



International University of Leadership

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Welcome to International University of Leadership!

We are thrilled that you have joined the International University of Leadership Community. You are the most important part of that community, and your education and career preparation are our priority. We will do everything possible to help you achieve professional and personal success.

One of our goals is to promote learning through diverse, enriching opportunities. Getting involved in student leadership and community engagement is a great way to enhance your educational experience at IUL.

This manual is a resource along with the academic catalog (see website) have been put together with you in mind to help you transition into your new position here at IUL. This is an exciting time in your life: a time of discovery; of new experiences and new people; of building the foundation of your future. The only limitations are the ones you set for yourself. Always remember that learning happens both in and out of the classroom.

On behalf of International University of Leadership Board of Directors, we wish you the best in your studies and in fulfilling your future aspirations.

A handwritten signature in black ink, appearing to read "Ounsa Achour". The signature is stylized with a long horizontal line extending to the left and a vertical line extending to the right.

Dr. Ounsa Achour
IUL Chief Operations Officer
Email: info@iulf.education



About the University

At IUL, we've been thinking ahead on an innovative idea: make higher education highly accessible for working students worldwide, allowing them to share their experiences, cultures and dedication to learning the skills of becoming a leader so they may create solutions for the future.

Mission

International University of Leadership is an academic institution of higher learning that supports, educates and fosters practical experience in men and women from all walks of life.

It is our commitment to provide quality education to undergraduate and graduate programs in business, entrepreneurship and management. Our unique approach prepares students of diverse backgrounds to become global leaders with leadership skills and innovative solutions. We support our students by enhancing their career prospects and development through a deeper, broader and more diverse understanding of current and future issues.

International University of Leadership programs employ traditional, applied, and adult-learning pedagogies that are delivered through traditional and distance methodologies in a learner centered environment of mutual respect. Our institutional identity and program success are the result of integrating knowledge in a learning environment that nurtures real-world immersion, life-long learning skills, and cross-cultural diversity.

Vision

International University of Leadership's vision is:

- To be among the top international universities and leading schools in the world by inspiring students to face local, national and global challenges.
- To be recognized as a progressive and connected community for thought leadership at the international business stage, globally renowned for excellence in education and research.
- To expand education to different parts of the world and serve its diverse people, especially minorities and geographically undereducated and low-income populations.
- To be a concerted scholarly community distinguished by partnerships with international institutions and organizations, to cross inter-institutional boundaries and offer our students the best educational experience and most innovative instruction possible.
- To graduate leaders who value interdependence and global competence, who will be productive citizens with a great sense of social responsibility and skills to build a sustainable community.

Stated Values

- To facilitate cognitive and affective student learning-- knowledge, skills, and values -- and to promote use of that knowledge in the student's work place.
- To develop competence in communication, critical thinking, collaboration, and information utilization, together with a commitment to lifelong learning for enhancement of students' opportunities for career success.
- To provide instruction that bridges the gap between theory and practice through faculty members who bring to their classroom not only advanced academic preparation, but also the skills that come from the current practice of their professions.
- To provide general education and foundational instruction and services that prepares students to engage in a variety of university curricula.

To be organized as an international institution in order to foster a spirit of innovation that focuses on providing academic quality, service, excellence, and convenience to the working adult.



Academic Information

Academic Calendar

International University of Leadership has a hybrid calendar that joins both the term and non-term format of learning.

- The undergraduate program operates following a semester calendar, where the student is allowed a maximum of 6 to 8 courses/semester full time, and summer session maximum allowed load is 4 courses.
- The graduate and post graduate programs have open enrollment every 2 months, students are allowed a maximum of 2 courses/2 months at the graduate level, and 1 course/2months for the doctorate level. This calendar allows the adult student to balance the demands of career, family, and education.
- For the most recent academic calendar please visit our website or checkout our catalog.

Office Hours

- Administration is available Monday through Friday from 9:30AM to 4:30PM by Phone or Appointment.
- Faculty is available following the schedule they post in their class syllabus.

Vacation Calendar

*All dates below apply to the academic calendars above.

- | | |
|-----------------------------|---|
| ▪ November 26-27 | Thanksgiving |
| ▪ December 21–January 1 | Winter Break |
| ▪ March 29-April 2 | Spring Break |
| ▪ Last Monday of May | Memorial Day |
| ▪ July 4th | Independence Day |
| ▪ First Monday of September | Labor Day |
| ▪ August | Summer Break: University Closed- Administration working |

Student Services

International University of Leadership provides students with necessary services, such as academic advisement, financial advisement, and placement services, by phone, email, through our website, or by appointment in our office.

For students needing personal advice, the administration can recommend counselors or outside agencies to help.

The university also offers placement assistance such as use of recruiting agencies and international school IUL partners with, IUL lead job website, identifying employment opportunities and advising students on appropriate means of attempting to realize these opportunities.

IUL does not guarantee employment or salary upon completion of its program(s).

Academic Advisement

International University of Leadership recognizes academic advising to be an integral component of the educational experience of its undergraduate students. Academic advising is a collaborative relationship for which academic advisors and students share responsibility and through which students create sound educational plans consistent with their academic, career, and personal goals. Students experiencing academic difficulties should contact their faculty and advisor as soon as possible.



In an effort to facilitate academic success, International University of Leadership has implemented an early warning, mid-semester progress report, and late warning monitoring system designed to identify students experiencing academic difficulties. Those students then are referred to the appropriate faculty/advisor for intervention, which may include counseling, tutoring, and other referrals

Career Services

International University of Leadership provides career development and placement assistance services through its partners worldwide.

Individual assistance with resume preparation and job interviewing strategies is another integral part of the educational program. Career Fairs, on-campus employer presentations and interviews, seminars, and workshops are organized regularly. All students complete the Communication courses which focus on exploring career opportunities, the job search process, and interview preparation.

Employment Opportunities

IUL graduates are eligible for free career services assistance from our partner Ameritech, Inc. IUL University communicates regularly with graduates through newsletters and email broadcast whenever job openings are offered from partners or related stakeholders.

IUL alumni Association and Delta Mu Delta society are also great source for networking, for employment fairs and for contact with prospective job hunters and employers.

General Policies and Procedures

Being aware of the specific learning objectives of a course or program, and having the proper time, environment and technology, are very important for students beginning a program. The information and tips below will help you to create the necessary conditions for you to succeed at IUL.

Registration

Students have an opportunity to consult with an academic advisor to discuss their academic programs during registration. Students must receive financial clearance each term before start of semester. Once classes begin, academic advisors monitor students' progress to ensure the achievement of their educational goals.

STUDENTS QUALIFICATIONS

Students with disabilities typically find that the online is a better option and is very inclusive, but all applicants with or without a disability must be qualified students who are able to meet the essential elements of the degree program including being able to use a computer, to read, and interact with the community for research purposes.

Course and Programs

Students are presented with information through many mediums. It's important to become familiar with the learning objectives prior to covering the material. This will not only help you understand the material as it is delivered, but also give you some insight as to why it is important to the overall goals and objectives of your particular area of study. IUL makes it easy for students to locate the specific learning objectives they will be expected to master.

Program information are located in the catalog, and the IUL website via the “Programs” tab at the top of the page.



Course Outcomes are located on page 1 of each syllabus. Syllabi are distributed at the beginning of each course by the faculty onsite and online.

ATTENDANCE

Onsite Campus:

Attendance is mandatory:

- Any absence either in class, projects, tests and exams must be justified and approved by the Students Affairs Department;
- Any delay exceeding 10 minutes in a course is considered absence;
- The absence due to illness must be justified within 48 hours;
- The number of medical certificates shall not exceed two (2);
- Students who register three (3) absences in a course or were absent during exams will have a failing grade F;
- Student with 3 F during one academic year will be reviewed by the academic committee for a decision of probation

Online Campus:

Attendance is mandatory, students are expected to log in to their classes at least twice a week to be considered in attendance.

Special instructional activities may be scheduled at specific times convenient to both students and faculty members.

A student who does not attend any of the classes for which he/she is registered in a term will be administratively withdrawn from the University.

A student who has been absent in a class due to mitigating circumstances should contact the professor for additional time to complete coursework.

EVALUATION AND GRADING

Professors will evaluate student performance for their classes and assign a grade accordingly.

Exams and continuous evaluations

To evaluate its students, IUL adopts the continuous monitoring system, which means that the student should:

- Attend classes, work on practical exercises and case studies;
- Do individual and group researches;
- Pass midterm, final exams, and/or projects for each course.

COURSE SATISFACTORY PROGRESS

Undergraduate: The **D** grade, an average of 60% is the minimum satisfactory grade in a class. Obtaining an F grade; an average of less than 60% will require the student to retake the course.

Graduate and Doctorate: The **B** grade, an average of 80% is the minimum satisfactory grade in a class.

GRADUATION AND COMMENCEMENT

Only students who have satisfactorily completed all academic and financial requirements in the will be considered for graduation.

Awarded degrees and requirements are the following:



- Bachelor of Business Administration: Student finished his 120Cr program, has a CGPA above 2.0 and has financial clearance.
- Master of Business Administration: Student finished his 48Cr program, has a CGPA above 3.0 and has financial clearance.
- Doctorate of Business Administration: Student finished his 60Cr program, has a CGPA above 3.0 and has financial clearance.

