



# **STUDENT HANDBOOK**

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**2023 – 2024**



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INTERNATIONAL AMERICAN UNIVERSITY

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LOS ANGELES MAIN CAMPUS

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# PART 1: GENERAL INFORMATION

## 1. Disclaimer & Changes in Policy

IAU reserves the right to make changes in its policies and procedures, and other information in the handbook as deemed appropriate and necessary. All changes will be communicated promptly to students, faculty, and staff. The handbook is prepared and revised as needed for the use of administrators, faculty, students, and staff. Suggestions regarding clarification or addition of topics are welcome. For questions, please contact IAU at (213) 262-3939 or [ssp@iaula.edu](mailto:ssp@iaula.edu).

This Handbook supersedes all previous Student Handbooks and memos that may have been issued from time to time on subjects covered in this Handbook. Information concerning University policies is subject to change from time to time. No handbook or website can answer all questions, and certainly cannot replace contact with the advisors who are ready, able, and willing to provide assistance in dealing with the academic programs and its requirements.

## 2. Mission Statement

International American University's (IAU) mission is to provide a positive learning and social environment where students, faculty, staff, and alumni can come together to build a campus community of collaboration, prepare students professionally, and promote ethical business practices according to Christian principles.

## 3. Objectives

To achieve its stated Mission Statement, IAU:

1. Offers an academically rigorous curriculum to meet students' educational and professional goals.
2. Employs a leadership team, qualified faculty, and administrative staff that provide appropriate student services to ensure student success.
3. Provides career development through various career services, which include professional development workshops, internships, and on-campus employment opportunities.
4. Continuously assesses, improves, and ensures the effectiveness of the University and its programs.
5. Creates a Christian community that is student-centered, and where all individuals are valued and diversity is embraced.

## 4. Educational Philosophy

Education is the preparation to live a good life, and this requires more than just societal expectations, it requires wisdom, understanding, and an underlying philosophy. Education helps the individual separate the wise from the unwise, the specious from facts, and understanding from wishful thinking. Education gives a person the ability to make a sense of like the learning skills that they can readily apply to all fields of human knowledge and everyday life. At IAU we add that we feel that it is important that our students have a biblical worldview and learn the wonders of the Christian faith.

IAU's philosophy on university education centers on critical thinking. The development of critical and analytical thinking is the key to the understanding and use of data and information. It is what allows the student to discuss and argue points of opinion and points of facts. It is the basis for the student's formation of independent ideas, as once these are formed, they can be written about and integrated with both similar and contrasting arguments and information.

1. In the university setting, students must achieve genuine literacy required to read and listen effectively and to be able to write and speak clearly and persuasively.
2. Students must think critically and creatively. As students attain perceptive analysis of what they hear, read, and see, they must learn to reason carefully and correctly and to recognize the legitimacy of intuition when reason and evidence are insufficient.
3. Students must gain intellectual flexibility and remain open to new ideas and concepts. They must have a breadth of mind to be willing to grow and learn, and be sensitive to others' views and feelings.
4. It is important that students consider Christian ethical perspectives, in order that they can understand their own values and discover the underlying ethical dimensions of many of the decisions they must make.
5. Understanding and practicing scientific methods is one of the cornerstones of a university education. This approach to knowledge forms the basis of scientific, social, and business research. It guides the formation, testing, and validation of theories, and distinguishes conclusions that rest on unverified assertion from those developed through the application of the scientific method.
6. Students must also develop a sense of the quantitative through mathematics, statistics, and accounting/finance in an increasingly technological society.
7. It is vital that students develop a sense of historical consciousness, so that they can view the present within the context of the past, appreciate tradition, and understand the critical historical forces that influence how society thinks, feels, and acts.
8. It is crucial that universities have students have an appreciation of the global context in today's contemporary world. By understanding the range of physical, geographical, economic, political, religious, and cultural realities that have a strong impact on world events and business, students will appreciate their own culture and the various cultures of the world.

