but will be based upon essentially the same cross-disciplinary literature.

The Depth section will entail a demonstration of the student's understanding of a specialized area. Each student will develop an annotated bibliography and write a scholarly paper which will reflect a "state-of-the-art" understanding of a specialized area, issue or concern.

The components of each KAD has a common internal structure. Learning objectives for the component are set forth and a list of Basic Readings is provided. The student will select a specified number of these titles, the contents of which will be integrated in a comprehensive assignment. This assignment will be selected from a series of options or can be individually developed in consultation with the student's faculty advisor.

The faculty will assess each KAD and determine whether it meets the criteria set forth for that particular KAD. The assessment is based on how clearly the student demonstrates and expresses their competency. Papers must also show evidence of conceptualization that involves comparison and contrast of the ideas they find in the literature. If it meets the standards of excellence and fulfills the expected knowledge criteria, the KAD will receive a passing evaluation and the student will gain credit for that particular KAD--seven (7) credits. A total of six (6) KADs must be completed which includes the Research KAD--which is also the student's Thesis (the sixth KAD is awarded 10 credits).

If the KAD does not meet the standards of excellence and/or does not fulfill the expected knowledge criteria, the KAD will be returned to the student for rework. Upon completion of rework, the student is to resubmit the KAD for another evaluation and will develop the KAD until it becomes acceptable to ALU's standards.

NOTE: Before students begin writing their KADs their first assignment is to write an essay designed to explore carefully their past learning experiences in theology and ecclesiology and incorporate now teaming on basic questions which are being addressed in theological reflection and praxis. Students will also reflect on their future professional and vocational goals.

**MASTERS LEVEL KADs**  
**MASTER OF DIVINITY/THEOLOGY CORE KADs**

The CORE KADs for the Divinity Degree deal with the ramifications of Judeo-Christianity on the following:

I. SOCIAL AND CULTURAL SYSTEMS (7 credits)

A. BREADTH: Globally

This portion of the KAD is designed to explore and reflect the historical development of Judeo-Christianity from the times of Christ as well as other religions of the world (particularly Hinduism, Buddhism, Taoism and Islam) and their impact on social and cultural systems of the world.

DEPTH: Focused

This portion of the KAD is designed to explore the developments of Judeo-Christianity in America and its effect on America's social and cultural system.

II. POLITICAL SYSTEMS (7 credits)

A. BREADTH: Globally

This portion of the KAD explores major political systems predating Christ with a special emphasis on Jewish government. An examination of the synoptic gospels and Pauline literature is conducted to discover the effect political systems had on the Judeo-Christian church regarding church polity and church discipline.

B. DEPTH: Focused

This portion of the KAD examines the ramifications Judaism and Judeo-Christianity has had on American politics. The writings of Reinhold Niebuhr will be explored and especially his interpretations of Christian theology (anthropology, Christology, and understanding of history and eschatology) and political philosophy. Church involvement in politics will be examined as well.

III. JUDICIAL SYSTEMS (7 credits)

A. BREADTH: Globally

This portion of the KAD explores the life and faith of ancient Israel in its historical content, theological relevance for current Judeo-Christians and the impact Judaism has had on global judicial systems.

B. DEPTH: Focused

An examination of the American judicial item will be explored and how Judeo-Christianity has effected it. Political violence to bring about social change vs. nonviolent alternatives (Jesus Christ, Mohandas Gandhi, Martin Luther King, Jr., and Dorothy Day will be considered) will be examined as well.



## **ADVANCED KADs**

The ADVANCED KADs deal with the ramifications of the above systems on:

### **IV. MORAL AND ETHICAL SYSTEMS (7 credits)**

#### **A. BREADTH: Historically/Globally**

This portion of the KAD will explore the Christian virtue of solidarity to maintain standards of morality, ethics, and justice in a changing world. Personal lifestyle choices, human sexuality, socio-political involvement, world hunger, ethnic cleansing, abortion, euthanasia, nuclear proliferation and how the church is, should be or should not be involved in the aforementioned will be examined.

#### **B. DEPTH: Focused**

This portion of the KAD investigates morals and ethics relative to such issues as homophobia, suicide, incest mental health care, marriage and family, pastoral, and clinical pastoral counseling, and ministry to the disabled and elderly.

### **V. MY PROFESSION (7 credits)**

#### **A. BREADTH: Historically/Futuristically (From a Global Perspective)**

This portion of the KAD examines personal pastoral identity and theology with the focus on a specialized ministry within the scope of pastoral care and introduces the student to three major institutions: 1) a general hospital, 2) a mental health facility, and 3) correction system institution. Students will examine spiritual, psychological, and social factors that influence the growth of belief and human development at various stages as well as how the church should participate (Christian worship, music, preaching, teaching liturgical rites, and ceremonies) in this growth and development.

#### **B. DEPTH: Local Applications (This includes 1000 hours of approved practice and 50 hours of face to face supervision.)**

Students will participate for 1000 hours in an approved clinical practicum (500 hours internship in an institution and 500 hours in an ecclesiastical setting as mentioned in the Breadth section of this KAD) and experience 50 hours of approved face to face supervision (25 hours of clinical supervision and 25 hours of pastoral supervision). This allows the student to learn coping skills when dealing with personal difficulties pastors face, including overwork, spiritual dryness and emotional entanglements, transference, counter-transference, diagnosis, prognosis, treatment planning, etc. Students will submit documentation reflecting their internship and supervision.

### **VI. RESEARCH (Thesis) (Student's choice with the guidance of the student's faculty advisor) (10 credits)**

#### **A. BREADTH**

The thesis should reflect breadth of one or more major doctrines of the Christian faith and its relationship to other doctrines in the light of historical development and contemporary significance. Areas of research may include eschatological epistemology, salvific dogmas and paradigms, thesis attributes, spirituality, healing-divine and human intervention, etc.

#### **B. DEPTH**

The thesis should also reflect an in-depth mastery of the chosen area of research.

NOTE: See student handbook for greater detail, guidance and actual examples.

## **MASTER OF PASTORAL COUNSELING/PSYCHOLOGY**

### **CORE KADs**

#### **I. PATHOLOGY (7 credits)**

The etiology of pathology is explored including the assessment of organic, genetic, and anatomical injury versus psychological or Psychosomatic disorders

- A. BREADTH: General Pathology
- B. DEPTH: Psychopathology

#### **II. INTERVENTION STRATEGIES (7 credits)**

A broad scope of intervention strategies is explored ranging from scriptural to secular interventions. And the holistic efficaciousness of said interventions is examined.

- A. BREADTH: Biblical and Secular Intervention Strategies.
- B. DEPTH: Practicum (1000 hours w/50 hours of face to face supervision).

#### **III. SOCIOLOGY (7 credits)**

This knowledge area explores the historical development as well as the theories, constructs, and paradigms of sociology as a science; one that explores the doings of people within a societal context. Various theorists are examined and their impact on how people view themselves today contrasted with historical views.

- A. BREADTH: Historical Development of Sociology.
- B. DEPTH: Current Theories and Theorists.

### **ADVANCED KADs**

#### **IV. PSYCHOLOGY (7 credits)**

Founding theorists of psychology and psychoanalysis are examined including Freud, Adler and Jung. Theocentric, psychoanalysis, neo-analytic, existentialistic, and humanistic theories are explored.

- A. BREADTH: Historical Development of Psychology
- B. DEPTH: Theocentric Psychology.

#### **V. PASTORAL COUNSELING (7 credits)**

In this knowledge area the development of pastoral counseling as a modern profession is explored. The many socially imposed controls, approbations, and expectations are examined; are they over burdensome, suppressing, injudicious or are they remedial and beneficial.

A. BREADTH:  
Current Trends in Pastoral Counseling: Theories, Licensing, Legal Issues, Moral, Ethics, Human Right, and Social Work.

B. DEPTH:  
Initiating Programs and management: Hospitals, Colleges/Universities, Seminars, Non-profit Corporations and Future Programs.

VI. RESEARCH (Thesis) (Student's choice with the guidance of the student's faculty advisor) (10 credits)

This study examines major research methodologies and equips the student with research skills enabling him/her to develop a research proposal. ALU does not endorse one mode of research, rather, student are encouraged to pursue their personal and professional interests and explore the questions that appeal to them. Students are guided to resources which help them learn to conduct scholarly inquiry, to understand ethical and philosophical issues in research, to comprehend statistical concepts and procedures, and research designs.

A. BREADTH: General Overview of Research Methodologies (Must include statistical analysis).

B. DEPTH: Student's Choice (Should be methodology chosen for Thesis).

NOTE: See student handbook for greater detail and guidance.

#### Psychoanalytic Certification

Students interested in psychoanalytic certification should review the student handbook for details. ALU certification program follows guidelines established by NAAP.

#### 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.

## **DOCTORAL DEGREE PROGRAM KNOWLEDGE AREA DEMONSTRATIONS**

Doctorate level study requires considerable mastery of broad conceptual and historical knowledge, in depth understanding of theoretical and practical issues, and the ability to apply knowledge to problems of professional significance. As a ALU student you will acquire and demonstrate these competencies through the completion of Knowledge Area Demonstrations (KADs). These KADs become an effective avenue for acquiring and demonstrating doctorate level competence.

Each student is expected to encounter general areas of knowledge in their preparation of each KAD. The KAD is subdivided into three components--a Breadth, a Depth, and an Application section. The Breadth section requires a demonstration of the student's familiarity with the broad theoretical and conceptual underpinnings of the knowledge base. The assignments will allow for individually designed approaches but will be based upon essentially the same cross-disciplinary literature.

The Depth section will entail a demonstration of the student's understanding of a specialized area. Each student will develop an annotated bibliography and write a scholarly paper which will reflect a "state-of-the-art" understanding of a specialized area, issue or concern.

The Application section will be a specialized assignment that reveals the student's understanding of the theoretical and conceptual underpinnings of the knowledge base by relating it to a relevant issue in their profession.

The components of each KAD share a common internal structure. Learning objectives for the component are set forth and a list of Basic Readings is provided. The student will select a specified number of these titles, the contents of which will be integrated in a comprehensive assignment. This assignment will be selected from a series of options or can be individually developed in consultation with the student's faculty advisor.

The faculty will assess each KAD and determine whether it meets the criteria set forth for that particular KAD. The assessment is based on how clearly you demonstrate and express your competency. Papers must also show evidence of conceptualization that involves comparison and contrast of the ideas you find in the literature. If it meets the standards of excellence and fulfills the expected knowledge criteria, the KAD will receive a passing evaluation and the student will gain credit for that particular KAD--eight (8) credits (with the exception of two 10 credit KADS). A total of seven (7) KADs must be completed.

If the KAD does not meet the standards of excellence and/or does not fulfill the expected knowledge criteria, the KAD will be returned to the student for rework. Upon completion of rework, the student is to resubmit the KAD for another evaluation and will work the KAD until it becomes acceptable to standards.

In addition, each student must do a dissertation. Students will submit a dissertation proposal to their faculty advisor and doctoral committee. Upon approval, the student may proceed with the dissertation, (See the dissertation handbook for greater detail.)

NOTE: Before students begin writing their KADs their first assignment is to write an essay designed to explore carefully their past learning experiences in theology and ecclesiology and incorporate new learning on basic questions which are being addressed in theological reflection and praxis. Students will also reflect on their future professional and vocational goals.

## **DOCTORAL DEGREE PROGRAMS**

### **DOCTORAL LEVEL CORE KADs**

#### **DOCTOR OF MINISTRY/THEOLOGY/PASTORAL PSYCHOLOGY/PASTORAL COUNSELING and RELIGIOUS EDUCATION**

##### **I. SYSTEMS THEORY (8 credits)**

This KAD examines major systems theory and theorists from a broad and in-depth perspective and encourages the student to discover applications in his/her profession. Also considered in depth are theories which impact on micro- and macro-levels of social and economic systems.

- A. Breadth: Major Systems Theories
- B. Depth: Ecclesiastical Systems Theory
- C. Application: Family Systems-Self Analysis

##### **II. HUMAN DEVELOPMENT (8 credits)**

This knowledge area addresses basic theories and current research in stages of human development, transitions between stages, normal developmental patterns, and crisis's which occur. Students learn to explore developmental questions in the context of both chronological time and underlying physical, social, and psychological experiences.

- A. Breadth: Individual Differences: Major Theories and Theorists of Human Development; Abnormal Psychology; Personality Theories.
- B. Depth: Theocentric Theory
- C. Demonstration: self-analysis and personal analysis (50 hrs) (300 hours for certification students)

##### **III. RELIGIONS OF THE WORLD AND SOCIETAL DEVELOPMENT (8 credits)**

This KAD examines major religions of the world from a broad and in-depth perspective and stimulates the student to apply his/her knowledge within the context of his/her profession.

- A. Breadth: Basis of Religions
- B. Depth: Basis of Judeo-Christianity
- C. Application: Dissemination of Judeo-Christianity

##### **IV. RESEARCH METHODOLOGIES (10 credits)**

The Research KAD examines major research methodologies and equips the student with research skills enabling him/her to develop a research proposal. ALU does not endorse one mode of research; rather, students are encouraged to pursue their personal and professional interests and explore the questions that appeal to them. Students are guided to resources which help them learn to conduct scholarly inquiry, to understand ethical and philosophical issues in research, to comprehend statistical concepts and procedures, and research designs.

- A. Breadth: Major Research Methodologies
- B. Depth: Methodological Illustration
- C. Application: Preliminary Dissertation Proposal

## **ADVANCED KADs FOR DOCTOR OF MINISTRY**

### **V. JUDEO-CHRISTIAN INFLUENCE (8 credits)**

This KAD explores the scope of influence Judeo-Christianity has upon the world from a broad and in-depth perspective and encourages the student to find ways that it has effected or will effect change in his/her profession.

- A. Breadth: Historical, Current and Future Development of Judaism and Christianity
- B. Depth: Societal, Cultural, Political, Moral, Ethical and Judicial Aspects of Judeo-Christian Influence
- C. Application: Its Influence On My Profession

### **VI. INTERVENTION STRATEGIES (8 credits)**

This KAD examines multiple intervention strategies from a broad and in-depth perspective and encourages the student to find ways to apply his/her knowledge to his/her profession.

- A. Breadth: Clinical Methodologies vs. Spiritual Methodologies
- B. Depth: Clerical Codes of Ethics and Standards
- C. Application: Practicum (2000 hours of supervised work w/50 hours of face to face supervision)

### **VII. CASE STUDY (10 credits)**

This KAD explores an individual case utilizing the methods of case study as a means to examine various issues surrounding a specific incident, individual, company, issue, disease, system, etc. relevant to the ecclesiastical precinct.

### **DISSERTATION PROPOSAL**

### **DISSERTATION (15 credits)**

## **ADVANCED KADs FOR DOCTOR OF THEOLOGY**

### **V. JUDEO-CHRISTIAN INFLUENCE (8 credits)**

This KAD explores the scope of influence Judeo-Christianity has upon the world from a broad and in-depth perspective and encourages the student to find ways that it has effected or will effect change in his/her profession.

- A. Breadth: Historical, Current and Future Development of Judaism and Christianity
- B. Depth: Societal, Cultural, Political, Moral, Ethical and Judicial Aspects of Judeo-Christian Influence
- C. Application: Its Influence On My Profession

### **VI. ADVANCED CHRISTIAN THEOLOGY (8 credits)**

This KAD examines prevailing major and minor Biblical doctrines from the reformation to twentieth century denominationalism covering broad teachings from justification to eschatological epistemology. Each student will examine their individual heritage both historically and contemporarily from a broad and in-depth Perspective. Each student is encouraged to find ways to apply his/her knowledge to his/her vocational or avocational context demonstrating an understanding of Clerical Ethics and Standards.

- A. Breadth: Historical Christian Theology
- B. Depth: Examination of Individual Christian Theological Heritage
- C. Application: Theological Teaching Practicum (2000 hours of supervised work w/50 hours of face to face supervision) demonstrating and understanding of Clerical Ethics and Standards

### **VII. CASE STUDY (10 credits)**

This KAD explores an individual case utilizing the methods of case study as a means to examine various issues surrounding a specific incident, individual, company, issue, disease, system etc. relevant to the ecclesiastical precinct.

### **DISSERTATION PROPOSAL DISSERTATION (15 credits)**

#### **Specializations:**

ALU offers several Professional Specializations for masters and doctoral degree programs. Students interested in psychology and Psychoanalytic Specializations should review the student handbook. Psychology and psychoanalysis specialization programs follow guidelines established by the Consortium of Diversified Psychology Programs (CDPP) and the National Association for the Advancement of Psychoanalysis (NAAP) respectively. Some Specializations are:

1. Clinical Psychology
2. Counseling Psychology
3. School Psychology
4. Organizational Psychology
5. Certified Psychoanalysis

NOTE: For more information on Professional and Avocational Specializations see student handbook for greater detail and guidance.