The University approves graduations in December and June with the annual commencement scheduled for end of June. Students, who graduated before June are still invited and encouraged to participate in the annual commencement. The graduation date on a student's diploma is always the date that the university approves for his or her graduation.

President and other noteworthy speakers. Students must be within nine credits of completing all requirements by the end of the winter quarter to be considered for participation in spring commencement exercises.

ACADEMIC RECORDS

Semester Grade Reports: grade reports may be accessed online through "SIS" IUL Student Information System.

- President's List: Matriculated students who achieve a grade point average of 4.00 with a minimum of 12 academic credits qualify for the President's List.
- Dean's List: Matriculated students who achieve a grade point average of 3.50 or better with a minimum of 12 academic credits qualify for the Dean's List.

Transcript Requests: Official or unofficial transcripts may be requested online.

Official Transcripts will be stamped: "Official in Sealed Envelope." If the envelope is opened, the transcript is no longer official. Official transcripts will not be issued to students with an outstanding financial obligation with the University. Various delivery options are available.

Unofficial Transcripts can be downloaded and printed online, the student needs to log in and access their home page in the "SIS".

Transcript Processing Hours: Monday-Friday 10:00 am to 3:00 pm Eastern Standard Time. All rush requests received after 3:00 pm will be processed the next business day (Excluding holidays). Please note that there is a fee for transcripts.

Technology Requirements

Students studying online will need: a) A reliable computer running preferably Windows 7 (or higher) or Mac OS X 10 (or higher) and speakers. b) Sufficient Internet connection and a compatible browser.

Time Management & Communication

Being a successful online student requires self-motivation, structure, consistency and communication. Some helpful tips have been outlined below to help you stay active, and on path to complete your program.

1. Know what is required – Look at your weekly assignments at the beginning of the week, rather than at the end of the week. Knowing the scope of your assignments will allow you to set aside the appropriate amount of time to complete it.



2. Stay Connected – Checking your student email account, and logging into IUL eLearn on a daily basis are strongly recommended. This will ensure you catch any updates or announcements from your instructor or IUL. This will help you avoid surprises and late-night cram sessions.
3. Speak up! – If you find you are falling behind, or struggling to grasp the material, don't be discouraged! Reach Out to your instructor or success coordinator, and they will either provide further assistance, help you schedule tutoring, or point you to other supplemental resources that may help you. If you have family or work responsibilities that are hindering your progress, please communicate that to your instructor and success coordinator so they can help you develop a plan to help you maintain your progress or catch up if necessary.

ANTI-HAZING POLICY

International University of Leadership has an absolute prohibition on hazing. Hazing is defined as an action or situation created on or off campus which recklessly or intentionally harms, damages or endangers the mental or physical health or safety of a student for the purposes, including, but not limited to, initiation or admission into or affiliation with any organization operating within the University. Hazing includes, but is not limited to:

- Pressuring or coercing a student into violating University rules or local, state or federal law,
- Any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced/encouraged consumption of any food, liquor, drug, or other substance, or other forced/encouraged physical activity that could adversely affect the physical or mental health or safety of the student,
- Any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced/encouraged exclusion from social contact, forced/encouraged conduct that could result in extreme embarrassment, or forced/encouraged activity that could adversely affect the mental health or dignity of the student,
- Any other activity which is inconsistent with the regulations and policies of the University.

It is not a defense to a charge of hazing that:

- The consent of the victim had been obtained;
- The conduct of activity that resulted in the death or injury of a person was not part of an official organizational event or was not otherwise sanctioned or approved by the organization; or
- The conduct or activity that resulted in death or injury of the person was not done as a condition of membership to an organization.

STUDENT INTEGRITY AND HONESTY POLICY

International University of Leadership considers academic honesty to be one of its highest values. Students are expected to be the sole authors of their work. Use of another person's work or ideas must be accompanied by specific citations and references.

On joining the University academic community, students are expected to embrace the tenets of liberal learning – critical thinking, intellectual exploration, and academic honesty. Academic dishonesty, cheating, plagiarism, and other violations of academic integrity are causes for suspension or expulsion from the school.



Each incident will be reported in writing from the professor to the administration and may result in the following sanctions: First time: 1 semester Suspension, Second Time: Dismissal from the University. The administration office maintains a database of all offenses, including plagiarism, and a file of all charges.

CONFIDENTIALITY AND PRIVACY POLICY

IUL is responsible and accountable for protecting the privacy of students enrolled in its programs and as required by the Family Educational Rights and Privacy Act of 1974 (FERPA).

The purpose of our policy is to provide written procedures IUL takes to effectively provide this protection.

Procedures for Protecting Student Privacy

1. IUL protects the privacy of all its students through the strict adherence to the rules of FERPA. The official FERPA statement is available for student and public view through the IUL website. All IUL employees and faculty complete required annual training in FERPA rules and acknowledge by signing a Confidentiality Notice.

2. Students may wish to authorize consent to share student record information with another individual. In this case, a FERPA consent form must be on file and the person authorized consent may only access information by providing an assigned password. Consent only provides authorization to release information, not to take action on a student record. Students may also revoke the release of student record information.

3. IUL students are assigned a secure, individual Student Identification Number (SID) and password upon enrollment. These assigned identifiers are used to access the IUL e-campus IUL Learning Management System (LMS), to complete coursework and SIS Student Portal to access grades and related information. Students who contact the University by phone, chat or email must provide this information and a second source of personally identifiable information in order to discuss matters pertaining to their student record. Students may refer to the Student Identity Verification Policy to learn more.

4. Information contained within the IUL Student Information System (SIS) is also viewed as sensitive, personally identifiable information and the University makes reasonable efforts to ensure all information contained within is secure from modifications or deletion by unauthorized personnel. In addition, employees who do not have a vested interest to perform a relative job function are not granted access to information contained in the SIS. Servers containing the SIS are located in a secure environment.

The Office of the Registrar is responsible for the privacy of all IUL student record information. Students who wish to discuss privacy of student records, FERPA, or wish to express concern may contact the office at Registrar@iulf.education or dial 407-801-5140.



SATISFACTORY ACADEMIC PROGRESS

Satisfactory Academic Progress (SAP) is designed to monitor a student’s progress through their program of study based on qualitative (cumulative grade point average) and quantitative (completion rate) achievement. In order to be considered to be making satisfactory academic progress toward a degree, a student must both maintain a minimum cumulative grade point average (CGPA) and a completion rate to ensure they can complete the program within one and half times the program length.

EVALUATION OF SAP

To determine if a student is making satisfactory academic progress, a student’s CGPA and completion rate are evaluated at the end of every semester after grades are posted (approximately 10 days after the end of the semester).

SAP CRITERIA

The minimum cumulative grade point average (CGPA) and completion rate required based on program and semester credit progression is as follows:

Undergraduate Programs

Semester Credits Attempted	Minimum Completion Rate (credits completed/Credits attempted)	Minimum CGPA
0 to 45	50%	2.0
45 to 90	67%	2.0
90 to 120/beyond	67%	2.0

Graduate and Doctorate Programs

Semester Credits Attempted	Minimum Completion Rate (credits completed/Credits attempted)	Minimum CGPA
0 to 18	67%	3.0
18 to 36	67%	3.0
37 or more	67%	3.0

Academic Warning for failure to meet SAP Criteria

At the end of each semester, if the student has less than the minimum acceptable cumulative grade point average and/or has not earned at least the percentage of attempted credits described in the chart above (required to complete the program within 150% of the program length), he/she will be notified and placed on Academic Warning for the following evaluation period (semester).

A student on Academic Warning continues to be eligible to receive financial aid funds scheduled. If a student fails to achieve satisfactory progress by the end of the warning period, the student will be dismissed from the program (unless the student files, and is granted, an appeal as defined



below). If the student regains SAP by the end of the semester, they will be removed from Academic Warning.

GRADING SYSTEM

Letter Grade	Quality Points	Meaning
A	4	Excellent
A-	3.67	
B+	3.33	
B	3	Minimum CGPA Graduate
B-	2.67	
C+	2.33	
C	2	Minimum CGPA Undergraduate
C-	1.67	
D+	1.33	
D	1	
D-	0.67	
F	0	Fail
I	0	Incomplete
P	0	Pass
W	0	Withdrew
X	0	Ongoing
NC	0	No Credit



GRIEVANCE POLICIES

ACADEMIC PROGRESS APPEALS, PROBATION AND ACADEMIC PLANS

ACADEMIC PROGRESS APPEALS

A student may appeal the University's determination of dismissal due to failure to re-establish satisfactory progress by the end of the warning period to the Chief Academic Officer (CAO) based upon extenuating circumstances. These might include the death of a relative, an illness of or injury to the student or other extraordinary situations. The student's appeal must be received on or before the first Wednesday of the first week of the new semester for the student to be eligible to register for the following semester.

The appeal must contain 1) an explanation of why the student failed to meet the SAP standards; and 2) a description of what has changed in the student's situation that will enable him or her to again meet the satisfactory progress standards. Supporting documentation must be submitted if applicable (i.e. Hospitalization).