## 5. Faith Statement

IAU subscribes to the following Faith Statement:

1. We believe that God eternally exists in three persons—the Father, the Son, and the Holy Spirit—having precisely the same nature and attributes.
2. We believe God, by the word of power, created from nothing the heavens and the earth and all that is in them. God further preserves and governs all creatures and all their actions according to God's most holy, wise, and powerful providence.
3. We believe that humanity was created in the image of God, good and upright, but fell from his state of innocence by voluntary disobedience of God.
4. We believe that salvation is entirely by the grace of God, apart from human works or merit, and that it is received through faith in Jesus Christ, who died for our sins.
5. We believe that there is a personal devil who seeks to tempt and separate people from God.
6. We believe the bodies of people, after death, return to dust and see corruption, but their souls, which neither die or sleep, having an immortal subsistence, immediately return to God who gave them.

IAU has a goal to be a vibrant Christian university that is committed to distinctively Christian beliefs, values and practices in accord with its mission and objectives. While the university is clear about its identity as a Christian university and its foundational convictions, IAU is intentionally committed to living out the faith and providing an example of Christian values and morality. IAU is strongly committed to guiding our students to become socially responsible, compassionate leaders by making an enduring impact on their communities.

IAU is an interdenominational university and embraces students of all faiths or no faith. The hope is to introduce Christian life and principles to those seeking a religious identity.

## 6. Values

The following represent the core values of IAU:

1. **Respect:** As God's creation, we respect everybody, unrestricted and without regard to origin, age, sex, status, or religion. People in all their diversity are gifts made in God's image and therefore worthy of respect. We show respect by being accountable to one another, giving and receiving praise as well as constructive feedback, and dealing with conflict in a direct manner. We show consideration through clear communications and punctuality. We acknowledge our differences and work together to complement our strengths and weaknesses. We honor one another by listening and communicating in an open, patient and sensitive manner. We encourage and value each person's input, ideas and perspectives.
2. **Gratitude:** Recognizing that every good and perfect gift is from above, we are thankful. Because these gifts come to us in both success and failure and because we know the redemptive power of thankfulness and joy, we reflect on our work and celebrate ALL that we are learning. We take time to recognize and mark God's good gifts that come to us personally and in our work together. We strive to create a community that provides a place for every person to use their God-given gifts well and recognizes the contribution of each person with gratitude expressed.
3. **Community:** We commit to listen, pray, speak, work, study, and struggle together. Our communion is local and global. We are fully present, accepting one another, giving each other the gift of who we are without imposing personal biases on others.
4. **Integrity:** We strive to be authentic in our words, emotions and actions. It remains a life-long target that we work on our integrity to keep it in line with our role model Jesus. We seek to be an honest reflection of God. We listen intently for God's direction and commit without excuse to pursue that path. We pursue truth with grace, holiness with mercy, and justice with compassion.
5. **Compassion:** To be charitable and merciful with other people, and ourselves, is clearly one of our key goals. Charity and sympathy can't be earned, it can only be given, and therefore we give it whenever necessary and possible.

In support of the IAU mission and vision, the University is committed to:

- Excellence as a standard for teaching, scholarship, creative expression, and service,
- Having students from all faiths or no religious affiliation contribute to the diversity of perspectives and experiences that are essential to our global education,
- A view that faith and reason as complementary resources in the search for truth and authentic human development,
- Provide staff, faculty and students with a stable and enjoyable work environment enriched by a culture of caring, respect, and open communication, and where learning is a humanizing, social activity rather than a competitive endeavor,
- Have a professional outlook that values innovation, ongoing self-assessment, creative, thinking, and a willingness to lead positive educational and social change,
- Encouragement of ethical values and behavior based on a Judeo-Christian foundation and professed in the Holy Bible,
- Focus on affordable, quality instruction including undergraduate and graduate programs that promotes life-long learning and the success of our graduates,
- Respect for a diversity of religions, cultures, ideas, and experiences of our staff, faculty, and students,
- Encourage scholarly pursuit and creative endeavors of students, faculty, and university staff,
- Collaborate with business, industry, the community, and governmental bodies to create affordable and accessible learning opportunities for students entering the workforce,

- Provide student-centered support services that are personal, responsive, and geared toward assisting students in achieving their educational goals,
- Have accessible, flexible, and appropriate technology in the delivery of our programs, services, and operations,
- Sustain the role of a good corporate citizen through community participation and support,
- Exercise integrity, fairness, tolerance, and professionalism in all our operations which support our mission and vision, and
- *Cura personalis*-care of the whole person with a connection between interior wisdom and exterior knowledge.