## **ADVANCED KADs FOR DOCTOR OF PASTORAL PSYCHOLOGY/COUNSELING**

### **V. THEOCENTRIC PSYCHOLOGY (8 credits)**

Students examine, compare and contrast major Biblical concepts regarding the human behavior and the human soul versus major secular theorists and schools of thought from a psychological and interactional perspective. This knowledge area provides a base for students facing pastoral counseling, empathy (diagnostic), and care (treatment) of parishioners or community members seeking spiritual help.

- A. Breadth: Overview of Major Theocentric Theories
- B. Depth: An expansion of One View (Student's choice)
- C. Application: Applying Theory to Reality

### **VI. INTERVENTION STRATEGIES (8 credits)**

Professionals in the clergy and human service areas are continuously challenged by society as it affects individuals. This knowledge area provides assessment of intervention strategies for facilitating and initiating change in a therapeutic environment. Although major schools of thought are studied and evaluated for their contributions the focus is on Theocentric Psychology.

- A. Breadth: Theocentric Psychology: Psychopharmacology and Psychotherapy v. divine Intervention and Clinical Theology.
- B. Depth: Profession Codes of Ethics and Standards.
- C. Application: Practicum (2000 hours of supervised work w/50 hours of face to face supervision). Utilizing Diagnostic Methodologies and Intervention Strategies: Interviewing Techniques; Discernment; Clinical Guessing vs. Testing Instruments (Psychological Assessment Tools); Psychotherapy, Clinical Theology.

### **VII. CASE STUDY (10 credits)**

Student documents a Case where he/she brought about change by implementing change agents within the context of his/her chosen theoretical approach to change process.

### **DISSERTATION PROPOSAL DISSERTATION (15 credits)**

#### **Specializations:**

ALU offers three Ph.D. in Pastoral Psychology Specializations. Students interested in psychology and psychoanalytic Specializations should review the student handbook. ALU's specialization programs follow guidelines established by the Consortium of Diversified Psychology Programs (CDPP) and the National Association for the Advancement of Psychoanalysis (NAAP) respectively. Some Specializations are:

1. Counseling Psychology
2. Clinical Psychology
3. Psychoanalytic Certification

NOTE: For more information on Professional and Avocational Specializations see student handbook for greater detail and guidance.

## **ADVANCE KADs FOR DOCTOR OF RELIGIOUS EDUCATION**

### **V. THEORIES OF LEARNING AND MOTIVATION - (8 semester credits)**

This knowledge area surveys the field of human learning with emphasis on needs, expectations, motivation, perception and communication as they pertain to learning and individual change.

- A. Breadth:
- B. Depth:
- C. Application:

### **VI. ADMINISTRATION AND PLANNING FOR EDUCATIONAL INSTITUTIONS - (8 semester credit)**

Education as an institution has been a stimulus for social development over the past decades. Students study the body of literature on educational administration and explore in depth the many possibilities relating education to change in their profession. This knowledge area includes examination of the causes and effects of change in the profession as well as the societal consequences of professional activity.

- A. Breadth:
- B. Depth:
- C. Application:

### **VII. ADVANCED CASE STUDY IN APPLIED CHANGE-EDUCATION - (10 semester credits)**

Utilizing theoretical constructs and models of human learning and educational practice from the previous two knowledge areas, students are challenged to apply these constructs to practical application through a case study format. For assessment in this area, students will design a case study of an aspect of their professional practice. Students' professional growth and understanding of continuity and change in their profession as primary objectives.

## **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 doctorate KAD Assessment Agreements, etc.) must be produced.

## **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, and a \$300 non-refundable fee is charged. 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 participate 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.

h.) The cost of an extension for a regular study is \$100 and the cost of an extension for a culminating study is \$300. If the faculty is on a part-time contract and finishing in that group, OAA will pay an additional fee for supervising the extension.

#### 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 and a \$100 fee is assessed. 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 for entry at the beginning of a scheduled semester. A \$150 Processing fee will be assessed.

### 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. 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 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 level of doctoral study.

### 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 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 an 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 US Hwy 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

### I. 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. AR 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 within a group context (during residencies) and on an individual basis (at residencies and when students are at home). When students are at home they mail their work to their advisors and assessors. Faculty advisers and assessors respond with careful reviews containing encouragement and suggestions for further progress. Phone calls and, in some cases, individual meetings are additional ways faculty advisors and assessors stay in close communication with students between residencies.

In the next residency, six months later, students share the results of their work with each other and their faculty advisor and assessors. They also write evaluations of their projects, as do their advisors and assessors.

Residencies are much more than planning times. These days allow students to be free from the claims of daily life and are opportunities for students to examine their lives from different perspectives.

People who choose ALU programs can enter one of four residencies - mid-January, mid-April, mid-July and mid-October. Specific dates and locations are made available to entering students. ALU has a growing number of faculty (with new members joining faculty as needed) who participate in Admissions Workshops (the student's first residency) and residencies.

### **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 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.

## Placements

Any students requiring internship placements as a part of their degree work may seek assistance from the Director of Student Affairs. Arrangements with ALU, Inc., Maine Center for Counseling and Psychotherapy and other ecclesiastical internship sites for students needing same.

## Academic Awards

ALU offers three academic awards, which are granted annually to students who produce the most outstanding research. One award is granted at each degree level totaling three awards. Recognition is given to both student and student's faculty advisor.

## Student Awards

### The Briggs' Institute for Theocentric Psychology Awards

The three students that receive academic awards will receive The Briggs' Institute for Theocentric Psychology Award in the form of a \$500.00 scholarship to be applied toward student tuition only.

## FINANCIAL INFORMATION

### Financial Information

#### Tuition and Fees

The Board of Directors has established tuition and fees, which are subject to change at any time at the Board's discretion:

The financial ability of 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.

Note: See the Financial Information section of this catalog for details of doctoral tuition and fees.

#### Tuition and Fees For non-WCMA members who are U.S. Citizens

Application Fee (non-refundable)	\$ 50.00
Tuition per semester (Undergraduate)	\$ 900.00
Tuition per quarter (Graduate/Doctorate)	\$1,500.00
Graduation Fee	\$ 50.00

NOTE: Tuition for Non-U.S. Citizens is Doubled.

All tuition and fees are the full responsibility of the student and any and all financial arrangements must be made prior to starting a degree program.

#### Tuition Payment Plan

ALU has three options for paying tuition.

1. One of those options is the payment plan of three installments: one third before classes start, one third in the month following student's current semester or quarter of residency and the balance in two months following student's current semester residency.

2. The second option is the tuition deferment plan. Those students demonstrating financial need may apply. To qualify, an undergraduate student must make a minimum payment of \$25.00 per week and graduate students must make \$50 thereafter until tuition is paid. Defaulting could result in a forfeiture of future deferment plans.

3. The third option is full payment by cash, check or money order from funds acquired through personal income, loans or other arrangements made by the student.

#### Scholarships

ALU offers full and partial scholarships based on need and/or academic excellence every semester. Interested students must apply in writing to the Student Aid department at the Admissions Office.

## Canadian Students

Student loans may be available to eligible Canadian citizens through the Department of Advanced Education and Training. Ask the financial aid officer for assistance.

## Refund Policy

The following schedule represents the amount of tuition to be refunded to a student in the event said student decides to withdraw from instruction:

### First Semester of Instruction

- 100% of the semester's tuition if the termination is during the first week of instruction.
- 75% of the semester's tuition if the termination is during the second week of instruction.
- 50% of the semester's tuition if the termination is during the third week of instruction.
- 25% of the semester's tuition if the termination is during the fourth week of instruction.
- 0% of the semester's tuition if the termination is after the fourth week of instruction.

### Second Semester of Instruction

- 75% of the semester's tuition if the termination is during the first week of instruction.
- 50% of the semester's tuition if the termination is during the second week of instruction.
- 25% of the semester's tuition if the termination is during the third week of instruction.
- 0% of the semester's tuition if the termination is after the third week of instruction.

Each student submitting funds or signing any enrollment or financial agreements and/or contracts shall be allowed to nullify said agreement and/or contract within three (3) business days. If any student activates this right he/she shall be entitled to a full refund.

## **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**

ALU's faculty are both academicians and professionals. Most of them hold various professional licenses. Research, spiritual, and critical writing skills are sure to be keenly developed under their direction and tutelage.

See ALU's published Online Catalog for current faculty information.

**CLINICAL SUPERVISORS**

Daniel Briggs, Ph.D.



**APPLICATION FOR ADMISSIONS  
ALU**

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Address: \_\_\_\_\_ DOB: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Marital Status: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Bus Phone: \_\_\_\_\_

Degree Program Applying For: \_\_\_\_\_

Previous Colleges Attended:

Colleges	Degree	Dates Attended
_____	_____	_____
_____	_____	_____
_____	_____	_____

Professional Experience:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

By signing below, I, the undersigned affirm that I have read the catalog outlining the admissions process, fee schedule and refund policy and agree to comply with all the guidelines and policies.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date Signed

Please signed and completed application together with a \$50 application fee (check or money order made payable and to ALU, Inc.) and send to: ALU Process Center, 10671 US Hwy 301, Oxford, FL 34484

## **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 for 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 book, 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.

**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.)



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.)



# Aletheia Logos University

## 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: \_\_\_\_\_

## Graduate 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.

Graduate research projects do not have completion time periods but the longer a student takes to complete their research, the more tuition they will have to pay since tuition is billed quarterly and continuously through out the duration of their degree program. However, there is an eighteen (18) month minimum degree program duration requirement. And student research projects must meet minimum standards as one of the quality/quantity measurements of the research, as follows:

1. A minimum of 25 books, journals and essays must be read.
2. A minimum of 20 book, journal and essay annotations must be produced.
3. A minimum of 60 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.

See the following pages for sample KAD Assessment Agreements and KAD Abstracts.

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

LEARNING AGREEMENT FOR KNOWLEDGE AREA  
DEMONSTRATIONS

Knowledge Area Demonstration:

KAD ONE

Title:

Social and Cultural Systems of the World

This KAD Assessment Agreement is submitted in  
partial fulfillment of the requirements for the  
degree of Masters 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  
Social and Cultural Systems of the World  
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 social and cultural systems 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 social and cultural systems 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 social and cultural systems and how they came into being and how they may or may not relate to each other.

RESOURCES AND STRATEGIES:

Banathy, Bela H. (1997 ). Designing social systems in a changing world. Springer

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

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

Parsons, Talcott (1977). Social Systems and the evolution of action theory. New York: Simon & Schuster.

Smelser, William T. and Smelser, Neil J. (Hrsg.) (1963). Personality and social systems. John Wiley (pdf)

Faculty Assessor: Dr. S.S. John  
Researcher: Any Student  
RE: Assessment Agreement  
KAD One  
Social and Cultural Systems of the World  
Degree Program: Pastoral Psychology

2. ATTACH A DESCRIPTION OF YOUR LEARNING OBJECTIVES AND ACTIVITIES FOR A **DEPTH** 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 DEPTH in this area I will:

- 2.1 Know the basis of Judeo-Christianity and its social and cultural system.
- 2.2 Be able to identify major historical, theoretical and philosophical development that led to the birth and rise of Judeo-Christianity and how it has influenced the global community.
- 2.3 Be able to write a state-of-the-art paper on the development of Judeo-Christianity and how it has impacted the world through out history and what role it will play in shaping the future.

RESOURCES AND STRATEGIES:

Ackoff, R. (1975). Redesigning the future: A systems approach. New York, NY: Wiley.

Bateson, G. (1976). Steps to an ecology of mind. New York, NY: Ballantine.

Briggs, Daniel (2007). Disciples of Christ volume seven: Eschatological epistemology. Jacksonville, FL: Aletheia Logos University, Inc.

Brown, Lester. (1975) In the human interest. New York, NY: W. Norton.

Capra, F. (1982). The turning point. New York: Simon and Schuster.

Chaisson, E. (1987). The life era: The role of changes in the natural universe. Boston: Atlantic Monthly Press.

Cornish, E. (1979). The study of the future. Bethesda, MD: World Future Society.

Ferguson, M. (1980). The aquarian conspiracy. New York: Houghton Mifflin Co.

Lazzlo, E. (1987). The rapids of change. Knowledge Systems, Inc.

Hass, John (1987). Teaching about the future. Bethesda MD: World Future Society.

Toffler, Alvin (1981). The third wave. New York, NY: Morrow

3. 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.

4. THE FORMATS YOU CHOOSE ARE:

I choose the following formats for:

BREADTH: a written paper

DEPTH: a written paper

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

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

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

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

SAMPLE GRADUATE ABSTRACT

**Aletheia Logos University**

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

Student: Anyname Student

**Abstract**  
**for**  
**Knowledge Area Demonstration One**  
Social and Cultural Systems

Breadth Section (3 Credits): Exploration of major social and cultural systems of the world.

Depth Section (3 Credits): Thesis on the Judeo-Christian social and cultural system and how they influenced cultures and societies around them; and how they may influence the future world community.

### 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.)



**ALETHEIA LOGOS UNIVERSITY**

**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.)

# Aletheia Logos University

## FACULTY ASSESSEMENT FORM

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

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

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

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

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This Faculty Evaluation document will be part of the Student's Transcript

BREADTH:

\_\_\_\_\_ Average \_\_\_\_\_ Excellent

DEPTH:

\_\_\_\_\_ Average \_\_\_\_\_ Excellent

Student has successfully completed the semester at a creditable level.

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

## Doctoral 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.

Graduate research projects do not have completion time periods but the longer a student takes to complete their research, the more tuition they will have to pay since tuition is billed quarterly and continuously through out the duration of their degree program. However, there is a thirty-six (36) month minimum degree program duration requirement. And, student research projects must meet minimum standards as one of the quality/quantity measurements of the research, as follows:

1. A minimum of 30 books, journals and essays must be read.
2. A minimum of 25 book, journal and essay annotations must be produced.
3. A minimum of 80 pages of finished written work (research paper, essay (s), etc.) must be produced.

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.

See the following pages for sample KAD Assessment Agreements and KAD Abstracts.

**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 Doctor 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:

- a. Know the major religions of the world.
- b. 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.
- c. Know the impact religion(s) has made on society(ies).
- d. 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.

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

2. ATTACH A DESCRIPTION OF YOUR LEARNING OBJECTIVES AND ACTIVITIES FOR A **DEPTH** 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 DEPTH in this area I will:

- a. Know the basis of Judeo-Christianity.
- b. Be able to identify major historical, theoretical and philosophical development that led to the birth and rise of Judeo-Christianity and how it has influenced the global community.
- c. Be able to write a state-of-the-art paper on the development of Judeo-Christianity and how it has impacted the world through out history and what role it will play in shaping the future.

RESOURCES AND STRATEGIES:

Ackoff, R. (1975). Redesigning the future: A systems approach. New York, NY: Wiley.

Bateson, G. (1976). Steps to an ecology of mind. New York, NY: Ballantine.

Briggs, Daniel (2007). Disciples of Christ volume seven: Eschatological epistemology. Jacksonville, FL: Aletheia Logos University, Inc.

Brown, Lester. (1975) In the human interest. New York, NY: W. Norton.

Capra, F. (1982). The turning point. New York: Simon and Schuster.

Chaisson, E. (1987). The life era: The role of changes in the natural universe. Boston: Atlantic Monthly Press.

Cornish, E. (1979). The study of the future. Bethesda, MD: World Future Society.

Ferguson, M. (1980). The aquarian conspiracy. New York: Houghton Mifflin Co.

Lazzlo, E. (1987). The rapids of change. Knowledge Systems, Inc.

Hass, John (1987). Teaching about the future. Bethesda MD: World Future Society.

Toffler, Alvin (1981). The third wave. New York, NY: Morrow

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

3. ATTACH A DESCRIPTION OF YOUR LEARNING OBJECTIVES AND ACTIVITIES FOR AN **APPLIED** DEMONSTRATION OF YOUR COMPETENCE IN THIS AREA. INCLUDE PLANS FOR FEEDBACK FROM PARTICIPANTS AND/OR FROM AN EXPERT IN THE FIELD. BE SURE TO EVALUATE YOUR OWN PERFORMANCE IN LIGHT OF THE PERSPECTIVE OF THIS KNOWLEDGE AREA.

LEARNING OBJECTIVE:

As my demonstration of APPLIED in this area I will:

- a. To become familiar with Biblical methods employed by Judeo-Christians (versus that of other religions) to impact society, the world and the future.
  - b. My BREADTH objectives will be a written paper demonstrating my ability to write a state-of-the-art paper dealing with major religions of the world.
  - c. My DEPTH will be a compilation of annotated bibliography relative to the impact religions have had upon the world and will have.
  - d. My APPLIED will be a state-of-the-art paper on how I can become a change agent utilizing my new found breadth and depth knowledge of the origins of major religions and how they impacted the society and the world.
4. 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.



5. THE FORMATS YOU CHOOSE ARE:

I choose the following formats for:

BREADTH: a written paper

DEPTH: a written paper

APPLIED: a written paper and an audio recording of a public presentation.

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

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

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

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

SAMPLE ABSTRACT

**Aletheia Logos University**

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

Student: Anyname Student

**Abstract**  
**for**  
**Knowledge Area Demonstration Four**  
Research Methodologies

Breadth Section (3 Credits): Critical study and review of empirical research methodologies especially as it relates to research of selected areas in developmental psychology and specific topics related to clinical psychology.