The CAO will review the information submitted in the context of the student's entire academic record and notify the student of his or her decision within 48 hours. This decision is final. If the appeal is granted, then the student will be placed on probation for the semester. The terms may extend beyond one semester but must ensure the student will be able to complete the program within the maximum timeframe (1.5 times the program length) and with the required CGPA for graduation. A student on probation continues to be eligible to receive financial aid funds scheduled.

The student's progress will be evaluated based upon the academic plan. If the student is meeting the SAP standards, or he or she has met all the terms of the academic plan, the student will be eligible to remain in school. In all subsequent semesters, the student must again meet the SAP standards or the terms of the academic plan.

If the student fails to meet the terms of the academic plan at the end of any respective noted checkpoint of the plan, the student may be dismissed.

ACADEMIC PROBATION

Undergraduate

Students with a CGPA below 1.5 will be placed on probation. They will have one more semester to achieve the minimum standards required of 2.0. Students not meeting these requirements beyond the extra semester will be academically dismissed.

Students placed on probation will be notified in writing and will receive academic advising to assist them in grade improvement.

If the Office of the Registrar determines that it is ultimately impossible for a student to obtain the required 2.0 CGPA at the end of the maximum time frame the student will be academically dismissed and will not be permitted to reapply in the same program.

For students reentering in a different program, only courses that apply to the new program will be calculated toward their CGPA.



Graduate

Any student whose cumulative average has fallen below 3.0 will be placed on probation. The student will have two terms (equivalent of 4 months) to raise their CGPA to the required minimum of 3.0 and be taken off probation.

Failure to do meet SAP requirements will result in academic dismissal and students must reapply for admission according to the Reinstatement Procedures.

Procedure for Re-Establishing Satisfactory Academic Progress

A student who is placed on Academic Warning and re-establishes SAP at the end of the Academic Warning period will be removed from Academic Warning. A student who is placed on Probation and re-establishes SAP at the end of the Probation period will be removed from Probation.

The Effect on SAP for All Withdrawal, Incomplete, Repeated Courses, And Transfer Credits.

Withdrawals: If the student withdraws from a course during the first week for any given semester (e.g., student receives a grade of W for the course), the course credits are included in determining credits attempted for the purposes of establishing satisfactory academic progress completion rate. A withdrawal does not impact the CGPA.

Incomplete Grades: A grade of incomplete (I) is not an official final grade. An incomplete is counted in credit hours attempted; however, it is not included in the calculation of the GPA or total credit hours earned.

Transfer Credits: All accepted transfer credits count both as attempted and as earned credit hours for the purposes of establishing the satisfactory academic progress completion rate. In general, transfer credits may reduce the time to complete a degree program.

Repeated Courses: Students will only be allowed to repeat courses, as required by the University, due to academic problems or attendance violations. Undergraduate may take a course three times. Graduate students may repeat a course only twice. The higher of the two grades earned for a repeated course will be used in calculating the CGPA. Students who repeat a course will be charged the current tuition for the course and must assume the responsibility for all associated fees.

The effect on SAP for non-punitive grades and non-credit or remedial courses

IUL does not offer remedial courses. The grade assignment of "I" for transferring a course is a non-punitive grade that does not impact CGPA.

The effect on SAP when a student seeks to earn an additional credential

If a student seeks an additional credential, the credits and grades attempted in the original credential that apply to the new credential are included in the determination of a student's satisfactory academic progress, both in CGPA and completion rate, in the new program of study.

The effect on SAP for extended-enrollment status

A student who was withdrawn for failure to meet SAP standards and who is approved for re-enrollment by the University may choose to enroll without benefit of financial scholarships. The student may request a review of his or her academic record after any semester in which he or she is enrolled without receipt of financial scholarships. If SAP is re-established, financial scholarship eligibility may be regained for the subsequent semester of enrollment in the academic year.



The effect on SAP when student changes programs or is re-admitted to the same program

If a student is re-admitted into the University or changes their program of study, the credits and grades that are applicable to the student's current program of study will be included in determining the student's satisfactory academic progress and the appropriate evaluation level for the student. Students are not permitted to change programs of study unless they are meeting SAP requirements in their original program of study.

Re-entry for students dismissed due to failure to meet SAP

Students who have been dismissed for lack of satisfactory progress may apply to be readmitted into the same curriculum, as the class schedule permits, after one semester. A detailed plan for meeting SAP must be submitted and approved by the CAO prior to reentry. Submission of a plan for meeting SAP does not guarantee reentry and will be determined on a case by case basis.

ACADEMIC DISMISSAL APPEALS PROCEDURES

Within 10 business days of notification of dismissal, the student may appeal the decision by submitting a written appeal to the administration. The appeal should explain the circumstances that the student believes would affect his/her reinstatement.

The administration will review the student's appeal, the student's academic record, and the student's attendance record, and may call upon the student's instructors to determine relevant information.

Based on all the above, it will be decided if the student will be reinstated on an extended enrollment basis. The student will be notified in writing within 5 business days of the decision.

A student granted the opportunity to apply for readmission will need to address any outstanding balances and other obligations. If reinstated, the student will return on extended enrollment status.

In the case of unresolved conflict, the student can contact the Commission for Independent Education, Florida Department of Education, at 325 West Gaines Street, Tallahassee, FL, 32399-0400, toll free number (888)224-6684.

Reinstatement Procedures and Extended Enrollment Status

Students dismissed for failing to meet the satisfactory academic progress standards (all circumstances) may request continuance as an extended enrollment student. Upon approval, a student may take classes to meet the minimum satisfactory academic progress requirements.

To be reinstated to regular status, an extended enrollment student must seek to correct academic deficiencies by retaking courses they have failed. Once a student has met the minimum satisfactory academic progress standards, they may apply for reinstatement as a regular student. The reinstatement cannot begin any sooner than the first day of the next class period.

Students who are readmitted must repeat the last course in which they were enrolled and that resulted in their dismissal from the University. The decision to readmit a student rests with the CAO. A student dismissed from the University a second time is ineligible for readmission.



eLearning Offering Information

eLearning within International University of Leadership links the students to a global environment which is essential for our programs. Our university's commitment to molding leaders and entrepreneurs who are trained within a culturally diverse community and who possess the skills to enter an international setting is made possible through the recent explosion of distance education. IUL students are linked via distance education throughout the programming and ultimately through virtual team work within each course. As the work place begins to evolve into a blended work environment to include both face-to-face and online employee interactions, students from around the world enroll in International University of Leadership inspired to experience the blending learning environment. eLearning creates the virtual international classroom which supports the mission of the University.

As each student and professor joins IUL, they bring their individual strengths and backgrounds into the programs. Within the virtual walls of the university, students and professors initially are introduced to the vision of leadership. International leadership becomes the common thread that weaves through the tapestry of every experience within IUL. Whether it involves a professor who is a successful entrepreneur/leader or a graduate student who is just being introduced to the skills of managerial thinking, all become partners in their commitment to becoming global leaders of the future driven to explore innovative solutions to the world's problems.

The world's economic, education, and social problems must be the focus for the future so that communities around the world may remain committed to opportunity for all. This is the core spirit of the mission of IUL which pervades the organization far beyond a degree. It becomes a life long journey without borders.

IUL students trained in entrepreneurial leadership value the idea of making a meaningful contribution to the world, to seek multiple solutions and utilize opportunities and possibilities throughout the process. Dedication to not only improving each discipline but envisioning future possibilities across disciplines is at the heart of the mission of IUL. Graduates possess a drive to solve problems which bring communities around the world together. The mission of IUL is the stimulus to not only the programming within the graduates' studies, but it empowers the student to enter into the complexity of the world with the confidence that is needed to maximize solutions.

Professors at International University of Leadership will engage students interactively online stimulating their management, leadership and entrepreneurial development through projects to submit, case studies to develop or solve, research, and team work. Life experiences within the program allow the novice student to develop into an expert ready to face the world's challenges with pioneering problem-solving skills. The world and its need for innovative solutions to complex problems become the instructional materials for IUL students.

A description of the eLearning platform

Once a student is registered, their only necessary equipment is a personal computer, tablet or phone with internet access, a student can access the eLearning platform from anywhere in the world by login in at <http://campus.iulf.education>

To maintain privacy and security, each student is provided with a username and password which allows them to reach their own personal page within the system:



International University of Leadership
Online Campus

Welcome to your E-campus

To register for a class or to get more information
please contact AUL Administration at registrar@iulf.us or call us at 1-407-801-5140
Office Hours are:9-5 PM EST and Online:24/7.

To apply for the E-learning online Program
please click [here](#)

Login here using your username and password

Username
Enter your User name

Password
Enter your Password

LOGIN

Automatic Access Reset:Click [HERE](#)

Procedures for distribution of materials:

Once the students log in their personal page, and open their course, they can see different web tools they can use to study. The main one they will use is the documents & links tab which contains their downloadable syllabus, lectures, audio or video streams and any other relevant learning materials.

Students will follow their syllabus to organize their weekly studies and will use the assignments tab to review deadlines, download exams, submit homework, case studies, or projects and upload their work.

Special instructional activities may be scheduled at specific times convenient to both students and faculty members, in which case the announcement tab is the tool used by the faculty to give directions.