IAU will seek to consistently operate within the following guiding values:

- Celebrating the unity in Christ while embracing diversity of His people.
- Celebrating intimate community while embracing organizational growth.
- Celebrating intellectual growth while embracing spiritual development.
- Celebrating informality while embracing professionalism.
- Celebrating structure while embracing agility.
- Celebrating service while embracing significance.
- Celebrating trust while embracing accountability.

## 7. TRACS

IAU is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551; Telephone: 434.525.9539; e-mail: [info@tracs.org](mailto:info@tracs.org)] having been awarded Accredited Status as a Category IV institution by the TRACS Accreditation Commission on October 26, 2020; this status is effective for a period of five (5) years. TRACS is recognized by the United States Department of Education, the Council for Higher Education Accreditation and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE). For more information please visit <https://tracs.org>.

IAU is listed on the [Database of Accredited Postsecondary Institutions and Programs \(DAPIP\)](#). The accreditation database is brought to you by the U.S. Department of Education's Office of Postsecondary Education (OPE). DAPIP contains information reported to the U.S. Department of Education directly by recognized accrediting agencies and state approval agencies. The database reflects additional information as it is received from recognized accrediting agencies and state approval agencies. [DAPIP ID: 248466](#)

## 8. Contact Information

L.A. Main Campus Address: 3440 Wilshire Blvd., Suite #1000, Los Angeles, CA 90010, USA  
 L.A. Telephone: (213) 262-3939  
 L.A. Fax: (213) 262-5758  
 O.C. Satellite Campus Address: 17801 Cartwright Rd, First Fl., Irvine, CA 92614  
 S.D. Satellite Campus Address: 1807 Robinson Ave, Suite #201, San Diego, CA 92103  
 Website: [www.iaula.edu](http://www.iaula.edu)

Academic Affairs: [acd@iaula.edu](mailto:acd@iaula.edu)  
 Student Support: [ssp@iaula.edu](mailto:ssp@iaula.edu)  
 Student Services: [ssv@iaula.edu](mailto:ssv@iaula.edu)  
 Career Services: [csv@iaula.edu](mailto:csv@iaula.edu)  
 Admissions: [adm@iaula.edu](mailto:adm@iaula.edu)  
 Registrar: [reg@iaula.edu](mailto:reg@iaula.edu)  
 Tech Support: [tech@iaula.edu](mailto:tech@iaula.edu)  
 Writing Center: [wc@iaula.edu](mailto:wc@iaula.edu)



Library:	<a href="mailto:library@iaula.edu">library@iaula.edu</a>
Online Resources:	<a href="https://iaula.edu/tech-tools/">https://iaula.edu/tech-tools/</a>
LIRN Virtual Library:	<a href="http://www.lirn.net/accounts/login/?next=/services">www.lirn.net/accounts/login/?next=/services</a>
IAU Catalog:	<a href="http://iaula.edu/download/iau_catalog.pdf">http://iaula.edu/download/iau_catalog.pdf</a>
Student Handbook:	<a href="http://iaula.edu/download/HB-student.pdf">http://iaula.edu/download/HB-student.pdf</a>

## 9. Hours of Operation

IAU is open during standard business hours Pacific Standard Time (PST).

- Monday – Friday 8:30 A.M. – 8:00 P.M.
- Saturday – Sunday Closed

The holidays observed by IAU are as follows:

1. New Year's Day (January 1)
2. Martin Luther King, Jr. Day (third Monday of January)
3. Presidents' Day (third Monday of February)
4. Memorial Day (last Monday of May)
5. Independence Day (July 4)
6. Labor Day (first Monday of September)
7. Indigenous Peoples' Day (second Monday of October)
8. Veterans Day (November 11)
9. Thanksgiving (fourth Thursday–Friday of November)
10. Christmas Day (December 25)

## 10. Parking

Parking options are available for the main Los Angeles campus. Parking is free at our Orange County Satellite Campus in the main lot in front of the building. The recommended parking structures are not affiliated with IAU. While the parking lot is monitored during business hours, IAU cannot and does not assume liability or responsibility for vehicles or its contents while it is in the parking lot. Prices may change without notice.

### LOS ANGELES MAIN CAMPUS - DAY TIME STUDENTS

#### **OPTION 1: PARKING STRUCTURE @ 3440 WILSHIRE BLVD.**

Public Parking, Main Campus

6:30 AM - 2:30 AM = \$3 per 15 min (\$18 max.)