Depth Section (3 Credits): Major models of developmental change and human growth; Structural; behavioral and ethological systems approaches to the development of cognitive and social functioning; emphasis on similarities and distinctions between theories and implications for developmental methodologies.

Application Sections (4 Credits): Common professional problems in the practice of psychology; responsibilities and limitations of the psychologist in light of the ethics recommended by the American Psychological Association and other professional organizations.

### 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.)



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.)

# Aletheia Logos University

## FACULTY ASSESSEMENT FORM

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

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

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

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

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This Faculty Evaluation document will be part of the Student's Transcript

BREADTH:

\_\_\_\_\_ Average \_\_\_\_\_ Excellent

DEPTH:

\_\_\_\_\_ Average \_\_\_\_\_ Excellent

APPLICATION:

\_\_\_\_\_ Average \_\_\_\_\_ Excellent

Student has successfully completed the semester at a creditable level.

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

## FACULTY ACADEMIC STANDARDS

### **Asst. Faculty**

Asst. Faculty members must hold a Bachelor's degree or higher from an accredited academic institution.

### **Adjunct Faculty**

Adjunct Faculty members must hold a Master's degree or higher from an accredited academic institution.

### **Faculty**

Faculty members must hold a Doctorate degree or higher from an accredited academic institution.

### Continuing Education

All faculty members must demonstrate that they are continuing their education in some form (40 CEUs every two years) relative to the goals and objectives of ALU. Said continuing education can be demonstrated by the following methods but not limited to:

1. Transcripts from an academic institution.
2. Workshop CEU certificates.
3. Participating as a lecturer at a workshop.
4. Copy of published article(s).

This evidence must be submitted to ALU admin every two years.

## FACULTY COMPENSATION

### **Asst. Faculty**

There is no compensation available at this time. All work is volunteer work until further notice.

### **Adjunct Faculty**

There is no compensation available at this time. All work is volunteer work until further notice.

### **Faculty**

There is no compensation available at this time. All work is volunteer work until further notice.

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# **Policy Manual**

First Edition

## **Administrative Policies**

Reference:

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**POLICY:**

It is the policy of ALU that the President & CEO of ALU will be responsible for the deployment of policies, and may name a Policy Deployment Committee (PDC) to accomplish this. Approval of all policies, however, shall rest with the President & CEO and the Board of Directors. The PDC will develop and maintain a ALU Policy Manual that will include all appropriate procedures to implement policy.

All ALU policies and procedures will be in the approved ALU format.

**DEFINITIONS**

For the purposes of this policy:

- Policy is hereby defined as a written statement of premises, purposes, and/or values intended to establish, clarify, and guide departmental expectations, decisions, and functions in carrying out the Standards of Care.
- Procedure is defined as the steps by which policy is implemented.
- Deployment is defined as the process by which policies and procedures are developed and utilized throughout ALU.
- Standards of Care are defined as the basis on which the program identifies the expectations of acceptable quality and appropriateness in the treatment of human beings.

**PROCEDURE:**

1. The PDC will deploy (that is, identify, review, develop and implement) policies and procedures. Approval of all policies shall rest jointly with the Executive Director and the Board of Directors.
2. The PDC, as appointed by the Director, will be composed of not less than seven (3) members representing a diversity of programs and regions within the Department. The PDC will meet on a regular basis, and its meetings will be open to any interested staff member.
3. The PDC will receive and consider suggestions for policy offered by any staff member or contracted, directly or through a representative; and provide appropriate forms by which suggestions can be made.
4. Copies of the Policy Manual will be located in every location where ALU services are provided on a regular basis for open access to all employees, i.e., on its website. The President & CEO, Assistant Directors, Regional and Consulting Managers will be holders of the Manual, together with those others designated by the Director, Assistant Directors or Regional Managers. Each Regional manager (or the senior staff member in a given facility) will be responsible for insuring the maintenance and updating of manuals.
5. The PDC will provide for the Department a uniform format for policies, procedures and deployment. Policies will be numbered by a four (4) digit numeric sequence.

Code #: 0001

6. All ALU policies will be reviewed on an annual basis by the PDC.

7. Any staff member or sub-contractor of ALU may submit suggestions for the creation or amendment of policy utilizing the PDC suggestion form and following procedures outlined in the PDC flow chart. The PDC will be responsible for gathering data related to the proposal, drafting a policy, keeping the person suggesting the policy informed, seeking review of the proposed policy by persons affected by its deployment, and seeking approval of the Executive Director. In cases where the PDC decides not to pursue or recommend a policy suggestion, it may table the suggestion for up to six months before making a final determination.

8. Policies approved for deployment will be added to existing manuals in a timely manner, and where necessary, the PDC will distribute information to staff and sub-contractors about the policy, and arrange for appropriate training.

Code #: 0002

Subject: Professional Development and  
Training

Reference: 2017 Staff Development  
2046 Acquisition of Credentials & Credentials Review  
0003 Orientation  
0004 Staff Development Plans

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**POLICY:**

It is the policy of ALU that all staff members and sub-contractors be provided regular and ongoing opportunities to maintain and develop their professional skills throughout the time of their volunteering, employment or contractual relationship. All employees are required to participate in orientation activities at the time of hire. (See ALU 0003).

Employees are responsible, in consultation with their supervisor, for maintaining and enhancing their professional skills throughout the term of their relationship with the University (See ALU 0004). All employees holding external certification or licensure are required to participate in all training activities necessary to retain that certification or licensure.

**PROCEDURE:**

1. The Office of Professional Development (OPD) of Human Resource (HR) has primary responsibility for developing and coordinating development and training programs in the several regions and programs of the Department, for maintaining records for each staff member; for monitoring the training requirements required by licensure; for certifying and transmitting training records to external entities for purposes of qualification; and for developing and maintaining organizational plans for professional development.
2. Each Region is responsible for the development of professional development programs specific to its needs and services. In such cases, the Region assumes a responsibility for coordinating the administration of training and professional development with the OPD of HR. Regions have fiscal responsibility for Staff Development activities undertaken by their staff.
3. Staff members are responsible for registering for, and attending, those activities necessary to meet the professional standards of their discipline. Courses, workshops, seminars, and other activities attended outside ALU will, with the permission of the supervisor, count toward pertinent annual requirements, and will be entered in staff records upon written submission of verified participation to the OPD of HR.
4. Each staff member will have an Individual Staff Development Plan (see ALU 0004).
5. The OPD of HR will keep a regularly updated copy of each staff member's training record.

**POLICY:**

It is the policy of ALU that newly hired staff receives required orientation prior to beginning student contact and that they attend the next available sessions following their date of hire. Within the boundaries of service discipline requirements, supervisors and developers will ensure participants are enrolled, and take part, in all sessions.

**PROCEDURE:**

1. All staff hired for positions involving student contact must complete those segments of Orientation required by HR before beginning work, and must complete Orientation in its entirety within sixty (60) days of hiring. Failure to do so may result in disciplinary action including suspension or termination.
2. Staff hired for purely administrative positions (no student contact) may arrange with the Office of Professional Development a longer, or abbreviated, completion schedule to a maximum of one year in length. Administrative staff serving in student contact positions must complete all safety and student's rights training within 60 days of hire. Requirements for substitutes and interns will be determined on a case by case basis.
3. Hiring supervisors are responsible for ensuring that participants are registered for Orientation with the Office of Professional Development (OPD) of HR. That office will review any existing certifications new employees or sub-contractors hold, and may exempt them from certain sessions where warranted. The OPD of HR will publish and maintain a list of orientation requirements by discipline.
4. Where immediate student needs preclude completion of Orientation during the first available month, supervisors or developers must arrange in advance with the OPD of HR a schedule which will allow the employee to complete requirements in a timely manner and as guided by licensing standards.

**POLICY:**

It is the policy of ALU that allocation of resources for training and staff development reflect the annually identified needs and goals of individual staff and sub-contractors, the University, the institution as a whole, and its program areas and regions.

**PROCEDURE:**

1. As part of the annual planning process prior to the beginning of each fiscal year, each program area and region will identify priority areas for the professional development of staff and contracted providers.
2. The Office of Professional Development will solicit these plans from the region and program areas, and review them for congruence with University and departmental plans. Requests for in-service training and staff development will be evaluated by comparison with identified goals.
3. Each ALU staff member is responsible, as part of the annual performance evaluation process, for identifying his'/her individual staff development goals for the coming year. "Individual Staff Development Plan," in consultation with the supervisor, will be used to document this process.
4. Requests for Staff Development activities will be evaluated at the supervisory, program, and/or regional levels to confirm congruence with identified individual and program goals. Such requests will be forwarded on request for staff Development Form Professional Development for review and transmittal to the Finance Department.

Code #: 0005

Subject: Transporting Student Records

Reference: ALU 0021  
ALU 0031

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**POLICY:**

It is the policy of ALU that information about students and their families, including their contact with the University, must be kept in confidence as required by state and federal laws. Only designated University staff may transport records, and only for official University purposes.

**PROCEDURE:**

1. A designated staff member at area offices will be responsible for the dispatch and receipt of student case records. The sender must complete and forward one Transporting Student Record Form, per record transported. A designated staff member at destination will verify receipt of case records on the same form and return one copy to the sender.
2. Records will only be transported by authorized staff in locked security bags that are keyed alike. An administrative staff member at each area office will have a key to open the bags. Security of the key is the responsibility of administration and is to remain on premises at all times, except as noted in item 5.
3. At receiving office, bag is to be opened and verified only by administrative staff.
4. Student records must be under lock and key at all times. The security bag must not be left unattended unless locked in the vehicle or residence.

Code #: 0006

Subject: Internships

Reference:

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**POLICY:**

It is the policy of ALU that interns providing services to ALU students as part of an approved program of study leading to a degree or license be subject to the same policies and procedures of the University and the department as employees providing those services, with adjustments as necessary to recognize their non-employee status.

**PROCEDURE:**

1. ALU will have an Internship Advisory Committee (IAC), appointed by the Director of ALU, to establish and maintain a liaison relationship with colleges and universities interested in placing students with ALU for internship purposes. The Committee will be responsible for setting departmental standards,

1. Regarding internship, and for working with regions and programs to ensure consistency in placing, orienting, and supervising interns.

2. As part of the placement process, the chair of the IAC will review with the intern, that person's ALU's supervisor, and the representative of the placing institution, the specific standards, terms and requirements of ALU internship.

3. Interns will be required, prior to beginning a placement, to complete all necessary application procedures, including relevant background checks and provision of an immunization record and proof of tuberculin testing. While a physical examination is not required, the University will provide the intern with information on physical examination and Hepatitis-B immunization available through the University at the intern's own expense.

4. Interns must complete those portions of the ALU orientation program that the IAC establishes as required for particular professional disciplines. Orientation segments required prior to student contact by external or internal standards must be completed before such contact.



Reference:

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**POLICY:**

It is the policy of ALU that all direct service employees are provided training and education to enable them to detect injury, disease, neglect, and abuse of students that may not be able or willing to report. Employees will immediately report their observations or suspicions to the attention of their supervisors and also exercise their obligation as mandated reporter of abuse as governed by applicable State law, regulation and ALU policy.

**PROCEDURE:**

1. The Office Of Professional Development's (OPD) employee orientation program will include specific training on observation, detection and reporting student injury, disease, and neglect.
2. OPD will also publish and circulate to all ALU service providers and contractors a document listing criteria useful for identification of suspected abuse and neglect.
3. Regional managers and supervisors will assist staff members in the process of identifying indicators of abuse and neglect and on following through with mandated reporter requirements.
4. ALU treatment teams will incorporate the implications of identified abuse and neglect when developing individual service plans.

Code #: 0008

Subject: Faculty Request Not to Participate  
In Academic Advisement

Reference: Employee/Faculty Rights  
ALU 2015 Employee Grievance Procedure  
ALU Ethical Conduct

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**POLICY:**

It is the policy of ALU that where a faculty member believes in good conscience, on the basis of cultural values and/or religious beliefs, that she/he ought not participate in an aspect of student advisement, the primary consideration in responding to the request not to participate will be to ensure that a student's education is not negatively affected.

**PROCEDURE:**

1. Any employee or sub-contractor may request not to participate in an aspect of a student's education on basis of cultural values or religious beliefs. Such a request must be made to the staff member's immediate supervisor, and documented in writing.
2. Documentation of the request not to participate will be provided to the Academic Dean in such a manner that it can be addressed as soon as possible. The Academic Dean will be charged with ascertaining the extent to which the student's education may be compromised by the employee/sub-contractors' inability to participate, and with taking all necessary steps to ensure continuity of education and positive learning outcomes. The Academic Dean may choose options that accommodate the employee/sub-contractors' values or beliefs without compromising student learning. Documentation of the Academic Dean's decision will be forwarded for immediate review by the CEO, and the approved decision entered in the student's record.
3. The employee/sub-contractors' request not to participate will be reviewed by the Academic Dean and if the supervisor determines that the request is not justified, the employee/sub-contractor may institute grievance proceedings as per ALU 2016. A determination of whether the request can be appropriately justified on the basis of cultural values or religious beliefs may be considered as part of the employee/sub-contractors' ongoing performance assessment and evaluation process.
4. When student records are subpoenaed in accordance with the law, they must be transported by the designated ALU staff member in a locked bag, the key to which must remain in the staff member's possession at all times. In the event such record (s) is retained by a court of law, a receipt from the court will be immediately returned to the responsible ALU administrative staff member, along with the bag and key.

Code #: 0009

Subject: Staff Access to Student Records

Reference: ALU 0005 Transporting Student Records  
ALU 3003 Protection of Privacy and Confidentiality

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**POLICY:**

It is the policy of ALU to protect the privacy of its students and so to limit access to student case records to those employees and sub-contractors who require access necessary to perform the duties of their job. The student record is the property of the University and is maintained for the benefit of the student and the University. The cover of active records will be identified only by case number. The University is responsible for safeguarding the student's record against loss, defacement, tampering, and unauthorized access. Records may not be left unattended at any time. Records must not be removed from the facility except by a court order or in a locked record bag with prior knowledge of administrative staff per ALU 0005.

**PROCEDURE:**

1. University staff have access, in varying degrees, to student records for students they provide service to. Supervisors, coordinators, and managers have access to the same records as the staff they supervise. Staff not specifically mentioned below may be granted written access to student records by the Department Director.
2. The CEO, Assistant Directors, Academic Dean, Compliance and Quality Assurance Manager, and Office of Quality Review personnel have complete access to all department case records.
3. Regional Managers, the on-call case manager in the course of their duties, and administrative personnel whose duties require it, have complete access to all case records within their region.
4. Faculty, Adjunct Faculty and Assistant Faculty have complete access to records of students they provide service to. All sub-contractors (non-employee) must be specifically identified on an Authorized Release of Information.
5. Access to the student record room or electronic records is limited to those personnel who because of their duties are required to have access to all student records within a regional office or facility. Records will be checked in and out by administrative staff. Procedures for check-out, including provisions for after hours or emergency access, will be developed by the administrative staff and approved by the Regional Manager. These procedures will include a permanent record of who has had access to a student's records.

Code #: 0010

7. Any person with limited access to the case record may only consult the record in the presence of a person who has full access unless those sections of the record they do not have access to have been removed by administrative staff.

8. Granting permission to copy any portion of a student record is the responsibility of the record specialist or designated administrative staff, case manager or person performing the case management function.

9. The Keeping of duplicate case records (skeletal files) by programs or facility staff shall be guided by specific written approval of licensing authorities.

Reference: ALU 1003 Negotiating and Processing  
Contracts for Service

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**POLICY:**

These procedures are to be used by all employees when providing training, consultation or other services to organizations, courts or the community.

**PROCEDURE:**

1. Community Education/Training

Employee presentation of education/training for non-University purposes in community activities should be coordinated through the Corporate Planning and Development Department, which is responsible for negotiating fees, arranging contracts, etc., when an employee is presenting the University.

The fees charged outside participants in conferences, workshops, or other education and training activities sponsored by ALU will generally be set to at least cover costs to the University, including costs associated with ALU attendees. These costs include but are not limited to, salary, benefits and overhead for employee time; outside presenter fees and expenses; space rental; meal costs; and administrative expense.

2. School and Non-Profit Consultation/Education/Training

Contracts for consultation and other services to public schools or non-profit agencies follow the standard contract process and are coordinated through the ALU Director. Contractual arrangements for consultation services may be made with the approval of the Executive Director. Such contracts must be negotiated in a manner approved by the Finance Office. Charges for contracted services to schools and non-profit agencies are based upon our costs and a standard contract format is usually applicable.

3. Services to Courts and Attorneys

Services to courts and attorneys for expert testimony are charged at ALU's usual charge by discipline.

These services may include:

- The preparation of reports,
- Time preparing to testify,
- Waiting to testify,
- Travel time, and
- Time providing testimony.

Any fees paid to the employee should be sent to ALU Finance Office (Bursar) through the appropriate regional administrative employee designated to process payroll information.

If an employee is appearing in court the responsible party might be DHS, another funding source, third party payor or the student's attorney. Prior agreement should be reached with the funding source, payor, student and attorney regarding responsibility for the fee.