If a student has a question related to the course, they can directly post it in the discussion posts where both the professor and fellow students can respond so that everyone benefits from the answer. If a student has a question not related to the course they can directly email their professor through the address given in the syllabus, skype-chat through the campus or call them as disclosed in the syllabus.

For all other matters or concerns the student can reach out the webmaster through webmaster@iulf.education and for administrative issues admin@iulf.education or call the office during posted hours.

For technical issues with the platform, courses or downloads, students can first check the FAQ page in the platform, or they can email the technical support team with their concerns, as disclosed in the campus, they will get a response within a matter of hours if not immediate.

Examination and evaluation of student work

Each student project, examination, or paper will be evaluated by the appropriate instructor, and the instructor's response to or evaluation of each is sent to the student within a reasonable time, usually one week after regular assignments, and two weeks after end of class for finals. All students will have a secure access to the IUL SIS system, where they track their progress, check their grades and download unofficial copies of their transcripts.

All assignments should be uploaded by the students in the assignments page in the platform using their access, this option is very secure for the student, so they track their work and receive immediate notification once a grade or evaluation is posted by the faculty.



University eLibrary

As busy working professionals, our students and faculty members know how difficult it can be to travel to a distant library and match their schedules to library building hours. To accommodate student and faculty needs, International University of Leadership offers its library services online. This online distribution of information is well suited to the needs of today's "knowledge workers" and offers a functional version of the types of information systems our students and faculty will be expected to use throughout their careers.

The eLibrary with its collection of databases is available to all students and faculty, at any time and from virtually any location where an Internet connection is available through a safe and secure password protected login.

The electronic libraries provide students with the required level resources. Master level students have access to a more indepth eLibrary with enough resources exceeding the requirements of the baccalaureate level, pushing them to go further in their research and encouraging them to develop their intellectual quota. IUL has partnered with the Library and Information Resources Network, which meets all the above descriptions.



Processes and Procedures

The information provided within this section will assist you with various processes that a student may encounter while enrolled at IUL. For the official IUL policy governing each process, please visit the IUL Policy Webpage.

Proctored Exams

Every student at International University of Leadership must take few proctored exams (an exam under the supervision of a proctor) prior to graduation. Students that are taking a course that has a proctored exam must take it. A student cannot complete the course unless the required final exam is successfully completed. You may choose either an 'offline' proctor free of charge or online proctoring at home, using a webcam and a reliable highspeed internet connection.

If you intend on Procedures and instructions regarding proctored exams (“The Proctor Process”) are listed below. Students are strongly encouraged to carefully read and follow the Proctor Process in order to avoid any misunderstandings.

Process

Students taking online courses with a required proctored exam(s) must take their exam(s) at the scheduled time and day as disclosed by the administration. Students can travel to any of the locations where IUL Enrollment officers are present or virtually through Live Video Medium. Students choosing the virtual proctoring service must schedule it in advance with the Administration.

Any student with extenuating circumstances must contact their instructor, in writing, explaining their situation and supplying any needed documentation, no later than 2-3 days (unless directed differently by their instructor) before the scheduled exam. It is the instructor’s right to deny a student a make-up exam or the use of online proctoring.

Any student who requires a make-up proctored exam due to extenuating circumstances, must make arrangements with the eLearning director to take the exam on a different day and before the scheduled initial examination.

Online Proctoring Requirements

Students opting to use the online proctoring service must supply all of the required items. 1) State issued photo ID (i.e., driver’s license or identification card); non IUL student ID and credit cards are not allowed. 2) A reliable computer running Windows 7 (or higher) or Mac OS X 10 (or higher) and a web camera, microphone and speakers. 3) Sufficient Internet connection and a compatible browser. 4) A secure testing environment that includes a private room without other people present and no posted exam materials. 5) A mirror to show the testing environment.

Accommodations Statement:

Any student whose disability falls within the American Disabilities Act (ADA) and requires accommodations should contact the administration. Requests for accommodations should be submitted to the eLearning director within the first two weeks of the course. Once the accommodation letter is received, the eLearning director will insure that the appropriate onsite accommodations have been made for the testing. If the student has selected to the use of the online proctoring service, the same accommodations given for taking courses online will apply.



TRANSFER OF CREDITS POLICY

Transfer in: Applicants who have prior education at an appropriately licensed institution may transfer a maximum of credit-hours towards the degree requirements (Please check the Admission requirements for the appropriate number of credits allowed for transfer per program). The decision to award transfer credit is made by the Admissions Committee.

Transfer out: Students who wish to continue their education at other institutions must not assume that credits earned at the University will be accepted by the receiving institution. Transfer of Credits from IUL is at the discretion of the receiving institution, it is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

WITHDRAWAL

Withdrawal from a course

Before withdrawing from a course or from the University, a student should confer with an Academic Advisor and the Business Office.

Students need to complete a withdrawal form to begin the official withdrawal process. This procedure will enable the University to prorate the fees assessed based upon the official date of withdrawal (University Refund policy applies).

Students withdrawing or administratively withdrawn before the last day to withdraw without academic penalty will receive a grade of "W" (withdrew).

Failure to follow these procedures may result in a failing grade in the course.

Withdrawal from the University

When a student is considering withdrawing from the University, the student should first talk with the academic advisor, Registrar or the CAO. The student will be informed of the financial impact of withdrawal.

Withdrawal process

The withdrawal process begins when the student notifies the Registrar of his or her intent to leave the institution. At that time the student should complete the University Withdrawal Form.

Determination of withdrawal date

Notification Given: When a student discusses withdrawal and/or brings the withdrawal form to the Registrar, the Registrar will note that date as the "Official Notification" date of withdrawal.

Notification Not Given: If a student fails to complete the withdrawal form and leaves during a course or between courses for which he/she is pre-registered, the student will be considered to have withdrawn without notification and the last day of attendance will be used as the official withdrawal date. If a student has withdrawn, the student's registration for future classes will be cancelled and the student will be considered withdrawn from the institution as of their last date of attendance.

Student & Alumni Experience

Alumni Association

The IUL Alumni Association, or IULAA, is the official body comprising all of the alumni of International University of Leadership worldwide.

According to the Constitution of the IUL Alumni Association, any person who graduated from IUL is a member of the Alumni Association. Besides, any person who has made substantial



contributions to the welfare of IUL, its alumni or the IULAA may be awarded an honorary membership to Delta Mu Delta honorary Society after approval by the board of the association.

Honor Society

Recognizing your achievements

Students who attain high academic achievement at International University of Leadership may join the Delta Mu Delta Business Honor Society through membership with the chapter of “Mu Eta”. Mu Eta Chapter is dedicated to academic excellence in individuals committed to an exceptional standard of ethics and achievement within the Business field. Students who choose to join this society participate in a formal induction ceremony and receive ceremonial cords and certificates (Gowns are optional) that are worn during commencement.

Community Service

Community service has always been a priority at IUL, and students, staff, and faculty support numerous causes on a regular basis. The “IUL Caring-Giving Program” (ICGP) is the University’s social responsibility initiative that builds on IUL’s tradition of addressing important societal issues. Through this program, students, faculty, staff, and partners are committed to donating hours of hands-on service to the community and creating a community of care at each location and surrounding neighborhoods. It is a great way to get involved, meet new people, and help those in need.

Students have the opportunity to get involved with community organizations such as shelters, orphanages, elderly’ homes, schools, and libraries, as well as international organizations such as ISESCO, UNESCO, ROTARY CLUB and UNICEF.

Students should write a few words about their experience and share it through IUL newsletter.



POLICIES

1. Student Code of Conduct

The conduct expected from IUL students is consistent with its stated mission, goals, and philosophy.

A detailed code of conduct is available for download online in the university website.

Students should conduct themselves at all times in accordance with good taste and observe the policies and procedures regulations defined in the Catalog and the laws of the city, state, and national or international government. Unsatisfactory conduct includes unethical behaviors such as cheating on assignments or exams, plagiarizing material, submitting the same or essentially the same papers for more than one course without the consent of all professors concerned, misappropriating library materials, uploading any material to the e-campus without permission, and destroying or tampering with computer files or software.

Other violations include knowingly or intentionally helping another person violates any part of this policy. As a result of such behavior, students will receive a zero for the work and, depending on the particular incident, may fail the course. A written report will be issued to the Academic Coordinator, and a copy of the report will be placed in the student's folder.

If the violation is such that it tempers with the running of the course and/or the eLearning platform, student will be immediately dismissed from the University.

Code of Conduct: <https://iulf.education/student-code-of-conduct>

2. DISABILITIES

Students with disabilities who would like to request 504/ADA reasonable accommodations are expected to self-disclose. The purpose of the meeting is to review documentation of your disability, to discuss your disability in the context of your academic and nonacademic plans and, at your request, to assist you with arranging appropriate accommodations with your instructors and other university offices as needed. For more information, please contact the CAO for student academic resources to make an appointment.