Security Service: 24 hr.

#### **OPTION 2: PARKING STRUCTURE @ 3611 WILSHIRE BLVD.**

Public Parking, St. Basil's Church

7:30 AM - 10:30 PM = \$6 flat all day

Security Service: 7:30 AM - 5:30 PM

#### **OPTION 3: PARKING STRUCTURE @ 3550 WILSHIRE BLVD.**

Public Parking

Arrive before 9 AM and leave before 10 PM = \$5 flat all day

Arrive after 9 AM - 10:30 PM = \$2 per 15 min (\$16 max.)

Security Service: 24 hr.

**NOTE:** Option 1 is located behind the building, entrance on Mariposa Ave. Options 2 and 3 are a block away from IAU and is less than 5 minutes walking distance.

## **LOS ANGELES MAIN CAMPUS - NIGHT TIME STUDENTS**

### **PARKING STRUCTURE @ 3440 WILSHIRE BLVD.**

Public Parking, Main Campus

5:00 PM - 10:00 PM: \$3 with validation. (\$4 without)

### **PROCEDURE:**

1. Obtain a ticket from the ticket machine at parking gate and park vehicle.
2. Following your visit to IAU, purchase your parking validation for \$3 at Office of ACCOUNTING or pick up your prepaid online validation at the Office of ACCOUNTING.
3. Return to your vehicle and insert the ticket and the validated ticket that you purchased at Office of ACCOUNTING.

## **POLICIES, PROCEDURES, & SERVICES**

### **11. Family Educational Rights & Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) of 1974, also known as the Buckley Amendment of FERPA, and California Education Code: 67100 ff, provide generally, that (1) the Student shall have the right of access to their educational records, and (2) educational institutions shall not release educational records to non-school employees without consent of the student. "Students" as used in this notice include former students.

### **12. Availability of Student Records**

Student physical records are maintained on-site for a minimum of five (5) years after departing IAU. Students have access to their own personal records during regular business hours upon reasonable notice, but access can only be had in the presence of a duty-authorized University representative. After 5 years, student records are digitized. Transcripts are kept permanently.

### **13. Rights & Access by Others**

The law provides that right of access to student records is available to authorized officials of State or Federal agencies when such access is necessary for audit or evaluation of educational programs supported by such agencies.

### **14. Student Services Purpose**

IAU has created Student Services to facilitate student life. IAU is dedicated to providing the best opportunities to you while on campus. IAU welcomes all students who need personal guidance to schedule an appointment with our staff to help guide them through their programs at IAU. Whether it deals with graduation, Form I-20 related issues, finance, or career advice, IAU staff are here to help! Please email Student Services at [ssv@iaula.edu](mailto:ssv@iaula.edu) to schedule an appointment for advising.

Our Student Services provides the following support services: Welcoming Services, Advising Services, F-1 Services (CPT/OPT), Writing Center, Library Services, Workshops, Internships, Computer Services , Tech Support, Graduation Services , Downloads Area, Events & Activities.

## 15. Housing

IAU does not have dormitory facilities under its control. Housing is the responsibility of the student. There are many apartments for rent within a 1 to 10-mile radius of IAU, and many are within walking distance. Single bedroom apartments may cost \$1,000 to \$1,600/month. Many families have rooms for rent from \$600 to \$800/month. For F-1 international students who wish to find housing near IAU, student services can assist with locating a local American homestay. IAU will publish housing options.

## 16. Use of Automobiles & Driving to Campus

Roads are marked properly. Road signs and traffic lights on the crossroad regulate traffic. Parking vehicles at the campus is allowed only within the instructed parking place. Roads for fire department and emergency, as well as all the gates must remain free.

## 17. Campus Safety & Emergency Procedures

These instructions refer to all IAU locations.

**Elevator Failure:** If you are trapped in an elevator, use the emergency telephone inside the elevator to call for assistance or press the elevator alarm inside the elevator to signal for help.

**Emergency Notification Procedure:** When you call 911 or any other emergency number to request emergency assistance, you will be connected to the Police Dispatch. Call from a safe location, remain calm and be prepared to give the dispatcher as much information about the emergency as you can (what the emergency is, where it is, if there are injuries and how serious, etc.) The dispatcher will ask questions so do not hang up until you are told to do so. The dispatcher may also give you instructions.