Code #: 0010

If an employee is appointed by the court or state attorney to provide expert advice or testimony for an examination done at the request of the court or of the state, the bill for all related time (including preparation time and travel time and expense) should be submitted to the court at the University's usual charge by discipline.

Whenever possible, agreement to pay for all the above services should be obtained, in writing, prior to service delivery.



# **Policy Manual**

First Edition

## **Administrative Operations**



Reference:

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**POLICY:**

It is the policy of the University to purchase items that are reasonable and necessary for efficient operation of the University in the most expedient and cost-effective manner. There are two levels of purchasing in the University (1) \$100 or less, and (2) above \$100. This policy pertains only to purchases of \$100 or less. Items which are bought in bulk by the University (e.g. consumables normally ordered on an Acquisition Form) are not routinely purchased using these procedures. However, they may be purchased if justified by the circumstances. Procedures are outlined below that enable the requisitioner to purchase and pick up an item(s) directly from a participating vendor. In no case is a large order to be split by the use of multiple local purchase requisitions.

**PROCEDURE:**

1. When it is determined that an item is reasonable and necessary for efficient operations, a local purchase requisition will be initiated and approved by the senior location manager, within the requesting Department, to whom the block of Forms has been assigned for control and issue.

2. A Pre-authorized Acquisition Form (PAA), will be used by individual departments to make purchases under \$100 from vendors with which the University has established accounts.

a. The Form is to be filled out in its entirety including a complete description of the item(s) to be purchased, the quantity to be purchased, the total cost of the purchase, and the unit, program, and expense codes to be charged.

b. The employee requesting the purchase will sign the Form in the Requisitioner block and forward it to the senior location manager for approval. After the last item listed, the manager will write "last item" and block out the remainder of the Form.

c. The approved PAA Form represents the University's authorization for purchase and may be taken to the vendor and the purchase made. The employee making the purchase and the vendor will sign the Form at the time the transaction is completed.

3. The various copies of the PAA Form will be distributed in the following manner:

a. The first white copy will be mailed by the requester to the Finance Department immediately after approval. The second white copy and the pink copy of the Form are taken to the vendor. The yellow copy is retained by the Department for its files. The green copy is mailed by the requester to the Finance Department after the purchase is made.

b. The vendor retains the second white copy. The vendor attaches an invoice or packing slip to the pink copy and mails it to the Finance Department for processing and payment.

4. The PAA Form must be strictly controlled because of its nature. Support Services will order the Forms and issue them to the vicarious Departments. The Forms will be issued to each Department Director who will in turn issued them to their senior location managers. Blocks of Form numbers will be assigned according to location for accountability. The Finance Department will track the use of the Forms by the

Code #: 0020

control numbers. Departments will notify Support Services when their supply of Forms is low allowing Support Services ample time to reorder. Procedures for control and accountability of PAA Form follows as an Attachment.

Code #: 0020 Attachment

**PROCEDURES TO CONTROL & ACCOUNT FOR**

1. Keep the Forms locked in a file cabinet, or desk, which only you have access to.
2. Retrieve the yellow copy of the Form from the requester after the transaction is completed. Keep it for your records.
3. Issue the Forms in the proper number sequence to ensure proper accountability.
4. Maintain a log to record issuance of the Forms. A sample log is shown below.

**PAA FORM LOG**

DATE	FORM NUMBER	VENDOR NAME	AMOUNT
10/16/94	D5-0023	Wal-Mart	\$15.84
10/31/94	D5-0024	Exsell	\$45.00
10/15/94	D5-0025	Radio Shock	\$62.50

Reference:

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**POLICY:**

It is the policy of Aletheia Logos University to provide, as needed, a petty cash fund to various programs to enable them to function in an efficient manner.

The establishment of these petty cash funds is not intended to supersede or otherwise circumvent the following University policies:

Policy Manual Reference

- |                                       |           |
|---------------------------------------|-----------|
| 1. Purchase Order System              | Code 0020 |
| 2. Reimbursement of Employee Expenses | Code 0025 |

It is the intent of this policy that petty cash funds will not be used where the above referenced policies would be more appropriate.

**PROCEDURE:**

1. Establishing Petty Cash Funds - The need and amount of a petty cash fund is determined by appropriate managers and approved by the appropriate Department Director. The amount of the fund equals at least three weeks of estimated need and may be adjusted up or down as needs indicate. Petty cash funds will be established by submitting a REQUEST FOR CHECK form, approved by the Department Director to the Finance Department. The form shall include the name of the fund custodian, the purpose of the fund and the amount requested. The Finance Department will issue a check, payable to the fund custodian, in the amount requested. This amount will become the fund base and will not change unless the fund becomes unnecessary and is dissolved or an increase is requested via a separate REQUEST FOR CHECK. The check initiating the petty cash fund will be accompanied by an Appointment of Petty Cash Fund Custodian Form, which names the custodian in writing, and is signed by the custodian and his/her supervisor and returned to the Finance Department. The designated fund custodian is responsible for safeguarding the fund and proper record-keeping.

2. Fund Disbursements - The custodian will make disbursements according to the following guidelines. No disbursements will be made from petty cash funds for purpose of making change.

a. Employee Expenses - Approved Employee "out-of-pocket" expenses not exceeding \$25.00 and not otherwise reimbursable through the payroll system, as defined in Reimbursement of Employee Expenses, ALU 1015, may be reimbursed via the petty cash fund. Receipts or other appropriate documentation must be submitted by the employee prior to making the disbursement.

b. Program Related - Approved Program related expenditures, which do not supersede or circumvent previously noted University policies, may be advanced or reimbursed via petty cash. Expenditures are limited to \$25.00 per event. Receipts or other appropriate documentation are not required at the time an advance is made but are required as soon as practical thereafter. Receipts or other appropriate documentation is required for all expenditures before funds are replenished.

Code #: 0021

c. Child Care Expenses - Approved Child care expenses, which do not supersede or circumvent previously noted University policies, may be advanced or reimbursed via petty cash. There is no dollar limitation on these expenditures, but is expected that prudent judgment will be exercised. Receipts or other appropriate documentation is not required at the time an advance is made, but are to be obtained as soon as practical thereafter. Receipts or other appropriate documentation is required for all expenditures before funds are replenished.

d. Other - Approved Infrequent unusual expenditures requiring the IMMEDIATE use of cash may be made from the petty cash fund. These expenditures shall not exceed \$25.00. Receipts or other appropriate documentation is required before funds are replenished.

3. Authorization - The authority to make disbursements from the petty cash is vested in the supervisor of the fund custodian. The custodian of the petty cash fund may sign the petty cash slips, as the disbursing officer of the funds, after the employee has signed as receiving the cash. The supervisor will sign the Universal Petty Cash Envelope approving the disbursements after reviewing the petty cash slips. If the fund custodian receives funds directly, then the petty cash voucher must be approved by the fund custodian's supervisor.

4. Inventories and Audits - Each petty cash fund will be inventoried and audited by a responsible person, other than the fund custodian and his/her supervisor, on June 30th of each year. The Finance Director will coordinate with the appropriate Department Director and area or regional manager to determine who will perform the audit. The results of the inventory and audit will be communicated in writing to the Finance Department as soon as practical after that date. Petty cash custodians must inventory and replenish their funds at least once each accounting cycle.

5. Change of custodian - Whenever a petty cash fund is dissolved or assigned to another custodian, the current and future custodian will inventory and audit the fund together. The results of the inventory and audit are to be forwarded to the Finance Department, at which time that department will replenish the fund to its full amount. The Finance Department will then provide "Appointment of Petty Cash Fund Custodian" forms to the current custodian to facilitate close out or transfer of custodial responsibility.

6. Reporting and Replenishment - The Finance Department will establish procedures for reporting petty cash disbursements and for replenishing petty cash funds. Department Directors will insure that petty cash custodians are familiar with and comply with these procedures.

Code #: 0022

Subject: Request For Checks

Reference:

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**POLICY:**

It is the policy of Aletheia Logos University to reimburse employees for those expenses incurred in performance of their duties as an employee of the University.

**PROCEDURE:**

When employees incur an "out-of-pocket" expense for any one item in excess of \$20.00, while performing their duties as employees of the University, they should initiate a Request for Check form detailing the expenditure and attach copies of receipts, if applicable.

Also, request for Check forms are to be used for Travel Expense Advances, Pre-conference registrations, etc. At that time the request will be charged to the employee as an advance. Upon completion of the travel the employee is to complete an expense voucher and in the next payroll the expenses will be paid and the advance deducted from the employees earnings.

Reference:

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**POLICY:**

**PURPOSES:**

The Staff Advisory Committee (SAC) will work toward developing cohesiveness and communication among staff and the Executive Director. SAC sees advocacy on staff related issues as its primary responsibility.

**PROCEDURES:**

1. SAC provides an opportunity for all University programs to be represented.
  - a) SAC representatives may be selected by each University program.
  - b) One representative from each University programs may be sent.
2. SAC will examine all issues presented to SAC from staff members except issues which would be covered by the University Grievance policy
  - a) A SAC representative becomes aware of an issue, discusses it with the staff member and decides if it is an issue that can be appropriately dealt with in SAC.
  - b) If SAC decides it is an issue that cannot be appropriately dealt with in the Committee, the issue will be referred back to the original staff member with recommendations as to who can more appropriately resolve the issue.
  - c) Appropriate Issues will be presented to the Executive Director for his consideration.
3. SAC will take a position on issues affecting staff.
  - a) After discussion and voting, SAC will make a written position that will reflect a majority vote (51%) of representatives present. This written position will be reflected either in the minutes or in a separate memo to the Executive Director and to the originator of the issue.
4. Rumor analysis will be a part of each agenda.
  - a) Rumors brought to the attention of a SAC representative will be discussed and clarified by the Executive Director.
  - b) Rumors not clarified will be tabled until it can be clarified by the Executive Director.
5. The Executive Director will make a report and ask for input from SAC representatives during each meeting.
  - a) SAC representatives will get staff input and return information to the next scheduled meeting.
6. The Personnel Director will share information and be available to answer questions on personnel policies.
7. New University personnel will be informed of SAC as part of their orientation to the University.
  - a) A SAC representative will contact the new employee to explain SAC policy and procedures.

Code #: 0023

8. SAC will provide training and orientation for new committee representatives.

- a) Each SAC representative will keep a notebook with minutes of the meetings, a statement of policy and procedures and a list of representatives.
- b) Each representative will pass this on to the new representative replacing them.
- c) The new representative will attend one meeting with the outgoing representative.
- d) Representatives are elected annually.
- e) A SAC representative may serve for as long as he/she is re-elected.

9. SAC will keep an ongoing record of all action taken by SAC representatives and will circulate this information to the staff.

- a) It is the responsibility of SAC representatives to disseminate information and/or minutes to all staff whenever appropriate.
- b) A master copy of all SAC minutes and related information will be kept in the Executive Director's office. The SAC Secretary will be responsible for sending SAC minutes and related information to the Executive Assistant, who will keep the master file updated.

10. SAC will periodically evaluate its own effectiveness.

- a) Evaluation will be accomplished through a questionnaire to staff and there will be tabulation of this information.
- b) By talking with staff.
- c) By compiling goals achieved and issues discussed.
- d) Yearly reports will be provided to the staff for their review and feedback regarding the functions and effectiveness of SAC. The chairperson will appoint a committee in January to do this report by the end of the month.

11. Employee Suggestions.

- a) All employee suggestions will be submitted to the chairperson who will present the suggestions to SAC.
- b) SAC will review and discuss suggestions, making recommendations to either return for more information, decide the feasibility of the suggestion, and either support or deny the usefulness of the suggestion.
- c) The suggestion then will be passed on to the Executive Director for final approval, as stipulated in Policy ALU 2005, Suggestion Program.



CODE #: 0023

**MEMO**

TO:  
FROM: Daniel Briggs, Ph.D., Executive Director  
RE: Suggestion

Thank you for your suggestion. It has been considered, and the following is the disposition:

\_\_\_\_\_ Your suggestion has been approved. A S \_\_\_\_\_ will be awarded.

\_\_\_\_\_ Your suggestion has not been approved.

Reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CODE #: 0023

**MEMO**

TO:  
FROM: S.A.C.  
RE: Suggestion

Thank you for your suggestion. We appreciate your taking time to submit a suggestion. Your suggestion was considered at the \_\_\_\_\_ meeting of S.A.C.  
(Date)

The following is its decision:

\_\_\_\_\_ Sent to appropriate Department Head for analysis.

\_\_\_\_\_ Will not be pursued

\_\_\_\_\_ Returned for additional information

\* Reason \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CODE: 0023

**EMPLOYEE SUGGESTION PROGRAM**

Name \_\_\_\_\_ Unit/Dept. \_\_\_\_\_

Position Title \_\_\_\_\_ Date Submitted \_\_\_\_\_

Please state as briefly as possible the idea you have which would result in a cost savings to the University or a creative suggestion which will enhance the organization.

What areas are effected by this proposal?

Specific details of proposal: (attach additional sheets if necessary)

Estimated savings, if any, to be realized and when:

Does this displace or supplement any existing processes? \_\_\_ yes \_\_\_ No If yes, what:

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STAFF ADVISORY COMMITTEE

Date Received \_\_\_\_\_ Date Reviewed \_\_\_\_\_

Recommended Disposition \_\_\_\_\_ will not be pursued  
\_\_\_\_\_ return for additional information  
\_\_\_\_\_ recommended and forwarded to  
Executive Director for further study

Reference:

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**POLICY:**

Aletheia Logos University prohibits smoking in compliance with State and Federal laws that regulate smoking in public places. This policy applies to all employees, students, volunteers, vendors, contractors, and visitors in consideration of their health and safety.

**PROCEDURES:**

1. Smoking is prohibited within University owned and leased buildings and vehicles including: vans, offices, hallways, waiting rooms, lobbies, rest rooms, and common areas. The single exception to this rule is in adult group homes where a properly ventilated smoking area may be designated for residents who elect to use it. Employees are discouraged from smoking in private vehicles when transporting students.
2. Smoking is prohibited within a 15-foot distance of entrances and exits of all University facilities. Outdoors on University property, extinguished cigarettes must only be discarded in designated receptacles. The single exception to this rule is that smoking is prohibited by State law on the grounds of any school facility.
3. "No Smoking" signs will be posted inside all building entrances. Copies of this policy will be posted in prominent places within all University facilities in accordance with Maine State law.

Code #: 0025

Subject: Coordination of Fund-raising  
Activities

Reference:

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**POLICY:**

It is the policy of Aletheia Logos University (ALU) to coordinate all fund-raising activities through the Program Planning Director to avoid duplication and/or overly frequent requests of the same businesses or individuals. ALU will comply with the intentions and restrictions of all donor gifts in accordance with law and University policies and responsibilities. For the purposes of this policy, the term, "fund-raising" is defined as "any raising of funds to benefit any program or service of this University or its students, including restricted or unrestricted gifts, donations, and contributions."

**PROCEDURES:**

1. A Department Director must give written approval of projects that require fund-raising and the planned fund-raising activities in collaboration with the Program/Planning Office. Final approval for all solicitation projects is at the discretion of the PPD.
2. Department Directors and/or their designated staff must coordinate any fund-raising activity proposed within their department with the PPD. Resource Development must receive as much advance notification as possible of all potential solicitation by staff prior to the onset of the solicitation. This notification must include a description of the proposed solicitation, the goal of the solicitation, the planned methods to accomplish that goal, and the approving director's signature.
3. PPD will mail thank you letters and/or any other appropriate correspondence to donors for all solicited, unsolicited, restricted or unrestricted gifts. IRS regulations require donors to provide a receipt to IRS for all gifts with a value equal to or in excess of \$250.00. ALU accommodates donors by providing a receipt for all cash gifts received. ALU will acknowledge an in-kind gift stating the donor's estimate of its value. A formal appraisal provided by the donor is required if actual value is needed.

Reference:

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**POLICY:**

It is the policy of Aletheia Logos University (ALU) to report all solicited and unsolicited, restricted and unrestricted donations, contributions and gifts given to the University through Support Services and the Finance Department's bookkeeping procedures. The PPD will be notified of the value and type of donations so that accurate donor records may be kept and utilized for future appeals and solicitations ALU will comply with the intentions and restrictions of all donors in accordance with law and University policies and responsibilities. The University will ensure that all donations are handled in the most responsible and appropriate manner.

**PROCEDURES:**

1. Any employee of ALU who receives any type of monetary donation must immediately notify the PPD. This includes the donation itself and a memo, which includes a description of the gift, date received, name and address of the donor, and donor designated directions as to which unit the donation should be credited. Whenever possible, ALU staff should not accept donations in case. If it is not feasible to accept a check, money order, or gift certificate, the employee will give the donor a written receipt for the amount of the cash donation. A copy of the receipt, the contribution, and a description of the gift will then be forwarded to Support Services. The receipt protects the University, donor, and employee in the unlikely event a dispute arises regarding the cash donation. Suggested wording for the receipt is:

Received from (name of donor) the sum of \$ (amount) as a donation to Aletheia Logos University. No goods or services were received in consideration of this gift. Signature of Employee \_\_\_\_\_  
Date \_\_\_\_\_

2. Employees who receive in-kind donations, must notify the PPD as soon as possible about the nature of the donation, how it will be used, date of the gift, the name and address of the donor, and a good-faith estimate (provided by the donor) of the value of the donation. ALU will acknowledge an in-kind gift stating the donor's estimate of its value. A formal appraisal provided by the donor is required if actual value is needed. If the donor feels the value of the gift is equal to or in excess of \$500, the donor must obtain and provide a copy of a formal, written appraisal in order to be given a receipt from the PPD.