3. Academic Freedom

International University of Leadership and the IUL community are committed to the principles of liberty and equality. The University recognizes that the members of this community must be able to express themselves freely and at the same time expect tolerance and respect from one another; both are essential to our mission. Indeed, meaningful exchanges cannot occur in the absence of respect and tolerance. Intellectual vigor is best sustained when the free exchange of ideas is carried on within an environment supportive of human dignity and self-esteem. With freedom should come the wisdom and the responsibility to think before one speaks.

For these reasons, the University condemns all forms of discriminatory interference with the exercise of the rights of an individual or of any group to which that individual belongs. Such abridgement of rights is particularly abhorrent when carried out by those who have power over the individual they are affecting—whether that power comes from an administrative, academic, or any other position on campus. On the other hand, the University does not believe the free expression of ideas can always take place without pain or discomfort either to those who speak, listen, read, or write. The intellectual process, by its very nature, can be distressing, but IUL does not necessarily regard actions that are distressing as violations of its codes of conduct.

In accordance, then, with the ideals of academic freedom, every member of the IUL community



should feel that he or she can enter into controversy without fear of being silenced or constrained. This community's commitment to the free exchange of ideas and pursuit of knowledge requires a wide range of protections for speech and expression, even when noxious or offensive. Belonging to this community, however, carries with it the responsibility of extending respect and openness of mind to others.

Responsibility of the University to Its Members

It is the responsibility of every member of the University to respect the rights and privileges of all others in the University as enumerated below.

1. Freedom of assembly, speech, belief, and the right of petition, including the right of petition to the appropriate university authority, in the event of an academic evaluation or classroom situation considered by the petitioner to be prejudiced or untenable.
2. Protection from discrimination and abuse:
 - a. International University is fully committed to a policy of equal opportunity and non-discrimination. The University does not discriminate on the basis of race, color, religion, national or ethnic origin, age, disability, veteran status, sex, marital status, sexual orientation, gender identity, or gender expression.
 - b. Also prohibited is any form of discriminatory harassment performed by a member or members of the University against any other individual or groups. Discriminatory harassment may include any action or statement intended to insult, stigmatize, or degrade an individual or group on the basis of the categories of discrimination listed in 2a.
 - c. Sexual misconduct, including, but not limited to, sexual harassment, sexual assault, sexual exploitation, stalking and retaliation, is prohibited.
3. The right of privacy in university residence halls. The living quarters of members of the University are private, and without an invitation from the occupant may not be entered unless an emergency arises involving the health or safety of the occupant; or for the enforcement of health or safety regulations; or in the event of a suspected violation of a university regulation, upon receiving permission from the vice president for student affairs; or, if for any other reason, upon 24 hours' notice to the occupant. Where two or more individuals occupy the same living quarters, permission to enter from one occupant does not permit the entering person to assume that he/she has entered the quarters of anyone except the person who extended the invitation. This provision does not restrict entrance by custodial personnel and personnel retained by the University to provide services at scheduled intervals.
4. The right to expect that communication between a student and a member of the university staff or faculty with whom the student has had a counseling relationship is confidential and without the consent of the student may be disclosed by the counselor only when the health or safety of an individual is jeopardized or when compelled by legal process. In an instance involving the health or safety of an individual, disclosure will be made only to individuals in a position to assist the counselor or to alleviate the danger. In no case shall the content of such communication constitute a basis for disciplinary action or be introduced as evidence before the university judiciary.
5. The right to enter into physician-patient or similar relationships with medical and other professional personnel of the University with the understanding and assurance that confidence will be maintained in accordance with the ethical standards of the professions.



6. The right to confidentiality of disciplinary records, which may be released to other than appropriate university personnel only upon permission of the student.
7. The right to abstain from performing acts and the right to be protected against actions that may be harmful to the health or emotional stability of the individual or that degrade the individual or infringe upon his/her personal dignity.

NOTE: This language is directed at all forms of personal harassment including the use or threat of physical violence and physical or nonphysical coercion.

8. The right to be protected by standards of justice and fairness in any proceedings with the University.

Note: Fair and reasonable treatment should govern the access to and administration of all university facilities and programs.

4. ALCOHOL AND OTHER DRUGS

International University of Leadership prides itself on being a community of responsible citizens. To this end, it is expected that members of the community will abide by IUL policies and local laws. We recognize that despite these laws, expectations, and standards, some people will illegally consume or possess alcohol or other drugs, and some will have medical, legal, and/or interpersonal problems as a result of their use. Moreover, even those of legal age may misuse alcohol and in so doing come into conflict with standards of community conduct.

It is therefore the purpose of this document to delineate clearly the university policy on alcohol and other drugs. This includes the University's regulations and many relevant laws, information regarding substance-free events, resources for those who have or are concerned about problems related to alcohol or drug use, and clarification about potential outcomes if found in violation of the university policy.

Standards of conduct

The University prohibits the underage and unlawful possession, use, or distribution of illicit drugs and alcohol by students or by employees on university property or while participating in any university-sponsored activity. The University will impose disciplinary sanctions on students and employees who violate the standards. Disciplinary sanctions that may be imposed on students include warning, disciplinary probation, community service hours, suspension, and dismissal. The University may also require a student who violates these standards to participate in a program of rehabilitation. Whenever the University determines that a student has violated one of the standards, it will consider as a possible sanction referral of the matter to law enforcement officials for prosecution. Although sanctions will vary according to the specific circumstances of the case, and greater or lesser sanctions imposed depending on these circumstances, it is nonetheless important for students to understand the potential consequences of violating the University's policies on drugs and alcohol.

Financial aid eligibility:

A student who has been convicted of any offense under federal or state law involving the possession or sale of a controlled substance will not be eligible to receive certain grants, loans, or work assistance from the time of conviction through a period of ineligibility.

The community standards board has provided the following information related to typical sanctions for students:



FIRST OFFENSE: For minor violations, the student may receive a disciplinary warning via a simplified procedure (pursuant to Section III. D. 3 of the Code of Non-Academic Conduct). For serious violations, the student may receive more severe sanctions.

SECOND OFFENSE: The student may receive a period of disciplinary probation and an educational assignment. As permitted by the 1998 Reauthorization of Higher Education Act, IUL may notify parents when a student is placed on disciplinary probation as a result of an alcohol/drug policy violation (generally this occurs as a result of a second offense or serious first offense).

THIRD OFFENSE: If such an offense occurs during the probationary period, the student may be suspended for at least one semester. If the offense occurs after the probationary period, the student may receive an extended period of disciplinary probation, an educational assignment, and community service.

Risks associated with alcohol use

Alcohol use is often viewed as being part and parcel of the college experience. Indeed, national data shows that approximately 80 percent of college students drink alcohol, and approximately 1,800 college-age students die each year from alcohol-related injuries.

Alcohol use on college campuses plays a direct role in several other harms, such as academic problems, physical assaults, sexual assaults, and unsafe sex. IUL is especially concerned with high-risk drinking because of the associated harms to the individual and the community and as such has defined high-risk drinking for educational and judicial procedures.

International university of leadership's definition of high-risk drinking

Nationwide studies have defined high-risk drinking, or "binge drinking," as four drinks for women and five drinks for men in a sitting at least once in a two-week period. However, the actual level at which this occurs can vary between individuals. The behavioral definition of high-risk drinking refers to drinking in a way that compromises the health, well-being, or safety of the individual or others, defies law and university policies, or disrespects the International University of Leadership community. The participation in a behavior listed in any of the categories below qualifies as engagement in high-risk drinking.

1. Compromising One's Own Health and Well-Being Being dangerously intoxicated or under the influence of alcohol or drugs leading to:

- b. A diminished ability to walk or stand
- c. Vomiting
- d. Loss of consciousness
- e. Verbal or cognitive incoherence
- f. Aggressive or violent behavior
- g. Intentionally mixing alcohol or drugs together when such use is contraindicated, including excessive amounts of caffeine
- h. Consuming an excessive quantity in a short amount of time
- i. Chugging
- j. Shots
- k. Utilization of a high-volume drinking apparatus
- l. Pregaming or prepartying
- m. Not knowing what is in your glass or leaving it unattended
- n. Drinking as an excuse for sexual activities

2. Defying Law and University Policies



- a. Operating a vehicle after drinking or riding with an intoxicated driver
 - b. Causing or coercing another person to ingest alcohol or any drug without that person's consent
 - c. Attempting to purchase or purchasing, possessing, or otherwise having control of alcoholic beverages under the age of 21
 - d. Non-compliance with the requirements of the Student Events Policy by a student organization
3. Disrespecting the International University of Leadership Community
- a. Possessing an open container of alcoholic beverage in public/common areas or on the grounds of the University, except at registered events
 - b. Engaging in hazardous or disruptive conduct, which may include:
 - Engaging in games or other potentially dangerous behaviors or encouraging others to do so
 - Damaging or destroying university property or another person's property
 - Engaging in physically or verbally abusive behavior

Health risks associated with illicit drug use

Similar to alcohol, someone who uses illicit drugs on a regular basis is at increased risk for experiencing negative consequences (see "Risks Associated with Alcohol Use," above). These consequences can vary greatly depending on the substance, the quantity consumed, if it is combined with alcohol or other substances, and the frequency of consumption. Some consequences may include the following:

1. Mental and physical health problems, including lowered resistance to disease/illness; increased risk of ulcers, heart disease, and cancers of the liver, mouth, throat and stomach; and memory loss, anxiety disorders, phobias, and depression.
2. Increased risk of serious injury to self or others, due to fighting, sexual assaults, driving under the influence, homicide, and suicide.
3. Increased likelihood of engaging in unprotected/unsafe sex, due to impaired judgment which may result in unplanned pregnancy and/or infection with a sexually transmitted disease.
4. Increased engagement in other illegal activities, including vandalism, physical assaults, sexual assaults, driving under the influence, etc.
5. Increased likelihood of developing an addiction, particularly those with a family history of alcohol or another drug addiction. They are at least four times more likely to develop an addiction.
6. Increased likelihood of death. Drug use increases the odds of death from accidental or intentional drug overdoses as well as participation in other unsafe behaviors (e.g., driving under the influence).