**Medical Emergency:** If you are injured or have a medical emergency, call 911 immediately if you are able. If you are unable to use the phone, verbally call for help. Anyone that hears you should summon help by calling 911. If you witness an injury or medical emergency, immediately assist the injured if it is safe for you to do so. Then call 911 as soon as possible from a safe location. Become familiar with emergency notification procedures.

**Evacuation Procedures:** A building occupant is required by law to evacuate the building when the fire alarm sounds. There may be instances where the building would be evacuated without a fire alarm sounding. When evacuating your building or work area:

- Stay calm; do not rush or panic.
- Safely stop your work.
- If safe, gather your personal belongings; take prescription medications with you.
- If safe, close your office door and window, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
- Pay attention to emergency staff for additional evacuation instructions.
- Proceed to the parking lot in front of the building and report to your roll taker.
- Wait for any instructions from emergency responders.
- Do not re-enter the building until the emergency responders instruct you.

**Fire Procedures:** A building occupant is required by law to evacuate the building when the fire alarm sounds.

- If you see a fire and the alarm is not sounding, immediately notify the fire department by pulling the hand pull at the alarm station. Call 911 from a safe location to provide details of the situation.

- If trained, able and safe (with a sure and safe exit), use a portable fire extinguisher to extinguish the fire. Evacuate if one extinguisher does not put out the fire.
- Otherwise, evacuate the building as soon as the alarm sounds. On your way out, warn others.
- Use stairs only; do not use elevators.
- Move away from fire and smoke. Close doors and windows if time permits.
- Touch closed doors. Do not open them if they are hot.
- Enter the building only when instructed to do so by emergency responders.

### **Earthquake Procedures:**

#### **Inside the Building:**

- Duck under the nearest sturdy object and hold onto it until the shaking stops.
- If you are not near a sturdy object, make yourself as small as possible and cover your head and neck.
- If you stand in a doorway, brace yourself against the frame and watch out for a swinging door or other obstruction.
- Avoid windows, filing cabinets, bookcases, and other heavy objects that could fall or shatter.
- Stay under cover until the shaking stops, then leave the building and go to the parking lot in front of the building. Report to your roll taker.
- If safe, before evacuating, stabilize any laboratory procedure that could lead to further danger. (Example: turn off Bunsen burners or electrical equipment.)

#### **Outside the Building:**

- Move away from trees, signs, buildings, electrical poles and wires, fires, and smoke.
- Protect your head with your arms from falling debris.
- Proceed to the parking lot assembly area. Report to your roll taker.
- Stay alert for further instructions.

### **Demonstration / Civil Disturbance Procedures:**

Most demonstrations are peaceful and if one is conducted near or in your building, carry on business as usual.

Avoid provoking or obstructing demonstrators. Should a disturbance occur, call the Police for assistance (sec. II). If protestors enter your building, let them. Try to carry on business as usual. If

the noise becomes too great, or the crowd too large, feel free to close and lock your office doors and/or windows - this is a departmental decision. Do not close your building unless the Police advise you to. If it becomes necessary to evacuate, follow directions from Police. Proceed to the parking lot and wait for additional instructions.

**Criminal or Violent Behavior:** Assist in making your work location a safe place by being alert to suspicious situations or persons and reporting them as outlined below. If you are the victim of, are involved in, or a witness to any violation of the law such as assault, robbery, theft, overt sexual behavior, etc. call Police (sec. II) as soon as possible. Follow notification procedures (sec. III-1). If safe, wait for Police to provide them with more information.

**Explosion or Bomb Threat Procedures:** A suspicious-looking box, package, object, or container in or near your work area may be a bomb or explosive material. Do not handle or touch the object. Move to a safe area and call the Police immediately. Use a telephone in a safe area. Do not operate any power switches, and do not activate the fire alarm.

#### **If there is an explosion:**

- Take cover under sturdy furniture, or leave the building if safe and directed to do so by emergency responders.
- Stay away from windows.
- Do not light matches.
- Move away from the hazard site to a safe location.
- If instructed to evacuate, use the stairs only; do not use the elevators.

#### **If you receive a bomb threat (via the telephone):**

- Stay calm and keep your voice calm.