3. The PPD will send a copy of the letter of acknowledgment to the Finance Department indicating the unit to which it should be credited.

4. All monies, which are received by PPD, are immediately hand carried or mailed to Support Services, marked accordingly.

5. Finance will send the PPD a copy of any check or cash receipt, marked with appropriate identifying information, including the date it was received, along with any original documentation received.

6. All unrestricted gifts and donations will be allocated to the annual fund. Any exceptions are at the discretion of the Executive Director.

7. PPD will mail a thank-you and/or any other appropriate correspondence to donors for all solicited, unsolicited, restricted or unrestricted gift.

Code #: 0026

8. For complex gifts, it is the responsibility of the PPD to meet with the Executive Director and/or Finance Director and recommend acceptance or non-acceptance of the gift. This is to determine whether it is possible or desirable to comply with any stated or implied restrictions on the use of the funds. Complex gifts are accepted on behalf of ALU only after approval by the Executive Director. For the purposes of this policy, the term "complex gift" may include, but is not limited to, gifts of annuities, pooled income funds, life insurance benefits, property, or charitable remainder trusts.

9. Deposit of donations does not constitute acceptance. Prompt deposit is made for internal cash controls only. If donations are rejected, the PPD will inform the Finance Department and shall initiate a return of those funds using appropriate University forms and documentation.

Reference:

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**POLICY:**

It is the policy of Aletheia Logos University to reimburse employees for those approved expenses incurred in the performance of their duties as an employee of the University. Further, it is the policy of Aletheia Logos University to comply with all Internal Revenue Services regulations relating to such reimbursements.

**PROCEDURE:**

I. Categories of Reimbursable Expense

A. Mileage - Reimbursement, at a standard rate, for private vehicle miles driven by employees in the performance of their normal duties.

1. Employees must keep accurate records of mileage as it occurs. Records must include the date of occurrence, the point of departure, the point of arrival, and the miles driven.
2. Mileage reimbursement must be authorized by the supervisor of the employee incurring the expense.

B. Travel - Reimbursement of reasonable and necessary costs of meals, lodging, transportation, tolls, or parking incurred by employees in the performance of their normal duties.

1. Meals, lodging, and transportation expenses are not reimbursed unless incurred by employees authorized to be away from their normal place or area of work. Employees receiving per diem are not eligible for any additional meal expense reimbursement.
2. Coasts must be itemized and shall be accompanied by a receipt, except that meals less than the below listed amounts need not be accompanied by a receipt:

Breakfast expenses less than \$5.00 per person  
Lunch expenses less than \$7.50 per person  
Dinner expenses less than \$10.00 per person

3. Employees are expected to practice economy when incurring travel expenses.
  - a.) Transportation expense reimbursement must not exceed the cost of the least expensive mode of travel, consistent with time or other practical constraints.
  - b.) Lodging expense reimbursement must not exceed the prevailing rate for modest accommodations in the area visited.
  - c.) Meals expense reimbursement must not exceed the prevailing cost for modest meals in the area visited.
4. Travel reimbursement will be authorized by the supervisor of the employee incurring the expense.



C. Staff Development Mileage and Travel - Reimbursement of mileage and travel incurred by employees participating in activities whose purpose is work-related and educational in nature.

1. Definitions, documentation, and reimbursement limits are the same as for regular mileage and travel noted in paragraphs 1.A. and 1.B. above.

2. Prior authorization to incur Staff Development related mileage and travel expense must be obtained from the appropriate Department Director or designee. Such prior authorization is to be attached to the Expense Voucher form. A request for advanced reimbursement may be made to the Department Director. Each request will be individually reviewed.

D. Telephone and Postage - Reimbursement of telephone and postage expense incurred by an employee in the performance of his/her duty.

1. Reimbursement will be made only when circumstances dictate the immediate use of the telephone or postal facilities and ALU facilities are not readily available.

2. Costs must be itemized and accompanied by a receipt.

E. Taxes on Legitimate Business Expenses- The University is exempt from sales and similar taxes and so does not incur tax expenses on purchases which it makes directly. Employees who incur reimbursable business expenses may in so doing incur tax expenses. Subject to the underlying expense being reimbursable and legitimate, these tax expenses may also be reimbursable.

1. Because these tax expenses would have been avoidable had the purchase been made directly by the University, tax expenses are reimbursable only when at least one of the following conditions holds true:

purchase  
University, OR

a.) Expediency in the completion of University business required that the  
be made directly by the employee rather than by the

b.) Net cost to the University, taking into account the tax expenses that could  
have been avoided had the purchase been made directly, is reduced by the  
employee's  
making the purchase, rather than the University.

2. When receipt documentation for expenses includes non-reimbursable as well as reimbursable items and tax is calculated on the aggregate, reimbursable tax expense will be figured pro-rata based on the fraction of the total underlying taxable expense that is reimbursable to the employee. Support documentation must have reimbursable business expense items circled in ink, and show the pro-rata calculation of the tax expense for which reimbursement is requested.

3. Supervisor approval of tax expense reimbursement requests will constitute supervisor certification that:

a.) the underlying expenses were legitimate and reimbursable,

- b.) the pro-rata calculation of reimbursable tax expense, if necessary, was performed correctly, and
- c.) at least one of the necessary conditions specified in paragraph 1 above, was satisfied.

## II. Reimbursement Mechanisms

A. Payroll System - The payroll system is the normal means for reimbursement of business-related expenses incurred by to employees. The Payroll Expense Voucher is the vehicle for submission of all requests for such reimbursement, except for requests for mileage expense at the standard reimbursement rate. (Data supporting requests for mileage expense reimbursement is submitted on the direct or indirect service register used to record the associated work time)

B. Request for Check system - The option of requesting an University check, payable either directly to the employee as reimbursement, or to the vendor to whom an expenditure of funds is required, is available under the following circumstances:

1. Employee burden: When an employee has incurred an 'out-of-pocket' expense that would create an unreasonable cash flow burden on the employee, as certified by the employee's supervisor (in the form of that supervisor's approval of the employee's request), the employee may request immediate reimbursement in the form of an University check made payable directly to the employee. Such requests are made on a Request for Check Form accompanied by appropriate receipt documentation.
2. Advance vendor payment: When advance payment to a vendor is required for items or events that eventually will become legitimate and reimbursable business expenses (e.g., pre-conference registration fees), employees may request that the University cut a check to the vendor rather than covering the expense themselves and subsequently requesting reimbursement.
3. Business function or event: When sizeable out-of-pocket expenditures by an employee in connection with a legitimate business function can be both reasonably anticipated and accurately estimated, and when those expenditures will eventually constitute reimbursable business expenses, the employee may request an advance in the form of an Agencies check made payable to the employee.

Such requests are submitted on a Request for Check Form bearing an approval signature of the employee's supervisor. Supervisor approval will be interpreted as certifying the reasonableness as well as the legitimacy of the request. After the occurrence of the event associated with the advance, actual expense information is to be submitted on a Payroll Expense Voucher and final reconciliation will take place through the payroll system.

Employee's, in submitting requests for advances, and supervisors, in approving them, must should bear in mind that cash is generally available to employees in the way of personal credit cards, which, if handled properly, provide a form of short-term liquidity that is both less expensive to the University (no interest is charged on expenditures for purchases for a period of several weeks) and more convenient to the employee (no extra forms need be filled out, nor need there be any final reconciliation of advances taken against expenses actually incurred).

Code #: 0027

It should be noted that the above mechanism is separate and distinct from that established for per diem payments, though advance payment of per diem compensation may be requested, in a manner analogous to that outlined above for advance payment of specific business expenses, when cash flow considerations render such a request appropriate. (See also ALU 1045, Per diem.)

C. Petty Cash system - Employees may seek reimbursement for 'out-of-pocket' expenses not greater than \$25 through the petty cash system, by submitting appropriate paperwork (as specified in ALU 0021, Petty Cash Funds) to one of the University's designated petty cash funds custodians.

## II. Jointly incurred expenses:

When business expenses are jointly incurred by two or more employees together (e.g., when two employees jointly hire a taxi for a business trip), reimbursement request documentation submitted in connection with jointly incurred expenses must state the circumstances and the names, departments, and ID numbers of all employees who are party to the expenses.

Code #: 0028

Subject: Distribution of Paychecks

Reference:

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**POLICY:**

Pay of Aletheia Logos University employees shall be distributed on designated pay dates.

**PROCEDURES:**

1. The paydate is normally the second Friday following the end of each two-week reporting period. If this Friday coincides with a bank holiday or other scheduled holiday, the first preceding scheduled workday will be designated as the paydate.
2. The Accounting Manager will make all reasonable attempts to ensure that employees receive their pay on the designated paydate. Pay for employees known, in advance to be in outlying areas will be mailed to the appropriate supervisor in sufficient time to be distributed to the employees on the paydate. Employees who know they will not be at their regular workstations on the paydate may:
  - a. Authorize another person to receive their paycheck on the paydate. Such authorization must be in writing and must be delivered to the Payroll Clerk prior to the normal mailing or distribution date.
  - b. Request that their paychecks be mailed to their residence. Such requests must be in writing and must be delivered to the Payroll Clerk prior to the normal mailing or distribution dates.
  - c. Request that their paycheck be mailed to their bank. Such request must be in writing and must be accompanied by a bank deposit slip and must be delivered to the Payroll Clerk prior to the normal mailing date.
3. The mailing date will normally be two days prior to the designated paydate. Paychecks received through the mail before the designated paydate will be held for distribution on that paydate.
4. The method of payment of wages and salaries is by check or other draft, dated as of the designated paydate, made payable to the employee. Under no circumstances will the employee "cash," "deposit," or otherwise present the check or draft for payment before the designated paydate.

Reference:

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**POLICY:**

The standards of maintenance for ALU will be consistent with the objectives of providing safe, clean and attractive facilities at the most economical cost possible. Systematic and prudent maintenance keeps the facility in a state of sound repair, and results in lower operating costs to the University. Sound maintenance, in addition, adds to staff and student satisfaction, cooperation, and favorable attention from the surrounding community.

The scope of maintenance responsibility extends to the grounds buildings and equipment of the facilities. The ultimate goal is to maintain the facility property, buildings, and equipment so that their intended functions are achieved during their true life expectancies.

**PROCEDURES:**

1. Aletheia Logos University will employ competent personnel; conduct training, use proper materials, tools, and equipment; assure that procedures and repair methods are current; require adequate supervision and inspection; and insist on the implementation of a sound, preventive maintenance and record keeping program. All routine maintenance services will be rendered on a regular and scheduled basis. All preventive maintenance on facilities equipment or University vehicles will be performed at the manufacturers' suggested times.

2. Preventive contract maintenance will be scheduled using a Building services Request Form initiated by the Facilities Operations Manager (FOM)

3. General repair or maintenance request:

All general repair or service requests will be submitted on a Building Services Request Form initiated by the employee requesting the services or by the FOM. The FOM will make regular scheduled visits to all facilities. It will be the responsibility of the FOM to ensure that the appropriate materials are used to complete any work request and that the request is signed by an appropriate manager. Once the work is done, the FOM will inspect all work to ensure completion and quality.

4. First Priority - Emergency Maintenance:

A maintenance problem which may cause physical harm to any person or damage University property is classified as an emergency. Fires, gas leaks, flooding, and loss of electrical power for extended periods are some examples of emergency situations. Employee using the facility will communicate urgent work needs to Facilities Operations via phone or paging system to alert the on-call Facilities Operations employee of the problem. All emergency work will be started on a same day basis and the expeditiously completed. Additionally, hazards which jeopardize utilization of the facility premises, or which could lead to the injury of a student or employee, are expected to be corrected or addressed immediately.

5. Facilities Operations will be responsible for locating all utility shut-offs at every University facility, documenting same, training location management in emergency shut-off procedures, and maintaining records of the training.

6. For every vehicle owned by the University, a staff member will be assigned to ensure required maintenance compliance and safety inspections.

Reference:

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**POLICY:**

Students and/or other (including but not limited to family members or guardians) have the right to the complaints/grievances about University services without fear of reprisal. All complaints and grievances, which cannot be resolved in an informal manner, will follow a formal process of inquiry and resolution. Each department will develop and implement its own policy and procedures for doing so based on its licensing requirements.

All students will be notified about the policy at intake or admission to services.

**DEFINITIONS:**

Complaint: An allegation, by a person or University charged with investigating violations of student rights or with delivering or monitoring mental health services, of violation of basic rights of a recipient (applies to Mental Health Services).

Grievance: An allegation by a recipient of violation of basic rights (applies to Mental Health and Home Health Services)

Minimally, the procedure below must be followed (refer to specific Departmental policy and procedures for further information):

**PROCEDURE:**

1. The employee involved first attempts to informally resolve the complaint/grievance in conversation with the student. If this is unsatisfactory or if the student is unwilling to do so, then the student is referred by the employee involved or the immediate supervisor to the formal complaint/grievance procedure.
2. The complaint/grievance must be documented in writing on the Formal Complaint Form for Students of Aletheia Logos University and signed by the student. The complaint/grievance will then be submitted to the staff person's supervisor.
3. The employee involved submits a written response to the complaint/grievance on the Staff Response Form and submits it to his/her supervisor.
4. The supervisor will attempt to resolve the complaint within 10 working days (within 5 days for Mental Health Students) and document such attempts. If either party is not satisfied with the resolution through succeeding levels of administration, including that of the Department Director, then it is referred to the office of the Executive Director by the Department Director. The referral must include a complete written summary of all actions taken thus far, and copies of all related correspondence.
5. The Executive Director reviews all actions taken and arrives at a decision resolving the complaint/grievance. A written record is made of all proceedings at this stage on the Documentation of Actions Form. The Executive Director's decision is communicated in writing to all parties within 10 days of receipt of the complaint.
6. If the complaint/grievance is not resolved to the satisfaction of the student, then the Executive Director informs the student of alternative options. For mental health students one of these options is the student's right

Code #: 0030

of appeal to the Commissioner or Designee of Mental Health, State Department of Mental Health and Mental Retardation and Substance Abuse Services. A log will be maintained of those appeals filed through the Executive Department.

7. All documentation is kept in the office of the Executive Director in a Master Complaint File.

8. The complainant or grievant may withdraw a complaint/grievance at any time and is asked to document the withdrawal.

Reference:

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**POLICY:**

It is the policy of Aletheia Logos University to ensure that all cash received will be deposited in the University's bank account on a daily basis, or as deemed appropriate by the Director of Finance.

**PROCEDURE:**

- 1.) All incoming mail will be opened as early in the day as is practical by at least two employees, neither of whom have access to the University's receivables.
  - a.) All mail not addressed to a particular person will be opened.
  - b.) Mail which could reasonably be assumed to contain cash or checks will be opened whether addressed to a specific individual or not.
  - c.) No mail clearly marked "Personal" or "Confidential" will be opened.
- 2.) One person will physically open the mail, the other person will make a list of each item received and the amount received on the Cash Receipts Register from and will date and initial each entry after all items have been recorded. Finally, both parties sign the Cash Receipts Register.
- 3.) One Finance Office employee will normally be designated to make out the University's bank deposit forms. This employee will not have access to the University's receivables nor will this person open the mail. The employee will:
  - a.) Reconcile cash receipts with those listed on the form and signify the reconciliation by signing the form.
  - b.) Make copies of all checks and Cash Receipt Register forms and fill out bank deposit forms.
  - c.) Prepare a daily cash receipts envelope including copies of checks, Cash Receipt Register forms, and bank deposit tickets.
- 4.) All items other than cash will be restrictively endorsed by means of stamping "For Deposit Only to the Account of Aletheia Logos University or other appropriate wording.
- 5.) All deposits will be hand-carried to the bank daily, except for unusually extenuating circumstances.
- 6.) The Finance Office Accountant or Accounting Manager will verify the bank deposit ticket to the Cash Receipts Register and signify its correctness by initialing the bank deposit ticket and the cash receipts envelope.
- 7.) Cash receipts not originating from the mail, including payments for self pay services will be brought to Support Services on a daily basis for inclusion with the day's deposit.
- 8.) Area offices do not normally have sufficient personnel resources for the division of labor outlined above. Therefore, appropriate procedures will be established in consultation with the Finance Director.
- 9.) This policy does not apply to cash receipts of revolving changes funds such as that set up for Petty Cash.



Reference:

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**POLICY:**

It is the Policy of Aletheia Logos University to make Mental Health services available to University employees and members of their immediate household under the following procedures.