Drugs, by definition, impact the body's physiologic processes by chemical means. These interactions may be unpredictable, especially when the constituents of drugs are partially unknown (as with street or club drugs), or of unexpected intensity as when prescription drugs are misused.

Such effects are especially problematic when drugs are mixed or combined with alcohol or with other prescription or herbal medications a student may be taking.

At best, such an outcome is frightening or uncomfortable; at worst it could lead to unintended effects as detailed above. In addition to these risks, there is the possibility of addiction to behavior patterns or physical addiction, both of which can yield devastating impacts on family, finances, health, etc.



5. GUESTS

International University of Leadership prides itself on fostering a safe and welcoming environment. Members of the university community are responsible for the behavior of their guest(s) while on university property. Host students are expected to properly register their guest(s) and ensure that the conduct of a guest(s) is lawful and in accordance with local, state, and federal laws as well as university policies. The right of a student to live in reasonable privacy and use their room for academic purposes takes precedence over visitation rights.

Host students should register any overnight guest(s) prior to or upon the guest(s) arrival to campus and provide all emergency contact information via the guest registration form located in the Electronic Portfolio. All guests under the age of 18 should submit the online visitation form no less than 48 hours before their scheduled visit and should present a signed copy of the parent agreement portion of the form upon their arrival to campus to Residential Life (before 5 p.m.) or to Public Safety any time after Residential Life hours of operation.

Guests should remain in the company of their host(s) at all times and should properly identify themselves upon request by a university official. A guest's failure to identify themselves or depart campus when directed to do so by a university official may result in a loss of visitation privileges. Violations of the guest policy could result in the loss of guest privileges and/or a departmental regulation violation for host students.



6. HAZING

Consistent with state law, national fraternal policies, and athletic conference guidelines, hazing is prohibited at International University of Leadership.

The term “hazing” shall mean any activity or method of initiation into any student organization, whether on public or private property, that could reasonably produce undue mental or physical discomfort, harassment, and ridicule or endanger the participants. An activity may be considered hazing regardless of consent or willingness to participate in the activity.

Consistent with the definition above, the following activities have typically been identified as hazing activities: use of alcoholic beverages or other drugs; paddling or branding; creation of excessive fatigue; physical or psychological shocks; quests, treasure hunts, scavenger hunts, or road trips; wearing of public apparel that is conspicuous and not in good taste; engaging in public stunts and buffoonery; degrading or humiliating games and activities; any other activities that are not consistent with university regulations and policies as well as local, state, and federal laws.

There are many activities in which members of student groups may voluntarily participate that foster camaraderie and team-building, promote unity and a sense of belonging, and build self-confidence and self-esteem. Examples of such activities include: attending pre-season or organizational training sessions; administering supervised testing for skills, endurance, or performance; sponsoring a skit night; wearing similar clothing as a symbol of unity; doing community service; completing a ropes course; and participating in a supervised group trip. Because it is not always clear which activities are acceptable and which constitute hazing, students are encouraged to consult with advisors, coaches, and/or student affairs and CAO’s office staff members in advance of the event. Community members who have experienced hazing or have information about an alleged hazing incident should consult with the University.



7. INFORMATION TECHNOLOGY

INTRODUCTION

The International University of Leadership Computer Usage Policy's purpose is to help ensure that all technology use fully respects applicable laws, the rights of the University and its community members. Consequently, the policy augments existing policies and principles (as represented in the Faculty Handbook), prospective students and alumni. This policy augmentation seeks to address the circumstances brought about by the use of technology which may affect underlying institutional policies, principles, and values.

PURPOSE

The purpose of university systems is to further the research, education, and administrative functions of International University of Leadership. To achieve this purpose, these policies intend:

- to ensure the integrity, reliability, and good performance of university systems;
- to ensure that the community of users at IUL operates according to the same conventions and values as the larger IUL community;
- to ensure that university systems are used for their intended purposes; and
- to establish sanctions and processes for addressing violations.

DEFINITIONS

- UNIVERSITY SYSTEMS include the computers, terminals, storage media, printers, networks, modems, phone system and related equipment, as well as data files or documents owned, managed, or maintained by IUL University. For example, university systems include institutional, departmental and faculty research systems, and general access computer
- facilities. Privately owned equipment is not a university system even if it is attached to the IUL network, unless that equipment is managed or maintained by International University of Leadership.
- A USER is any person, whether authorized or not, who makes use of any university system from any location. For example, this definition includes individuals who access university web pages, library facilities, prospective student/employee or research computers.
- A UNIVERSITY USER is a user with authorization to access a university system. University users include IUL students, faculty members, staff members, and alumni or alumnae with accounts on university systems. Levels of access and authorization will vary depending on the individual's role in the University.
- This access is available only for the semester in which it has been requested and must be renewed for the next semester. University users always take precedence over community guests. Guests may be asked to vacate a computer if others are not available.
- A SYSTEM STAKEHOLDER is a person responsible for the data and use of a system. The system stakeholder may be in a campus office, including human resources, registrar's office, or research lab.
- A SYSTEM ADMINISTRATOR is an individual with the authority to grant access to a particular system. This access is determined by system stakeholders across campus. Together with the system stakeholder, the system administrator is responsible for system security.



SCOPE

IUL's Information Technology Policies apply to all university systems and their use. For example, all use of IUL's network is subject to these policies.

Many university systems (IUL's websites, file servers, university e-mail services, individual research lab systems, etc.) sometimes have service-specific policies in addition to these institutional policies. Please refer to postings available with each system to identify all applicable policies.

The policies described herein are those that the University intends to use in normal operation of its facilities. This document does not waive any claim that International University of Leadership may have to ownership or control of any hardware, software, or data created on, stored on, or transmitted through university systems.

The use of university systems, even when carried out on a privately-owned computer that is not managed or maintained by the University, is governed by this policy.

USE OF UNIVERSITY SYSTEMS

Proper authorization

Use of non-public university systems is restricted to university users.

Appropriate use

University systems may be used only for their intended, authorized purposes. For example, privately owned computers may not host sites for non-IUL organizations across the IUL network without specific authorization.

Commercial use

Without specific authorization, activities using university systems for non-IUL commercial purposes are prohibited. This is not meant to restrict normal communications and exchange of electronic data consistent with the University's education and research roles that may have a financial benefit for an external organization. For example, it is appropriate to discuss products or services with companies doing business with IUL or to contribute to online forums discussing issues relating to commercial products. Inappropriate use would include activities such as using IUL-based website to run a personal for-profit business.

Contracts

All use of university systems must be consistent with all contractual obligations of the University, including limitations defined in software and other licensing agreements.

Record retention

Record retention should follow the guidelines of the General Counsel's Record Retention Policy, available online.

PRIVILEGES FOR UNIVERSITY USERS

Limited confidentiality

- System Administrators and Stakeholders make all reasonable efforts to maintain the confidentiality of systems and their data. However, limits and risks do apply to confidentiality, due, for example, to technical limitations, software bugs, and system failures. Systems administrators will take reasonable steps to inform university users of limits to confidentiality for their respective university systems. University users are expected to become familiar with those limits and risks of confidentiality in the university systems which they use and to manage their confidential data accordingly.
- Whenever possible and appropriate, ITS will attempt to notify Users of any unusual access to their data. There are, however, circumstances in which, following carefully prescribed procedures,



the University may determine that certain broad concerns outweigh the value of a users' expectation of privacy and warrant university access to relevant university systems without the prior notification of the university user.

The following conditions are examples of adequate cause for accessing data residing in the university systems without user notification:

- a. When necessary to identify or diagnose system or security vulnerabilities and problems, or otherwise preserve the integrity of the university systems;
- b. When required by federal, state, or local law;
- c. When the University has been informed that a violation of law or university policy may have taken place and inspection, or monitoring may produce evidence related to the misconduct;
- d. When required to preserve public health or safety.

Fair process

University users have the right to fair process in cases of discipline resulting from policy violations. See Enforcement Procedures, below.

RESPONSIBILITIES FOR ALL USERS

Personal account responsibility

Users are responsible for the security of their university system accounts and passwords. Any user changes of password must follow published guidelines for passwords. Accounts and passwords are normally assigned to single users and are not to be shared with any other person. Users are presumed to be responsible for any activity carried out under their university system accounts.

Unauthorized use

Users must not permit or assist any unauthorized person to access university systems. Non-public university systems may not be used by any non-IUL organization, for example, without appropriate authorization.