- Pay close attention to details. Talk to the caller to obtain as much information as possible.
- Write down the date and time of the call.
- Take notes. Pay attention to details.
- Ask as many questions as possible:
  - a. When will it explode?
  - b. Where is it right now?
  - c. What does it look like?
  - d. What kind of bomb is it?
  - e. Where did you leave it?
  - f. Did you place the bomb?
  - g. Who is the target?
  - h. Why did you plant it?
  - i. What is your address?
  - j. What is your name?
- Listen to the caller's voice. See if you can identify:
  - a. Speech patterns (accent, tone)
  - b. Emotional state (angry, agitated, calm, etc.)
  - c. Background noise (traffic, people talking and accents, music and type, etc.)
  - d. Age and gender
  - e. Date and time of call
  - f. How threat was received (letter, note, telephone)
- Call the Police (sec. II) and relay the information from the bomb threat telephone call or bomb threat letter. Follow the Police's instructions.
- Check your work area for unfamiliar items. Do not touch suspicious items; report them to the Police.
- If you are told by emergency responders to evacuate the building, see "Evacuation Procedures" above.

**Fire Equipment.** Fire Equipment Tampering with any fire protection equipment, fire extinguishers or alarm systems are a violation of state law. Any pranks utilizing fire equipment or dangerously harmful substances may also be a violation of state law. Any person found to be in violation of these state laws may be subject to criminal fines and jail time.

**Buildings and Road Signs.** Any tampering with campus buildings or road signs poses a significant threat to the safety of people, in addition to the damage to property. Tampering with campus buildings or road signs may also be a violation of state law. Any person found to be in violation of these state laws might be subject to criminal fines and jail time. In addition to any potential prosecution resulting from the violation of these state laws, IAU may impose a fine, or administer disciplinary action in accordance with the Student Conduct Code.

**Identification of Strangers.** All students are urged, for their own protection and for the protection of other community members, to politely ask any stranger on campus to identify him or herself. Visitors who are uncooperative should be reported immediately to a staff member who will monitor the situation.

### **Security Tips**

1. Avoid walking alone at night and stay in well-lit areas.
2. Walk with a friend. It is less likely that something would happen if there are two of you.
3. Always lock automobiles when they are unoccupied.
4. Have your key ready to open your car door, especially at night.
5. Your keys can be used as a defensive weapon.
6. Look inside your car before entering; also check vehicle for possible break-ins. Assaultants sometimes hide in the back seat of a vehicle.
7. Always make sure that your apartment, office, or classroom door is locked if you are working or studying late. Remember to never prop doors open for someone else.

8. If you find a door unlocked that should be locked, immediately report this to a staff member.
9. Do not give your name, address, or other personal information (e.g., Social Security Number, credit card numbers, driver's license numbers) to strangers, either online, on the phone, or in person.
10. Keep money and other valuables locked in a secure place. Money should never be left unattended even in your room or apartment.
11. Record the numbers of all credit cards and bank accounts. Also keep the phone numbers of these companies or banks so that they can be notified if cards are lost or stolen.

## **18. Health Insurance**

Health insurance is recommended for international students enrolled in IAU. All international students on F-1 visas are recommended to have medical insurance for themselves and their dependents living with them. Although IAU does not mandate a specific Health Insurance Provider, IAU is partnered with ISO Health Insurance and GeoBlue International Health Insurance to provide international students with local and affordable plans.

## **19. Internships On Campus**

IAU offers unpaid on campus internships for students. For students with little or no experience, this may be a way to gain administrative and clerical experience. Working under the supervision of an IAU staff member, the student will be charged with clerical work, data entry, filing, etc.

## **20. Student Workshops**

IAU will offer free 1.5 to 2 hour Student Workshops throughout the year. Participation by students is voluntary. Professors are encouraged to offer extra credit for attendance.

There are three types of Student Workshops: Professional Development, Spiritual Development, and Informational. Professional Development workshops give a competitive edge to IAU's business students in obtaining internships and securing desired employment. Topics for these workshops vary from industry and career knowledge, organizational leadership panels, networking, and professional image enhancement. Spiritual Development workshops focus on student's personal development getting them closer to a connection with Jesus Christ. Informational workshops only focus on giving students information that they might find useful.

By applying themselves in the workshops, IAU business students will develop a balanced portfolio that reflects their academic, professional, and career readiness. A certificate of completion that can be added to the student's portfolio is presented to each attendee at the time of completion of Professional Development workshops, which can be a student's unique competitive advantage over other job candidates. Certificates will not be handed out for Informational and Spiritual Development workshops.