**PROCEDURES:**

1. Any employee wishing to utilize University Mental Health services may do so in a highly confidential manner. Any employee wishing to utilize services may speak either directly with their clinical or administrative supervisor, the Director of Personnel, or may contact directly a clinician from whom they would prefer to receive services.
2. Once a request for services has been received the individual receiving that request should explain to the employee that the University's health insurance company will be billed if available but that no self pay portion will be charged to the employee.
3. Services are available to employees and members of their immediate family. If family coverage has not been purchased by the employee then the University will still provide services to members of the household up to a maximum of 30 visits per household for non-covered members.
4. Nora is identified confidential case insurance person in the Credit Office who will handle all employee insurance billing.
5. The therapist providing confidential services to employees or their family members will follow the procedures listed below:
  - a. Inform student of above exceptions to total confidentiality.
  - b. Student rights form and consent to treatment forms must be signed by student.
  - c. Obtain a case number from office secretary.
  - d. Case record will use case number in all places in record requiring a name.
  - e. On MIS Intake Form the word CONFIDENTIAL will be entered in place of the name. The case number will be entered in the proper location.
  - f. Social Security number, address, telephone number, or date of birth (all identifying) will be excluded from the MIS Intake Form. Age of student replaces birth date.
  - g. All other MIS data will be completed.
  - h. Progress notes, treatment plan, etc., will be required and will meet the same standards of service granted to other students.
  - i. Call Dr. Briggs - provide him with case number, student name and insurance information.
  - j. Following each student visit put billing ticket in sealed envelope and route to Dr. Briggs. The billing ticket will follow same format as other billable tickets and will include the word CONFIDENTIAL in place of the student's name.
6. For purposes of confidentiality all case records for employees shall be maintained in a separate file cabinet. Quality Assurance procedures will be conducted on these records only by the employee's direct clinical supervisor and not as part of regular Quality Assurance review.

Code #: 0032

7. All records for confidential service recipients will be destroyed following the guideline of three years as required by the Department of Mental Health student rights regulations. In addition, at no time shall any confidential records be forwarded to the Personnel Department for any purpose.

8. In the event that a clinician providing services to a confidential student should leave the employ of the University the employee obviously has the option of choosing to terminate services or being asked to be transferred to another therapist within the University.

9. Employees may receive services from a therapist of their choice if agreed upon by the therapist and the therapist's immediate supervisor.

10. Therapist providing services will receive direct service credit toward their annual target for services to employees if they follow above procedures.

11. All services to employees must follow the above procedures.

Reference:

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**POLICY:**

It is the policy of Aletheia Logos University to engage in an annual planning process so that an operations plan can be developed which encompasses all aspects of the University's operations and which is sensitive to environmental changes and the health care needs of present and future students. Annual operating plans may be changed at any time during the year in response to unforeseen developments such as changes in external funding or regulatory requirements, demographic trends, etc.

**PROCEDURE:**

1. Program Departments produce a Department Operations Plan based upon an evaluation of the past year's operations and shall include proposed goals and objectives. The Program Department also ensures that each of their individual Program Units develops a similar plan for its own operations. Program Unit staff is involved in the evaluation and development of Program Unit plans. This activity occurs October-January.
2. Executive Staff receives plans of Program Departments. Executive Staff prepares an overall University Operations Plan, using Program Department plans and including elements as appropriate from such management functions as Personnel, Finance, and Planning. Executive Staff and a designated Board Committee review the University Operations Plan in relationship to the University Long-Range Plan. This activity occurs February - March.
3. Based upon this review, any necessary changes are made in either the Operations Plan or the Long-Range Plan. The executive Director approves the Operations Plan. This occurs April - May.
4. Board of Directors reviews the University Operations plan for the upcoming year. This occurs in June.
5. The University Operations Plan includes information on:
  - a. changes in the environment affecting the University/Program
  - b. assessment of needs of current and potential students
  - c. evaluation of accomplishments/problems related to previous year's plan
  - d. statement of long-range goals and objectives
  - e. statement of short-range goals and objectives
  - f. each goal/objective should include:
    - (1) assignment of responsibility for achievement
    - (2) timetable for accomplishment
    - (3) indicators of goal accomplishment
  - g. goals and objectives shall address at least the following areas:
    - (1) types and numbers of students served
    - (2) types and amounts of services provided
    - (3) fiscal/productivity goals, such as: services targets per clinician: unit costs: etc.

Reference:

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**POLICY:**

In order to maintain and improve the quality of the services it provides and the effectiveness of its internal operations, Aletheia Logos University will utilize a variety of methodologies on an on-going basis to monitor, assess, and evaluate its programs and operations.

**PROCEDURES:**

1. Each department will implement its own methodologies for continuously monitoring, evaluating, and revising where necessary its annual goals and objectives as formulated in ALU 1027, University Operations Plan.
2. In addition, each program department will utilize some or all of the following evaluation techniques to assess the effectiveness of its services:
  - a. formalized Quality Assurance activities
  - b. assessment of the outcome of services for individual students
  - c. student and/or referral source satisfaction questionnaires
  - d. results of Needs Assessment activities
  - e. achievement of numerical targets concerning types of service provided, quantities of service, types of students served, financial targets, etc.
  - f. other evaluation activities as appropriate to a given department.
3. In the period of time between October and January each year, in the process of formulating its operational goals and objectives for the upcoming year, each department will assemble and utilize the evaluation data accumulated as specified in Procedures 1 and 2 above.
4. The results of this evaluation activity will be transmitted as a written report to the Executive Director in January.
5. The Executive Director will summarize the material in these evaluation reports and present a report to the Department Directors and to the Board of Directors which reviews the University operations plans. This activity will occur in February or March.

Reference:

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**POLICY:**

It is the policy of Aletheia Logos University to render assistance in a disaster which occurs within its service area if that assistance is deemed by the Executive Director to be appropriate to the University's expertise and if appropriate staff can be mobilized to participate.

**PROCEDURE:**

1. Staff members may render assistance in a disaster on behalf of the University only with the express permission of the Executive Director.
2. If any staff member receives a request for assistance by the University in a disaster, that request shall be routed through the management chain of command to the Executive Director.
3. The Executive Director shall establish a team of staff necessary to respond to a given disaster, and shall appoint one person head of this team. The Executive Director shall also specify to what component or components within the University this disaster team shall report.
4. The disaster team shall engage in the following activities:
  - a. Plan all actions necessary for an appropriate University response to the disaster. If necessary, staff may suspend all regular operations in order to deal with the disaster.
  - b. Coordinate and oversee the implementation of such activities.
  - c. Interact with the management chain of command as may be needed to assure that all activities will be carried out.
  - d. Communicate actions of the disaster team as appropriate in a given situation.
  - e. File official reports as needed to funding sources, etc.
  - f. When the University's response to the disaster is completed, evaluate this response and make recommendations for any needed changes in University policies and procedures.
5. Wherever possible, University policy and procedures will be followed in responding to disasters. Any exceptions to this practice will require approval from the Executive Director.
6. After the disaster response has been completed, the Executive Director will disband the disaster team and take whatever action may be necessary with regard to team recommendations for changes in University policies and procedures.

Reference:

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**POLICY:**

Aletheia Logos University has developed an emergency response plan in preparation for the possibility of the following events: bomb threats, fires, medical emergencies, natural disasters, and power failures. Pre-planning discussions have been conducted with the local Fire and Police department as well as area medical facilities. Periodic review of this policy and procedure will be conducted to ensure its effectiveness.

Depending upon the nature and severity of the emergency affected occupants of any ALU facility may be evacuated or relocated to secure sections of the building. Regardless of the estimated potential of the given emergency, all necessary action will be taken, assuming the worst case might develop. In addition to the general procedures contained below, specific, detailed emergency-response plans have been prepared for and reside at each ALU facility. Appropriate employee training will be provided at each location, including monthly emergency practice drills.

**PROCEDURE:**

1. Every occupant of a ALU facility who becomes aware of the need for immediate evacuation due to a fire, bomb threat, etc., will assure that such evacuation occurs. Usually, this will mean notifying the management person or designee responsible for a given facility that such an evacuation is necessary. That management person, or his/her designee, will notify the proper authorities: the fire department for a fire; the police for a bomb threat; medical staff of a local health-care provider for medical emergencies; appropriate emergency authorities, depending on the type of natural disaster; and service staff of local utilities in the event of outages.
2. Should a power outage occur, the management person or designee responsible for a given facility will review the need for evacuation. Should that need be determined to exist, evacuation procedures called for in this policy will be followed.
3. Depending upon the nature and severity of the emergency, the primary concern is to evacuate or relocate to a secure area of the building all personnel as quickly and as safely as possible.
4. All staff will close but not lock internal and external doors as the evacuation or relocation allows.
5. The senior supervisor or designee will account for all staff, after which s/he will notify the appropriate management staff.
6. All staff seeing students will accompany students to a secure part of the building or evacuate them from the building.
7. Supervisors or designees will check all offices, conference rooms, waiting areas, hallways, storage areas, and bathrooms for employees and students to direct, accompany, or assist them from the building, as the need exists. Mobility impaired employees and students will be assisted down staircases by trained supervisors or designees.
8. In the event of facility evacuation, all staff and students will proceed to pre-designated waiting areas and remain there until further notice. Temporary shelter will be prearranged with nearby local organizations, as space permits.

Code #: 0036

9. Access routes for emergency personnel will be cleared of personal vehicles and widened if possible.
10. Staff members or designees will meet fire fighters, police, or other emergency personnel and advise them as to the location of such items as: the emergency, possible injured employees or students, the electric main, fuel storage, and location of any potential hazards.
11. Following evacuation, facility may be re-occupied when it is considered safe to do so by the local authorities and the management person or persons in charge.
12. ALU facility (ies) shall have posted on all floors, at the end of each hallway, a floor plan showing a diagram of the building and arrows showing the primary and secondary routes of exit. A similar diagram will also be posted in all offices and work areas of each facility.
13. A copy of this policy and the specific, detailed emergency-response plans will be posted in each ALU building.
14. Evacuation drills from each building will be held to meet various licensing and accreditation requirements. These drills will be scheduled and recorded under the supervision of the Finance director or his/her designee.
15. Questions or general information about the Emergency Response Plan should be directed to the senior supervisor or designee of each facility.

Reference:

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**POLICY:**

It is the policy of ALU that all incidents involving students and/or employees are reported and addressed in a manner that assures safety, protects interests, and provides support for all persons involved. The University will initiate review and corrective action to protect the University's interests, to improve the quality of care provided to students, and to prevent similar incidents from occurring in the future.

**CRITICAL INCIDENTS:**

A critical incident is defined as an occurrence involving serious harm, or the potential of serious harm, to a student, another person involved with a student, or property; and/or an action or inaction by an employee or contractee which causes injury or harm to a student. Such incidents include, but are not limited to, suicide; suicide attempt requiring medical treatment; accidents or injuries requiring medical treatment by a licensed professional; and related student actions resulting in law enforcement intervention. Incidents involving a medication error or adverse drug reaction, as reference in ALU 1060, Medication Related Incidents, must be reported per that policy.

**PROCEDURE:**

1. Immediately after being involved in, or learning of, a critical incident, the involved employee/contractee must take all necessary and appropriate action to assure the safety of student(s) and others; and assist students and their family members in responding to the situation. A brief narrative note indicating the occurrence of the incident must be documented in the progress notes of the clinical record.
2. The employee involved in, or learning of, a critical incident must immediately notify her/her supervisor or other designated responder. The supervisor/responder is responsible for taking whatever further actions are needed to assure student safety; attend to the needs of affected persons within the University; and, notify the Department Director and appropriate individuals along the chain of responsibility of the situation.
3. Within twenty-four (24) hours or by the morning of the next business day, whichever is sooner, the involved employee(s)/sub-contractor(s) must provide complete documentation concerning their knowledge of, and/or role in the incident on a Critical Incident Report Form, and submit it to the appropriate supervisor. This report is not filed in the student record.
4. Within twenty-four (24) hours of receipt of the report or by the morning of the next business day, whichever is sooner, the supervisor reviews the report, completes appropriate sections of the report as indicated, initiates additional reports as specified, and assures data entry of required information. The supervisor then forwards the complete, original hard copy report to the Department Director. The department director will provide a copy of the report to those individuals he/she deems appropriate.
5. Within two (2) weeks of the incident, the supervisor responsible for the initial report must complete a Critical Incident Follow-up Report Form. Upon completion, a copy of this report will be forwarded to those individuals receiving the initial report of the incident.
6. Each program department is responsible for maintaining these original reports at the department level in a Critical Incident File for quarterly review by the Management Team.



Code #: 0037

7. Reports will be generated quarterly by the Program Director from an analysis of the information data entered by each department. Individual department staff may analyze the information more frequently if they choose to do so.

8. Aggregate reports are reviewed quarterly by the Management Team to:

- Monitor patterns,
- Identify areas of concern,
- Take corrective action to assure quality improvement,
- Assure that necessary steps are taken to address issues of legal liability, or change in University policy, procedure, or practice,
- Provide a report to the Executive Director.

9. Individual departments may conduct similar reviews as deemed appropriate to define the types of student-related occurrences particular to their population which may require other responses and documentation.

10. Additional Reporting Requirements:

a. The employee must also complete any additional reporting forms required by state or federal regulatory/accrediting agencies as appropriate.

b. Incidents involving theft of, damage to, or destruction of, University property must additionally be reported to the Director of Support Services for investigation and insurance follow-up.

c. Incidents involving a medical device, as referenced in ALU 1056, Reporting Under the Safe Medical Devices Act, must be reported per that policy.

d. Incidents directly involving University staff with the potential for legal liability must be immediately reported to the Risk Manager.

Code #: 0038

Subject: Infection Control Precautions  
Standard/ Transmission Based  
Precautions

Reference: Code of Federal Regulations for bloodborne  
Pathogens, current edition.  
ALU Bloodborne Pathogens Exposure Control Plan.

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**POLICY:**

ALU employees and subcontractors will observe infection control precautions to prevent or reduce the transmission of both recognized and unrecognized sources of infection; Human-Immunodeficiency Virus, Hepatitis B Virus and other bloodborne pathogens. ALU will provide services to students with known communicable diseases in accordance with the Policy for Evaluation and Acceptance of Students utilizing appropriate infection control precautions. ALU policy will be based on current recommendations of the Centers for Disease Control, the State of Maine, Occupational Safety and Health Administration (OSHA) and American Practitioners of Infection control (APIC) regulations. Standard precautions will be utilized for all students regardless of diagnosis, since undiagnosed infections are prevalent in the populations.

Standard precautions incorporate features of universal (blood and body fluid) precautions and body substance isolation. These precautions will be used for all students regardless of infection status. Standard precautions must be used when contact with blood, body fluids, secretions, excretions (except sweat), non-intact skin or mucous membranes is expected.

Transmission based precautions are extra measures for the care of students with known or suspected cases of contagious diseases. These are used in addition to standard precautions and include airborne, droplet and contact precautions.

It is the responsibility of ALU to develop this policy and to educate and train employees with regard to it. It is the responsibility of all employees to observe standard/transmissions based precautions as set forth in this policy as they carry out their job functions.

Potentially Infectious Body Substance means blood, all body fluids, secretions and excretions except sweat regardless of whether or not they contain visible blood.

**PROCEDURE:**

**GENERAL STUDENT CARE GUIDELINES:**

1. Hand washing is the single most important step in infection control. Hands must be washed before and after all student contact.
2. All employees must routinely use appropriate personal protective equipment as issued by the University to prevent skin and mucous-membrane exposure when contact with any potentially infectious body substance, non-intact skin, or mucous membrane is expected. Disposable personal protective equipment must never be reused.
  - a. Gloves must be worn when it can be reasonably anticipated that the employee may have hand contact with any potentially infectious body substance, mucous membrane, or non-intact skin of any students; for handling items or surfaces soiled with blood or other potentially infectious body substances and for performing venipuncture and other vascular access procedures.

Code #: 0038

- 1) Gloves must be changed after contact with each student.
- 2) Hands must be washed immediately after gloves are removed.

b. Masks and protective eyewear or face shields must be worn during procedures that are likely to generate splashes, spray, splatter, or droplets of any potentially infectious body substance and eye, nose, or mouth contamination can be reasonably anticipated.

c. Gowns or aprons must be worn when conditions of exposure include the potential for clothing to become contaminated with any potentially infectious body substance.

d. Foot coverings must be worn when conditions of contamination can be reasonably anticipated.

e. CPR masks or other barrier devices must be used by all personnel attempting resuscitation in order to minimize the need for emergency mouth to mouth contact.

3. All health care workers must take precautions to prevent injuries caused by needles, and other sharp instruments or devices during procedures; when cleaning used instruments; during disposal of used needles; and when handling sharp instruments after procedures.

a. In order to prevent needle stick injuries, needles and other sharps will not be bent, recapped, broken, sheared, removed from disposable syringes, or otherwise manipulated by hand.

b. After they are used, disposable syringes and needles, and other sharp items must be placed in puncture-resistant, leak proof containers for disposal. Disposable items must never be reused.

c. A puncture resistant container must be placed in the home of all students/University residential facilities where the use of sharps will occur. When 3/4's full, containers are to be taken from students' homes/University residential facilities to a designated area determined by the area/regional office for disposal of \*regulated waste.