Security

Users must not defeat or attempt to defeat any university system's security, for example, by "cracking" or guessing user identifications or passwords.

Unauthorized data access

Users must not access or attempt to access data on a university system they are not authorized to access. Users must not make or attempt to make any deliberate, unauthorized changes to data on a university system. Users must not intercept or attempt to intercept data communications not intended for that user's access, for example, by inappropriate network sniffing, monitoring, or wiretapping.

Concealed identity

Users must not conceal their identity when using university systems, except when anonymous access is explicitly provided. For example, users must not masquerade as or impersonate others.

Denial of service

Users must not deny or interfere with or attempt to deny or interfere with service to other users by means of "resource hogging," distribution of computer worms or viruses, etc. Knowing or reckless distribution of unwanted e-mail or other messages is prohibited.

Uses of computer resources that may cause excessive network traffic or computing load are prohibited. For example, a user sending out thousands of e-mails which included a large attachment would seriously compromise the performance of the e-mail system.

Copyright

Users must observe intellectual property rights including, in particular, copyright laws as they apply to software and electronic forms of information. For example, illegal sharing of copyrighted music or video is prohibited.



External data networks

Users must observe all applicable policies of external data networks when using such networks.

Modification of data or equipment

Without specific authorization, users of university systems must not cause, permit, or attempt any destruction or modification of data or computing or communications equipment, including but not limited to alteration of data, reconfiguration of control switches or parameters, or changes in firmware. This rule protects data, computing, and communications equipment owned by International University of Leadership, or any other person or entity. "Specific authorization" refers to permission by the systems administrator of the equipment or data to be destroyed or modified.

Mobile devices

With the proliferation of privately-owned mobile devices including laptops, smartphones, and tablets, users need to remove any personal or institutional data before disposal or recycling.

Responsibility for content

Representatives of International University of Leadership publish institutional information in a variety of electronic forms. Such institutional information will normally be identified by a statement of the certifying authority publishing the information. A certifying authority is that university department or individual who certifies the accuracy of an electronic document and its appropriateness

For the conduct of university business. Examples of such data would be a university transcript, admission letter of acceptance, or w-2 tax form.

Users also publish information in electronic forms on iul equipment and/or over iul's networks. Iul has no intention or opportunity to screen such private material and thus cannot assure its accuracy or assume any responsibility for this material. Any electronic publication provided on or over iul equipment and/or networks which is not identified by

A certifying authority is the private speech of an individual user.

Threats and harassment

Users may not use a university system to threaten or harass any person. Upon request to university authorities, a user must cease sending messages or interfering in any way with another user's normal use of university systems.

Removal of equipment or documents

Without specific authorization by the owner or system administrator, users must not remove any university-owned or -administered equipment or documents from a university system.

Unauthorized computer equipment

Without specific authorization by the system administrator, users must not physically or electronically attach any foreign network device including, but not limited to routers, hubs, or wireless access points to the university system.

Violations

Users must not conceal or help to conceal or "cover up" violations by any party.

Users are expected to report any evidence of actual or suspected violation of these policies to the systems administrator of the facility most directly involved. In case of doubt, the report should be made to the vice president for information technology.



UNIVERSITY RIGHTS

Personal identification

Users of university systems must show identification including university affiliation upon request by a system administrator or other university authority.

Access to data

Users must allow systems administration personnel access to data files on university systems for the purpose of making backups, diagnosing systems problems, and investigating policy violations.

Oversight authority

University staff are authorized to investigate alleged or apparent violations of university policy or applicable law involving university systems using whatever means appropriate.

Enforcement procedures

Systems administrators are authorized by the university to investigate policy violations and apply temporary reduction or elimination of access privileges while the matter is under review. These temporary sanctions may apply to computing accounts, networks, university-administered computing rooms, and other services or facilities. When a systems administrator believes it necessary to preserve the integrity of facilities, user services, or data, he or she may suspend any account or limit account privileges, whether or not the account owner (the user) is suspected of any violation. The system administrator will attempt to notify the user of any such action.

When informed of copyright violations by the copyright holders or their representatives, the university will comply with their requests to identify the individuals responsible and stop the illegal activity.

Depending on the role or status of the individual, authorization by the appropriate university office will be sought before any access to electronic data occurs. In the case of students, the vice president for student affairs would be consulted. For faculty, permission would be obtained from the vice president for academic affairs; and for staff, the appropriate university officer would be notified.

A university user accused of a violation will be notified of the charge and will have an opportunity to respond to the university disciplinary body appropriate to the violator's status, before a final determination of any penalty.

In addition to discipline by international university of leadership, users may be subject to criminal prosecution, civil liability, or both, for unlawful use of any university systems.

POSTERS, BANNERS, ANNOUNCEMENTS, AND OTHER FORMS OF COMMUNICATION

PURPOSE

The purpose of a university-wide policy on banners, announcements of events, and other forms of communication is to protect freedom of expression while encouraging respect for university property and the appearance of the campus. On the one hand, such a policy should promote the use of kiosks, bulletin boards, and other spaces provided within and without university buildings for announcement and informational purposes. On the other hand, it should recognize that permission to display items such as banners will be sought and guidelines for their timely placement and removal will be useful to students, faculty, and administrators. Academic departments and programs are encouraged to consider the following guidelines, and the example of the PAC (which designates a person responsible for responding to requests and/or events) in responding to requests affecting their buildings and spaces.

GUIDELINES

- Announcements of events and other forms of communication should be placed on kiosks, bulletin boards, and other appropriate areas provided by the University. Banners, posters, announcements, and other forms of communication are not permitted on buildings, structures, or



sidewalks. (Fire codes prohibit the placement of materials on the glass portions of doors and windows.) Defacement of university property in any form, including graffiti, is not permitted.

- Special permission to place banners, announcements of events, posters, and other forms of communication on buildings may be requested from the affected departments or programs, which are urged to designate a person to decide upon such requests. That person should consider whether the proposed location presents safety considerations that require the advice of the Office of Public Safety. In all cases, materials should be placed no more than 48 hours prior to the event and removed within 24 hours after it is held. The University does not permit banners on any building during Commencement.

The University Center, which plays a special role in campus communication, has developed a special policy to guide placement and display of announcements and other materials. Inquiries regarding that policy should be referred to the University Center director.

- Chalking on university property is prohibited.
- Unauthorized use of paint (washable or permanent) is prohibited everywhere.
- The University's non-discrimination and sexual harassment policies prohibit conduct that has the purpose or effect of substantially interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive work or educational environment. Messages that violate these community standards are not permitted.

Concerns about any posted messages should be forwarded to the vice president for equity and inclusion/Title IX officer. The vice president for equity and inclusion/Title IX officer will appoint a team who will review the posting in question, and the message will be removed if a reasonable person might perceive it to be intimidating, hostile, or offensive. The vice president for equity and inclusion/ Title IX officer will maintain a record of postings that are removed. When a posting meets the criteria for community notification, the vice president for student affairs will notify the campus community that the message has been removed.

POLICY PROHIBITING DISCRIMINATORY HARASSMENT & SEXUAL MISCONDUCT

IUL is an institution devoted to learning, openness, and the life of the mind. It follows that its character can be measured in part by the kind of human relationships built and sustained within this small but complex environment. IUL strives to be a community built upon mutual trust and respect for its constituent members: students, faculty, staff and those visiting or under temporary contract.

A community will flourish only to the degree that the virtues of mutual respect, generosity, and concern for others are maintained.

Therefore, it is vitally important that harassment and discrimination in all their forms not be tolerated. As noted in University Policy, members of the University community have the right to a safe and welcoming campus environment.

These policies and procedures apply to all College community members, and all members of the College community are responsible for being familiar with and abiding by them at all times.

IUL will not tolerate discriminatory harassment and/or sexual misconduct (whether it comes in the form of intimate partner violence, non-consensual sexual activity and sexual assault, sexual exploitation, stalking or sexual harassment) against students, faculty, staff, trustees, volunteers, and employees of any university contractors/agents.

In an ongoing effort to prevent sexual misconduct on the IUL campus, the University provides education and prevention programs for all members of the IUL community and pursues available administrative and/or criminal remedies for complaints of sexual misconduct as appropriate.



All acts of discriminatory harassment and/or sexual misconduct threaten personal safety and violate the standards of conduct—mutual respect, generosity, and concern for others—expected of all community members.

STATEMENT OF POLICY

IUL prohibits all forms of discriminatory harassment and sexual misconduct. IUL is committed to ensuring that each member of the university community has the opportunity to participate fully in the process of education and development. IUL strives to maintain a safe and welcoming environment free from acts of discriminatory harassment and sexual misconduct. However, when incidents occur, the University is committed to respond in a manner that provides safety, privacy and support to those affected.

INDIVIDUALS AND ENTITIES AFFECTED BY THIS POLICY

This policy shall apply to all individuals affiliated with IUL, including but not limited to students, faculty, staff, trustees, volunteers, and employees of contractors/agents. It is intended to protect the rights and privacy of the reporting party, responding party and other involved individuals, as well as to prevent retaliation or reprisal. Individuals who violate this policy may be subject to disciplinary or other corrective action.

This policy applies to anyone on the property of International University of Leadership and anyone present at IUL-sponsored programs or events.

SEXUAL RELATIONSHIPS

IUL University is committed to maintaining learning and work environments as free as possible from conflicts of interest, exploitation, and favoritism. Where a party uses a position of authority to induce another person to enter into a relationship, the harm both to that person and to the institution is clear. Even where the relationship is consensual, there is significant potential for harm when there is an institutional power difference between the parties involved, as is the case, for example, between supervisor and employee, faculty and student, or academic advisor and advisee.

All members of the university community must be aware that romantic relationships with students/subordinates are likely to lead to difficulties and have the potential to place faculty and staff at great personal and professional risk. Any member of the university community who participates in decisions concerning the person with whom they have or have had a romantic relationship creates the potential for conflicts of interest, exploitation, and favoritism in those situations. In the event of a charge of sexual harassment arising from such circumstances, the University will in general be unsympathetic to a defense based upon consent when the facts establish that a power differential existed within the relationship.

RIGHTS OF THOSE WHO REPORT POLICY VIOLATIONS

Those who report any type of discriminatory harassment or sexual misconduct, to a University employee will be referred to the Office of Equity & Inclusion / Title IX Office and informed of all their rights and options, including the necessary steps for each option.

The University will provide assistance to those involved in a report of sexual misconduct or discriminatory harassment, including but not limited to reasonably available accommodations and modifications for academic, transportation, housing or working situations as well as honoring lawful protective or temporary restraining orders.

SEXUAL MISCONDUCT SUPPORT SERVICES

Whenever the Title IX Officer or another employee receives a report that students, faculty, staff, trustees, volunteers, and employees of contractors/agents has been subjected to sexual misconduct, the Title IX Officer or other employee shall immediately provide the student, faculty



or staff member with contact information for and assistance in accessing and using campus, local advocacy, counseling, health, and mental health services.

Those who report being subjected to sexual misconduct shall be provided information about their right to notify law enforcement and receive assistance from campus authorities in making the notification.

PROCEDURES

Procedures for the investigation and resolution of complaints are specific for students, faculty, and staff and are outlined in respective handbooks. Each process provides an equitable and timely process for both reporting and responding parties.

ACCOUNTABILITY, INVESTIGATION AND RESOLUTION

In determining whether alleged conduct constitutes discriminatory harassment or sexual misconduct, the University looks at the totality of circumstances including the nature of the conduct and the context in which the alleged incident(s) occurred.

The determination that the conduct violates University policy will be made on a case-by-case basis using the “preponderance of the evidence” standard. Violations of this policy may lead to disciplinary action up to and including academic dismissal or termination of employment. The University will take immediate and appropriate corrective action based on the findings in each case as outlined in the respective handbooks:

- Student Handbook
- Staff Handbook/Human Resources Office
- Faculty Handbook

RETALIATION

Any individual subject to this policy who intentionally engages in retaliation may be subject to disciplinary or other corrective action as appropriate.



STUDENT RECORDS

CONFIDENTIALITY OF STUDENT RECORDS

It is IUL policy to keep the records of IUL students confidential. Information about students is shared within the University only as needed for legitimate educational purposes. In order to qualify as legitimate and educational, an interest must be related in a clearly discernible way to the conduct of the normal business of the institution, or to the educational welfare of the individual student, or of other students. If the interest bears exclusively on the educational welfare of students other than the one whose record is sought.

IUL will not disclose educational records other than “directory information” (see following) about students to people outside the University without the student’s written consent unless the disclosure is

1. compelled by law, a court of law, an emergency, or some other extraordinary circumstance;
2. is in furtherance of a legitimate educational interest;
3. is required by an accrediting agency;
4. or otherwise specifically allowed by FERPA.

For instance, should it be impractical to obtain a student’s prior written consent, the University may nonetheless send a transcript to a school to which the student has applied for admission. Whenever exceptional action is called for and as appropriate, an effort will be made to notify the student as soon as possible. As described, one exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the University has contracted (such as attorney, data service provider, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or a person assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

In accordance with the Family Educational Rights and Privacy Act and the federal regulations pertaining thereto, a record will be kept of requests from outside the University for personally identifiable non-directory information from a student’s record and of disclosures thereof that occur without the student’s consent. The record of access and disclosure will be available to the student for inspection. Such disclosures, whether made with or without the student’s consent, will contain a notice to the recipient that the information is being disclosed on condition that, except as allowed by the Act, it not be revealed by the recipient to any other party without the student’s consent. The disclosure, student notification, consent, and record keeping provisions of the Act are subject to exceptions provided for in the Act and other applicable law, including the USA Patriot Act. Per the USA Patriot Act, if a U.S. assistant attorney general, or similarly ranked federal official, obtains a court order relevant to a terrorist investigation, the law requires that an educational institution must turn over the requested records without the student’s consent and the institution cannot inform the student.

DIRECTORY INFORMATION

Disclosures of directory information may normally be made without the student’s consent.

Directory information includes the student’s name, local address, local telephone number, home address, IUL e-mail address, photo images, date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight of members of athletic teams, dates of attendance, enrollment status, degrees and awards received, and the most recent previous educational agency or institution attended by the student. A student who wishes to have directory information withheld must notify the Office of the Registrar in writing by the



first day of classes. Note that the instruction to the Office of the Registrar should be made at the beginning of each academic year and is valid for that year only.

ACCESS BY STUDENTS TO THEIR RECORDS

Students at IUL may have access to most of the information about them in their records. The exceptions include letters of recommendation received on a confidential basis and filed; letters of recommendation to which the student has specifically, waived access; private records made by individuals within the institution, which are kept in their sole possession and shared only with a temporary substitute; alumni records; financial information about parents; and employment information about students whose employment has not resulted from their status as students. Except as noted in the preceding paragraph, students may inspect and review the education records maintained by the following offices:

OFFICE OF ADMISSION

The information about students in attendance at IUL that has been collected by the Office of Admission during the admission process is transferred to the CAOs' Office when the student matriculates. The information that is transferred includes the secondary school record, standard test scores, letters of recommendation, information submitted by the student, and correspondence with the student.

OFFICE OF THE REGISTRAR

Maintains academic records of currently enrolled students. Maintains the CAOs' Office records of former students, except that upon graduation reports of disciplinary actions and other information not needed for the permanent record are destroyed. The registrar is responsible for the records.

INFORMATION TECHNOLOGY SERVICES

Information Technology Services (ITS) processes and stores information for the University. The security of the information while it is held at ITS is the responsibility of the director of information technology services. Access to the information remains under the control of the responsible person in the office that forwarded the information to ITS.

INSPECTION OF RECORDS

Students have a right to inspect their educational records. To inspect a record, a student should make an appointment. Students who, having inspected a record, wish to challenge its content because they believe it to be inaccurate, misleading, or otherwise in violation of their privacy rights, may submit the challenge informally to the person responsible for the record. If the results of the submission are not satisfactory to the student, he/she may ask the COO to review the challenge. If the decision is not satisfactory to the student, he/she may submit the challenge in writing to the president, whose decision is final. A student who challenges a record also has a right to prepare a statement in support of the challenge that will remain a part of the challenged portion of the record as long as that portion is maintained.

COMPLAINTS

Students who feel that their rights under the act have been abridged may file a complaint with The Family Policy Compliance Office, "Information" means personally identifiable data that includes (a) the name of the student, the student's parent or other family member; (b) the address of the student; (c) a personal identifier, such as the student's Social Security number; (d) a list of personal characteristics that would make the student's identity easily traceable; or (e) other information that would make the student's identity easily traceable.



The use of the following terms in this policy statement conforms to the definitions in the federal regulations issued pursuant to the Family Educational Rights and Privacy Act: act, attendance, directory information, disclosure, education records, financial aid, parent, party, record, student.

Other Information

A. Public Safety Department

International University of Leadership works continuously to maintain a safe environment for students, faculty, staff, and visitors. All members of the IUL community are encouraged to join in maintaining safe and pleasant places to learn, live, and work.

Students can help in several ways:

- Be aware of surroundings
- Do not leave belongings unattended
- Report unusual or suspicious behavior
- In the event of an emergency, contact local police (911)

B. Weather related Information

Living in Florida requires we be prepared for a wide range of conditions Mother Nature throws at us. From severe thunderstorms to Hurricanes, everyone must be prepared and know what to do if confronted with a weather emergency. The information provided in this section is designed to help you make good choices ranging from when it is safe to drive to when should I seek shelter from a storm.

It is everyone's responsibility to stay informed and alert to potential severe weather, however in the event Orange county requires closing of all buildings, we will notify all faculty, staff and students through Mass-email and text messages along a notice in the homepage of our website.

C. Fire Drill Procedures

Fire drills are held several times during the year for your protection. Please familiarize yourself with the detailed instructions posted in classrooms.

D. Insurance

The University does not carry insurance on students' belongings and is not responsible for loss or damage from any cause. Students should arrange for adequate coverage on personal policies.

E. Contact Information

Contact information for students must be current. Students can change contact information through the Student info tab on SIS. In order for students to change their name, legal documentation of the new name must be submitted to the Registrar Department with a request for modification.