- 1) Containers will be placed in double red plastic bags for transport.

4. Any potentially infectious body substance obtained for laboratory analysis will be placed in ziplock bags, sealed, and placed in a leak proof container affixed with the biohazard label for transport to the lab.

\*Regulated Waste means liquid or semi-liquid blood or other potentially infectious body substances; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious body substances.

5. Disposal of non reusable articles that may be contaminated with any potentially infectious body substances is accomplished by placing in double plastic bags for disposal in the home trash container, in the case of home based services, or in designated University trash facility, in the case of University based services.

Ordinary plastic garbage bags are used for this purpose. The University provides these plastic bags to employees for use, if none are available in the home (in the case of home based services).

6. In cases where a ALU staff person or student has a cut or mucous membrane contaminated with blood or other potentially infectious body substances, the contacted skin area must be immediately washed with soap and water and any contacted mucous membrane flushed with water. The supervisor must be notified immediately, an accident report completed, and confidential evaluation and medical follow-up, as needed, obtained [refer to ALU 1040, Occupational Exposure].

Code #: 0038

7. In cases where there is exposure of intact skin to any potentially infectious body substances, the area must be immediately cleansed with soap and water, but need not be reported.

8. Cleaning Equipment:

a. Non-disposable (non-critical) equipment that is contaminated with any potentially infectious body substance must be washed with soap and water (gloves must be worn), and disinfected (see below). If contaminated equipment is not washable, the object must be wiped with disinfectant (gloves must be worn).

NOTE: A standard disinfectant solution is household bleach and cold water in a 1-to-10 ratio. Fresh solution must be prepared daily and metal containers must be avoided. Any EPA registered disinfectant is adequate, i.e. 70% alcohol, Lysol, Pinesol or Bleach (100 ppm available chlorine).

b. Protective eyewear (non-disposable PPE) that is soiled with any potentially infectious materials must be washed with soap and water (gloves must be worn) and rinsed in disinfectant.

c. Routine cleaning of non-contaminated, reusable equipment such as canes, walkers and shampoo kits with any EPA registered disinfectant occurs after each contact with a different student.

d. Non-contaminated, reusable medically related equipment used in student homes must be cleaned with any EPA registered disinfectant after each student contact, before use with another student. Non-contaminated reusable medically related equipment used in University facilities must be cleaned weekly with any EPA registered disinfectant.

9. Laundry Practices:

a. Cloth items (including clothing) will be laundered as usual except for items heavily soiled with any potentially infectious body substances.

b. Contaminated laundry must be handled as little as possible with a minimum of agitation. Gloves must be worn when handling contaminated laundry.

c. Contaminated items must be separated, kept in a plastic bag, and laundered on a daily basis utilizing 1/2 cup bleach per load of colorfast material and 1/2 cup lysol per non-colorfast load.

d. Cloth material will be machine dried at high settings whenever possible.

10. Other issues:

a. Employees with cuts, scrapes, or lacerations of the skin shall have compromised skin area under protective clothing or covered by an occlusive dressing. If such compromised skin cannot be adequately protected, the employee shall not engage in tasks with occupational exposure.

b. Eating, drinking, smoking, applying cosmetic or lip balm, and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of occupational exposure. (Note: This does not obviate the University's smoke-free workplace policy, ALU 1012).

c. Broken glassware which may be contaminated will not be picked up directly by hand; it will be cleaned up using mechanical means such as a dustpan and brush, tongs or forceps and placed in a puncture resistant container.

d. Implementation of standard precautions does not eliminate the need for transmission based precautions for students with known or suspected cases of certain contagious diseases.

Code #: 0038

**B. HEALTH TEACHING:**

1. Employees will provide health teaching for the student, family/significant other, or other health care providers in accordance with the ALU bloodborne Pathogens exposure Control Plan.
2. All health teaching will be documented on progress notes.

Reference:

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**POLICY:**

ALU facility (ies) will conduct periodic emergency practice drills in accordance with licensing requirements for each facility.

**PROCEDURES:**

1. Department Directors will identify a senior manager for each facility. The senior manager or designees of each facility will schedule emergency drills per licensing requirements.
2. The drill will be announced through an activation of the on-site emergency alarm system and will be treated as if an actual emergency were occurring. The on-site emergency alarm system is any suitable method (electronic, bell/buzzer, whistle, voice, etc.) of notifying occupants of an emergency. Employees in sensitive positions or circumstances may be notified in advance of the scheduled drill.
3. When the alarm sounds, employees not holding emergency evacuation responsibilities will immediately exit their work areas in an orderly fashion and depart the building, closing out not locking internal and external doors as the evacuation proceeds.
4. Employees with emergency evacuation responsibilities will facilitate the evacuation of their assigned area(s). They will check all offices, conference rooms, waiting areas, hallways, storage areas, and bathrooms for employees and students to direct, accompany or assist them from the building.
5. As employees and visitors evacuate the facility, they will proceed to pre-designated waiting area(s) and remain there until further notice.
6. The senior manager or designee(s) in each facility will account for all staff and visitors, recording the total time required to exit the building.
7. Statistics about each emergency practice drill, including the date, time, location, number of persons evacuated time to evacuate, etc., will be recorded by the senior manager or designee of each facility using the attached form.
8. The details of each evacuation practice drill will be forwarded to the Facility Operations Manager and the affected Department Director. The Health and Safety Committee will review the drill evaluation and make comments and recommendations, as appropriate.

Code #: 0039

### Emergency Drill Evaluation

Location of drill (facility address): \_\_\_\_\_  
Date of Drill: \_\_\_\_\_ Time of Drill: \_\_\_\_\_ AM/PM  
Where was Drill initiated (location within the facility)? \_\_\_\_\_

Number of Staff on Duty: \_\_\_\_\_ Number of Students at the Facility at Time of Drill: \_\_\_\_\_  
Time Building was Evacuated: \_\_\_\_\_ AM/PM Total time to Evacuate Building \_\_\_\_\_ Minutes

Did any problems occur (i.e. people not leaving or clearing away form building, more training needed, doors not closed, no staff person in charge to meet Emergency Personnel e.g. fire, police):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Improvements since last Drill: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Objectives for next Drill (address problems cited during present and previous drills):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Drill and Report Supervised by: \_\_\_\_\_  
Signature Date

Please send the original to Facilities Operations  
Manager with a copy to the appropriate Dept. Director

# **Policy Manual**

First Edition

**Student's Rights**



Reference: See Catalog

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**POLICY:**

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 an 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).

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  
1015 Atlantic Blvd., Ste 456  
Jacksonville, FL 32233

#### 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

### I. 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/CEO. 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.

Code # 1000

### Refund Policy

The following schedule represents the amount of tuition to be refunded to a student in the event said student decides to withdraw from instruction:

#### First Semester of Instruction

- 100% of the semester's tuition if the termination is during the first week of instruction.
- 75% of the semester's tuition if the termination is during the second week of instruction.
- 50% of the semester's tuition if the termination is during the third week of instruction.
- 25% of the semester's tuition if the termination is during the fourth week of instruction.
- 0% of the semester's tuition if the termination is after the fourth week of instruction.

#### Second Semester of Instruction

- 75% of the semester's tuition if the termination is during the first week of instruction.
- 50% of the semester's tuition if the termination is during the second week of instruction.
- 25% of the semester's tuition if the termination is during the third week of instruction.
- 0% of the semester's tuition if the termination is after the third week of instruction.

Each student submitting funds or signing any enrollment or financial agreements and/or contracts shall be allowed to nullify said agreement and/or contract within three (3) business days. If any student activates this right he/she shall be entitled to a full refund.

All staff, within 60 days of employment, will attend Student's Rights Training.

Reference: 0030 Critical Incidents

1031 Infection Control Precautions for  
Clinical Practice

1036 Occupational Exposure Policy

42 U.S.C. 675 Maine 5 M.R.S.A. 19203

Maine DHS Rules [promulgated  
according to the requirements of  
5 MRSA 19203] Disclosure of HIV  
Status Information on a Child in the  
Custody of the Department of  
Human Services, 1989.

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**POLICY:**

It is the policy of ALU that information regarding the HIV infection status of any person receiving academic services from the University which comes to the attention of any staff person through the voluntary disclosure of the student, as a result of the student's signed release of information to another person or University, or otherwise, be entered into the student's case record. Because the responsible provision of appropriate care requires knowledge of a student's physical condition, HIV antibody testing is sometimes necessary. The University's decision to advise or request testing will be based on an appraisal of student need according to the procedures below. The University will store and utilize such information according to the standards of confidentiality provided under federal and state statutes. Decisions about a staff's need to know the HIV status of students they serve will be determined on a case-by-case- basis, and based on direct responsibility or accountability for the academic guidance of the student.

**PROCEDURE:**

1. ALU will maintain an HIV Interdisciplinary Team (IDT) appointed by the Director, composed at least of a faculty member, staff member and the Academic Dean, to conduct risk assessment and make recommendations concerning testing, confidentiality, disclosure, and appropriate treatment for students with a diagnosis of, or documentation of high risk for, HIV infection.
2. If information regarding a student's HIV status comes to the attention of a University staff member, or such information becomes otherwise known to the University, the staff member's first responsibility shall be to assure that the student has access to, and receives, all appropriate care, including counseling. The provider will inform the student that as part of the University's treatment responsibility, the information will be kept as part of the student's case record under the most stringent standards of confidentiality.
3. Where a University student has asked a staff member to release information about HIV infection status to ALU through the use of a written release, a copy of that release will be entered in the student record.
4. Where the student's circumstances indicate a need for HIV testing, the ALU will make recommendations based on specific reasons for testing related to the well-being of the student. A recommendation for testing must include documented authority to test based upon legal mandates, or the informed consent of the student or those legally authorized to make decisions on the student's behalf.
5. Where such testing occurs, use of the resulting information will conform with all local, state, and federal laws relating to the student's right to privacy. ALU will assure:
  - Access to pre- and post-test counseling for the student, family, and University providers;

Code #: 1001

- A plan for HIV re-testing, as necessary;
- A service plan for the student and family that fully accounts for the results of the test;
- Appropriate information and training for all staff and contracted providers involved in the student's care.

6. Information about HIV infection status will be maintained in a separate section of the student case record, in both written hard copy and electronic media. Access to this section is restricted to case management, record.

7. Information about a student's HIV status shall be shared only for health/safety purposes, and only among those persons involved in the student's education. Any ALU employee, whether staff or sub-contractor, to whom the University conveys the results of testing data relative to a student's HIV status shall confirm in writing that s/he has been so informed, and is both fully knowledgeable of, and consents to observe, the confidentiality of the HIV status information. The written confirmation will be placed in the appropriate section of the case record.

10. Where a University student is involved in a Critical Incident (see ALU 1034) in which there exists a risk of HIV transmission to a caregiver or other person, the case manager or other person with complete access to the case record, will immediately ascertain whether the case record contains information pertinent to HIV infection status (see ALU 1040). This information may then be shared with the staff supervisor responsible for completing the Occupational Exposure report. If a person not a staff member or sub-contractor of the University is potentially at risk, the Student Affairs Officer will seek the student's permission to release HIV status information.

Reference:

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**POLICY:**

It is the policy of ALU to establish and maintain practices that protect the confidentiality of students when using cellular phones, facsimile machines, automated information systems and/or other technologies that can be used to store, analyze or transmit information. This policy applies to student information while utilizing communication equipment and media.

**PROCEDURE:**

1. All staff must be made aware through training of the need to protect student confidentiality while utilizing electronic equipment.
2. A student's identity must be protected when confidential student information is discussed on cellular phones.
3. When using a FAX machine to transmit confidential student information, student names must be removed unless the transmitter contacts the receiver so he/she can wait by the FAX machine to receive the information and confirm receipt.
4. Confidential student information must not be left on answering machines. Confidential student information may be left on password protected communication systems.
5. Computer database passwords should be changed frequently and not written down or given to others.
6. Computers and disks containing confidential data should be locked when not in use. Confidential data therein must be password protected. Monitor screens must be cleared of data when not in use.
7. Confidential papers must not be left in copy machines, printers or FAX machines. Confidential papers must be deposited in boxes for shredding and not in waste baskets.
8. Supervisor must be informed of any suspected attempts by unauthorized personnel to obtain confidential data.



Code #: 1003

Subject: Student Access to Records

Reference: See Student Rights Code # 0021 and # 0022

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**POLICY:**

It is the policy of ALU to assure the opportunity for a student to examine his financial and academic transcripts in whole or in part. Student records shall not be released to any third party without the prior written consent from the student unless by court order.

**PROCEDURE:**

1. See Catalog, Policy # 0021 and # 0022

# **Policy Manual**

First Edition

## **Performance Improvement**

Reference:

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**POLICY:**

It is the policy of ALU that a range of peer review processes be used to monitor the quality of education and the performance of faculty and staff. Such peer review will use as criteria the standards (if existent) of each relevant discipline, and those established by the program. Such peer review is viewed as congruent with, but not identical to, other forms of quality improvement as specified elsewhere in this Policy manual.

**PROCEDURE:**

1. Each discipline providing student advisement in this program (i.e., divinity, pastoral psychology, etc.) will identify and implement peer review processes and standards for itself. Such processes and standards will reflect the pertinent University standards of that discipline, and be consistent with industry standards and relevant licensing, certification, and/or accreditation standards.
2. The program will identify and implement processes and standards for Interdisciplinary peer review.
3. Discipline-specific peer review will be carried out by at least two peers in addition to the person chairing the peer review team.
4. Reviews will be documented utilizing one of the following forms:
  - Interdisciplinary Peer Review
  - Disciplinary Specific Peer Review

The documentation will be endorsed by the Academic Dean. The original is filed in HR records and a copy is forwarded to the Office of Quality Review for evaluation and tracking.

**POLICY:**

In order to maintain and approve the equality of ALU's educational services it provides and the effectiveness of its internal operations ALU will utilize a variety of methodologies on an on-going basis to monitor, assess, and evaluate its programs and operations.

**PROCEDURE:**

1. Each department will implement its own methodologies for continuously monitoring evaluating, and revising where necessary its annual goals and objectives as formulated under ALU's Mission and Value Statements.
2. In addition, each program department will utilize some or all of the following evaluation techniques to assess the effectiveness of its services:
  - formalize quality Assurance activities,
  - assessment of the outcome of learning for individual students,
  - student and/or referral source satisfaction questionnaires,
  - achievement of numerical targets concerning types of service provided, qualities of service, types of students served, financial targets, etc.,
  - other evaluation activities as appropriate to a given department.
3. In the period of time between October and January each year, in the process of formulating its operational goals and objectives for the upcoming year, each department will assemble and utilize the evaluation data accumulated as specified in Procedures 1 and 2 above.
4. The results of this evaluation activity will be transmitted as a written report to the CEO in January.
5. The CEO will summarize the material in these evaluation reports and present a report to Department Directors and to the Board of Directors which reviews the University's Mission and Value Statements and operations plans. This activity will occur in February or March.

**POLICY:**

It shall be the policy of ALU in order to better serve our students in a successful, more consistent, and cost effective manner, to establish and maintain a research and development component.

The primary purpose of this component shall be to gather, process, and record information to improve research and academic services at ALU in the following areas:

1. The student:
  - Assessing students' needs
  - Developing intervention strategies directed at specific needs
  - Assessing the major components of education/learning as they relate to the student's needs.
2. The Research Center:
  - To aid in the development and growth of the Research Center.
  - To provide information to strengthen the Research Process.
  - Provide specific techniques of analysis, assessment and recommendations that have been proven effective.
3. Evaluation and Training:
  - To provide a basis for effectively evaluating all aspects of the program.
  - To facilitate training based on specific, identified needs.
4. Recruitment and Screening:
  - To provide consistent and viable standards for securing placements, services, and staff.
  - Provides an ongoing tool to effectively evaluate the above.

It shall also be a goal of this ALU component to become financially self-sufficient and eventually able to raise additional funds for ALU.

**PROCEDURE:**

1. To establish protocol for human subject research.
2. To develop a grant for a research and development component, in particular, to seek grants for said research projects.
3. To do a literature search to gather existing data relative to ALU's research projects.

# **Policy Manual**

First Edition

**Academic Services Delivery**

Reference:

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**POLICY:**

It is the policy of ALU that the care provided to each individual be based on a determination of the individual's needs. This determination is based on an assessment of the individual's relevant physical,

**PROCEDURE:**

In order to comply with ALU policy in regard to Assessments the following steps will be followed. The treatment team will decide responsibility for data collection, assessment and treatment planning.

1. Transcripts Assessment

A Psycho-social Assessment will be conducted within thirty days of admission to determine the need for care, the type of care to be provided, and the need for any further assessment.

This information shall be obtained from the student, legally responsible party, community service agencies, and to the extent possible, from other individuals in the community as authorized by the student or legally responsible party; and entered in the clinical record. Assessments must include a direct encounter with the student, and his/her family if appropriate.

The Psycho-Social Assessment will include, but is not limited to, information relating to the following, as necessary:

- The reasons(s) for referral, including the chief concerns of parent/guardian;
- The strengths and needs of the student and family;

Code #: 3000

- Educational history and educational needs;
- Military service history;

### **Additional Assessments**

The scope and thoroughness of any further assessment, in accordance with the organization's mission, are determined by the care setting, the team process, the individual's need and desire for care, and the individual's response to any previous care.

### **Assessment Updates**

Individuals will be reassessed on at least annual basis and:

- At to regular specified times related to the individual's course of treatment;
- To determine the individual's response to treatment;
- When a significant change occurs in the individual's condition.
- When a significant change occurs in the individuals diagnosis;
- As necessary to reflect progress, its lack, and/or completion of treatment.

Such reassessments must be documented and made part of the student record, and dated by the person who compiled it.





Code #: 3001

Subject: Discharge/Termination of Services

Reference: Rights of Recipients (Children) B.III.J. C.II.I  
DHS Residential Regs 4.E.8  
MMHS DPT.1.ff; RS.II.ff

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**POLICY:**

It is the policy of ALU that planning for transition/discharge begins at the time of intake or entry to the department's programs and services, as part of the treatment planning process. Such planning takes as its primary consideration the needs and desires of the child and family. Decisions relating to discharge or termination of services will be based on clearly identified criteria incorporated into service plan goals, and approved by the treatment team. Such changes to less restrictive settings or more restrictive settings will occur when in the judgment of the treatment team the student's needs are no longer compatible with the plan of care. Students will be discharged or transferred when, in the judgment of the treatment team, the student has gained a level of health that will allow him/her to be successful in an environment requiring a lower level of support. Except in emergency situations, or when the student [or guardian] voluntarily and abruptly withdraws from service, the team will be responsible for developing a transition plan in accordance with applicable student rights standards.

**DEFINITIONS:**

Discharge/termination/transition Plan shall mean that portion of the Individual Service Plan (ISP) which documents the steps necessary for the student and treatment team to reach the point where services are no longer provided by ALU.

**PROCEDURE:**



Reference: Medication Related Incidents

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**POLICY:**

It is the policy of the University that all critical incidents involving patients and the use of medications shall be recorded and analyzed so that such events may be immediately addressed and the most appropriate action taken to assure the safety of the students, prevent such incidents in the future, and protect the interests of the University. Because such incidents are significant departures from the norm, they shall be individually reviewed and followed-up, and aggregated for program review by the Department Director.

**DEFINITIONS:**

Medication related incident is defined as a serious medication error or adverse drug reaction resulting from any medication prescribed, administered, dispensed, or supervised by University employee(s)/contractee(s). Additionally, a patient's refusal to take prescribed medication is also considered a serious medication incident. Following are examples of serious medication related incidents. Such errors are always reported regardless of whether medical intervention was required or not (Medication Related Incident form).

- 1) Medication errors including wrong drug, wrong dose, wrong route, wrong preparation, wrong patient, extra dose (intentional or unintentional),
- 2) Missed dose or wrong time that are beyond the acceptable parameters for a given medication as directed by the prescription or Medication Information sheet provided by the pharmacy.
- 3) Adverse drug reactions including drug/drug interactions, drug/food interactions and drug/alcohol interaction and unforeseen side effects which are serious enough to require contacting a physician/medical provider, and
- 4) A patient's refusal to take prescribed medication.

NOTE: Minor medication incidents that do not rise to the level of a critical concern as defined by ALU 1060, Medication Related Incidents and ALU 1034, Critical Incidents, shall be considered a reportable incident. These incidents shall be defined as a student-related occurrence which should be documented in some appropriate manner, but which does not pose a threat to the patient or other persons. Examples would include minor accidents/injuries; minor medication incidents; abuse disclosures; and unusual behaviors. Documentation methods are standard reporting forms such as progress notes; medication administration records; reports to child protective services; contact summary sheets; etc.

**AREAS OF IMPACT:**

- All ALU Locations
- All medication which is administered during Clinical or BS-I, or II contact hours or for reactions that occur during this time.

**PROCEDURE:**

## General

1. For medication errors, the medication information sheets provided by pharmacies are used as a guide. These information sheets generally indicate what to do in the even of a missed or late dose. On those occasions where Information Sheets indicate that a physician/medical care must be contacted, those incidents are considered serious medication incidents.

Code #: 3002

2. Adverse reactions to medication that causes the student discomfort or obvious stress must always be referred to medical attention.
3. All medicine related incidents are recorded in the applicable Provider's Progress Note.

**IN THE EVENT OF A MEDICATION RELATED INCIDENT:**

1. During or immediately after being involved in, or learning of a Medication Related Incident, staff/sub-contractor shall take all necessary and appropriate action to assure the safety of student(s) including contacting/obtaining necessary medical care.
2. The staff member involved in, or learning of, a Medication Related Incident shall immediately notify her/his supervisor or other designated responder. The supervisor/responder is responsible for taking whatever further actions are needed to assure student safety, including notification of the case manager;

**REPORTING:**

1. Within twenty-four (24) hours or by the morning of the next business day, whichever is sooner, the staff member/sub-contractor involved and other staff members having involvement in, or knowledge of, the critical incident shall provide complete documentation concerning their knowledge of, and/or role in, the medication related incident. Documentation shall be provided on the Medication Related Incident Report, ALU, and submitted to the appropriate supervisor/case manager.
2. The original Medication Related Incident Report is sent to the director of ALU to be kept on file. This information is entered into the appropriate database MIS shall generate quarterly reports for analysis.
3. Copies of reports are forwarded to the Regional Manager and the Department of Human Services and Department of MHMRSAS, as required. A copy of the Medication Related Incident report is filed in the QA Binder which is kept in a secure location. Medication Related Incidents reports are not filed in the student record.
4. Incidents directly involving University staff with the potential for legal liability shall be immediately reported to the risk manager/contracts manager.

Reference:

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**POLICY:**

The following policy and procedure is for ALU treatment team members. The purpose of any such policy is the common goal we share which is to serve our students. As differences arise, we will always seek equitable solutions that support our student services as well as ourselves. In this regard, it is our intent to approach difference or conflicts as teammates not as adversaries.

As such the following concepts are the foundation of the policy:

ALU approaches conflicts and disputes with team members based on the following premises:

1. All of our efforts shall be focused on the stability, care, and treatment of the child.
2. It is understood that no one person has all of the answers.
3. It is understood that a single intervention does not solve all problems.
4. ALU operates with a participants will be supportive of the process. The contributions of all team members are considered equal.
5. It is expected that all participants will be supportive of the profess and each other. Respect is the only acceptable working attitude. Coercion, intimidation, threats, and triangulation's are forbidden.
6. Withholding information relevant to the conflict is unacceptable.
7. Decisions must be based on clearly identifiable facts.

**PROCEDURE:**

Informal resolution:

1. All team members will have available training on Conflict Resolution/Management.
2. Conflicts that cannot be resolved within the normal process of the team should be written down in a report containing the following information:
  - What is the disparity?
  - What parties are involved/affected?
  - What steps to resolve this disparity have already been taken?
  - When did this arise?
3. At this point the process, the team may make a request for the relevant parties to sit down with a Conflict Resolution Team. This decision must be approved by a consensus of the team.
4. The Case Manager is responsible for gathering and distributing documentation as well as initiating the conflict resolution process. All parties involved with have the same documentation. During this time the decisions of the Case Manager must be adhered to.

**Formal Resolution:**

1. If a conflict involves an interpretation of the team member's contract, the Program Manager shall be the first person to interpret the contract.

Code #: 3003

- a. if the team member disagrees with the written interpretation, they may appeal this interpretation to the ALU Director.
  - b. ALU Director may consult an attorney and/or other appropriate consultants.
  - c. The decision of the ALU Director is the final and binding word for ALU.
2. Employees and contracted individuals are expected to seek resolution of conflicts within the formal decision making and problem solving procedures of the program. It is neither professional nor acceptable to draw individuals or agencies into any conflict for purposes of manipulation and/or control. Nor is it acceptable to circumvent the lines of authority within the University.
3. Once a dispute leaves the initial participants who are seeking assistance from a higher authority, all proceedings will be treated with confidentiality with respect to the situation and all participants.
4. When a specific conflict involves a question of the appropriateness of a policy or an alleged general failure to implement the policy, it will be appropriate to bring the matter to the Policy Development and Review Committee for discussion and recommendations.

Code #: 3004

Subject: Enrollment Process

Reference: ALU 2001 Student Rights

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**POLICY:**

It is the policy of ALU that each program and service in the department have written criteria for intake that specify eligibility for services according to age, presenting situation, anticipated length of service, geographical range, source of referral, and those other factors which determine the appropriateness of available care.

**PROCEDURE:**

1. Each program or service will develop, publish, and periodically evaluate and revise its intake criteria. The Executive Director of ALU will designate a person or administrative office responsible for coordinating intake criteria developed by the several regions, programs, and/or services to assure consistency.
2. Such criteria will be attached to this policy, and, when revised or reissued, be reviewed by the PDC prior to distribution.
3. These criteria will be presented by an intake coordinator, orally or in written form, to each person requesting services, and to persons or agencies making referral to ALU.



Code #: 3005

Subject: Making Referrals

Reference:

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**POLICY:**

It is the policy of ALU that the intake process may make use of waiting lists. When a referral or request for services cannot be honored immediately, ALU recognizes its responsibility to be accurate in assessing need at the time a service is requested, to carefully monitor requests, and to manage its response to such requests by periodically reviewing the status of individuals on such a list. Priority for services will be determined by the Intake contact on the basis of risk assessment, appropriateness of available services, and a reasonable expectation that services can be provided in a timely manner.

**PROCEDURE:**

1. For out-patient services, referrals will be managed at the regional level. Requests for services will be addressed to the staff member designated as the contact for intake. This individual will provide information regarding the availability of services, and information on gaining access to services provided by other ALU programs. When necessary, the intake contact will coordinate referral to other community resources.

CODE #: 3006

Subject: Student Medical Emergency

Reference: ALU 1034 Critical Incident  
ALU 0065 Critical/Reportable Incidents  
ALU 1040 Occupational Exposure

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**POLICY:**

It is the policy of ALU that medical emergencies will be treated correctly and expeditiously and in keeping with what is best for the student.

**DEFINITIONS:**

A medical emergency is defined as an unexpected, serious, physical event(s) or condition(s) which if not treated immediately could result in placing a person in more serious medical jeopardy.

**PROCEDURE:**

1. All ALU staff and foster care providers will be trained in basic first aid and CPR sponsored by the American Red Cross or equivalent program. Provision of training is the responsibility of ALU. Keeping qualifications current is the responsibility of the individual.
2. When a medical emergency occurs, the individual on the scene shall call an Ambulance Service, and the student with the medical emergency will be transported by ambulance to the nearest hospital emergency room. While waiting for the ambulance staff will administer appropriate first aid. First aid shall be administered in keeping with the American Red Cross and OSHA standards applied to the prevention of the transmission of communicable disease. Whenever possible, a responsible person will accompany the child to the hospital taking medical records and releases with them (if possible).
3. A staff member involved in an emergency will notify, or cause notification of, the on-call case manager who will notify the student's physician, the guardian (if applicable), and other appropriate personnel.
4. Reports will be filed in accordance with ALU 0065, Critical/Reportable Incidents.

CODE #: 3007

Subject: Response to Emergencies

Reference: ALU 1031 Emergency Response Plan  
ALU 0083 Student Medical Emergency  
ALU 2035 Work Hours

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**POLICY:**

It is the policy of ALU to respond to emergency situations with students, and to coordinate with other providers to insure the delivery of emergency intervention and resolution services. It is also policy that employees and students will not be placed in unnecessary jeopardy due to emergent situations such as severe weather and unsafe driving conditions.

**DEFINITIONS:**

Emergency: For the purpose of this policy, emergency shall refer to situations due to extraordinary conditions causing danger to staff and University students. Such conditions to include severe weather, natural disasters, acts or threats of violence, fires and power failures. Medical Emergencies that are caused by unexpected, serious physical events that place a person in serious medical jeopardy are not covered by this policy. Guidance for such emergencies may be obtained from policy ALU 0023, Student Medical Emergency.

**PROCEDURES:**

A. If Student Is In Emergency During Normal Office Hours

Daily coverage is provided in the event of student crises. A student's assigned team members are the first responders to inquiry for assistance. Additionally, a list of assigned coverage persons is provided by the supervisors to the receptionist. During normal business hours, when the ALU receptionist is notified that a ALU student is in an emergency situation or other danger, the receptionist contacts appropriate personnel according to the following procedure:

- a) When calls are received from the parent, guardian, or student the receptionist identifies the student's case manager or other team member.
- b) In the event that the student's cased manager or other service provider is not available, the receptionist refers to the daily coverage list and contacts the appropriate assigned coverage person.
- c) If the assigned coverage caregiver is not immediately available, the receptionist contacts the appropriate supervisor/manager and refers the caller to them.
- d) A direct service staff member may also use ALU's 24 Hour Phone System if that system is deemed to more expedient.

B. If Student Is In Emergency After Normal Office Hours

After hours emergency services are provided to ALU students according to the following specific procedures.

- a) When becoming aware of emergency or emergency situation, the employee or foster parent will be expected to take what ever immediate action necessary to assure the safety and well-being of the student including but not limited to first aid, calling of public emergency service, local police, and removal of the student from danger.

Code #: 3007

b) The employee or foster parent will use the Children's Services 24 Hour Phone System to progressively access needed assistance and support from that system's Level 2 and Level 3 providers.

#### C. Follow Up

a) The staff person immediately involved with an emergency is responsible for consulting and communication with on duty supervisors by utilizing the ALU 24 Hour Phone System.

b) In cases where the emergency cannot be resolved internally through department resources the assistance of external support such as crisis programs, hospitals, and emergency service providers, (such as police, fire department, local medical facilities) must be incorporated into the emergency response.

c) The staff person who connects students with another emergency service will follow-up to insure that the distress has been resolved.

#### D. Residential Care

Because of the uniqueness of the mission of each ALU residential facilities and programs, the realities associated with students needs, geographic location and available community resources, each residential program will develop plans for responding to emergency and emergent situations. Emergency Plans will include the following:

- a) Continuity of care,
- b) shelter and safety,
- c) transportation,
- d) internal and external communication and
- e) transportation.

All members of the program's employees will received regular training on the Emergency Plan's implications for their job performance and its connection with general program operations. The program's Emergency Plan will be integrated with the ALU Emergency Response Plan, systematically reviewed and updated at least annually.

#### E. Extreme Situations Causing Unsafe Condition

1. In the event of occurrences where employees and/or students become exposed to the possibility of immediate harm, exp., hostage taking, kidnapping, threats of bodily harm by students or others, the employee should first make appropriate efforts to manage the situation (utilizing in-house resources) and then by obtaining the assistance of public safety personnel as needed. Employees involved in such situations shall apprise their supervisor as soon as possible. The ALU 24 Hour Phone System will also provide a mechanism of support in such emergencies.

2. For periods of time when the National Weather Service has posted a storm warning for a ALU Regional Office's geographic area, the Regional Manager will issue protocols by which supervisors and direct service staff may provide for continuity of care without involving pre-planned staff or student travel. Examples for such protocol may include flexibility of work or treatment schedules, opportunities for make-up time, alternative interventions (as guided by the student's service plan), use of employee time for study of professional materials and University program and project development.

**POLICY:**

It is the policy of ALU that all staff providing direct service to ALU students receive regular clinical supervision appropriate to their treatment responsibilities. Staff will in all cases receive at least the minimum amount of supervision, by appropriately credentialed supervisors, required to maintain professional licensure in their discipline.

**DEFINITIONS:**

Clinical Supervision means regular face-to-face discussion and evaluation of assigned cases. Such supervision (also called consultation) may include participation in case reviews in which the individual is not acting in a supervisory capacity.

**PROCEDURE:**

1. Full-time ALU staff who are licensed to practice independently will receive at least one (1) hour per month of clinical supervision/consultation.
2. Staff holding licenses at a level less than independent practice will receive at least the amount of supervision required by their professional licensing authority.
3. Full-time ALU staff who are not licensed will receive at least four (4) hours per month of clinical supervision.
4. Staff employed less than twenty (20) hours per week will receive supervision at a rate proportionate to their hours of employment.
5. Staff who are not licensed or whose qualifications do not require supervision by an independently licensed practitioner will have clinical supervision provided by assigned supervisory staff.
6. Staff participation in clinical supervision, whether individual or group, will be documented in such a manner that the amount of time given over to clinical supervision is clearly indicated.

CODE #: 3007

Subject: Degree/Curriculum Development

Reference:

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**POLICY:**

It is the policy of ALU that the care provided to each individual be based on a determination of the individual's needs. This determination is based on an assessment of the individual's relevant physical,

**PROCEDURE:**

In order to comply with ALU policy in regard to Assessments the following steps will be followed. The treatment team will decide responsibility for data collection, assessment and treatment planning.

1. Transcripts Assessment

# **Policy Manual**

First Edition

**Human Resources**

**And**

**HR Operations**