## **21. Career Planning & Placement**

IAU's programs do not prepare graduates for a specific occupation or employment and do not provide formal career planning services. All students are encouraged to speak with the staff, faculty, and instructors regarding career and professional planning. The institution will provide a list of employers who have contacted the institution offering employment opportunities. These postings will be made available on the public bulletin board or online in the student resources page.

**Information & Resources.** Through the Career Services, IAU will provide Career Assessment Tools, information about working in the U.S. for F-1 visa holders, job search engines, and resume writing resources, interview advice, job search engine resources, resume writing resources, and personal assistance.

**Job Board.** Also, the Career Services regularly updates employment opportunities to the job board and these opportunities are announced monthly.

## **22. SCORE Webinars, & Workshops**

SCORE is a nationwide, non-profit organization supported by the U.S. Small Business Administration (SBA) that is dedicated to educating entrepreneurs and small businesses to start, grow, achieve their goals, and succeed through education and mentorship.

The SCORE webpage contains information about the SCORE organization and how to sign up for SCORE webinars and workshops. SCORE webinar and workshop opportunities are announced through social media monthly.

For more information on career services, please email [csv@iaula.edu](mailto:csv@iaula.edu). Visit [www.iaula.edu](http://www.iaula.edu) for more information.

## **23. Student Government Purpose, Organization & Function**

The Student Council is made up of and organized by students who desire to serve their fellow students by developing and organizing programs that will enrich their educational, spiritual and social life. The Student Council functions within IAU to promote and support the interests of students. The council serves as a voice between students and the administration to allow for a free exchange of ideas about their life at IAU. Students work with an IAU staff member as a liaison to vocalize their opinions to IAU.

## **24. Student Clubs, Ministry, Social Outreach**

IAU encourages the formation of student clubs and organizations that will be beneficial to the students academically and emotionally. Friendship and fellowship among students can be soothing to the soul, promote a spirit of cooperation and camaraderie. Involvement in ministry and social outreach includes opportunities available through local churches and organizations in the area. Currently, IAU does not have any official student clubs.

## **25. Cultural, Educational, & Religious Opportunities**

IAU has chosen its home in Los Angeles, CA to give students the opportunity to explore various opportunities and experiences. The City of Los Angeles holds many distinctions. The diverse, multiethnic population of Los Angeles distinguishes the city as the cultural hub of the Pacific Rim. People from more than 140 countries, speaking 224 different identified languages, currently call Los Angeles home. Los Angeles does not have a majority population. Local churches in the area offer fellowship and services that students can join. With various museums and exhibits, Los Angeles is full of inspiring art and diverse cultural experiences. In fact, Los Angeles has more museums and theaters than any other city in the U.S., making it the perfect place to be immersed in arts and culture. To start, here are a few places located in Los Angeles, CA.

**Department of Cultural Affairs.** As a leading, progressive arts and cultural agency, DCA empowers LA's vibrant communities by: supporting and providing access to quality visual, literary, musical, performing, and educational arts programming; managing vital cultural centers; preserving historic sites; creating public art; and funding services provided by arts organizations and individual artists. Address: 201 North Figueroa Street, Suite 1400, Los Angeles, CA 90012, Phone: (213) 202-5500, Website: <http://culturela.org/>

**The J. Paul Getty Museum** seeks to inspire curiosity about, and enjoyment and understanding of, the visual arts by collecting, conserving, exhibiting, and interpreting works of art of outstanding quality and historical importance. Address: 1200 Getty Center Drive, Los Angeles, CA 90049, Phone: (310) 440-7300, Website: <http://www.getty.edu/museum/>

**LACMA (Los Angeles County Museum of Art).** Largest art museum in the West inspires creativity and dialogue. Connect with cultures from ancient times to the present. Address: 5905 Wilshire Blvd, Los Angeles, CA 90036, Phone: 323 857-6000, Website: <http://www.lacma.org/>

**VolunteerMatch** matches inspired people with inspiring causes. It's how volunteers and nonprofits connect to achieve remarkable outcomes. Website: <https://www.volunteermatch.org/>

**Immanuel Presbyterian Church's** core is Heart, History, and Hope in mid-Los Angeles, California, as part of Koreatown and the mid-Wilshire corridor. We are a warm and welcoming community with a diverse congregation from many nations, backgrounds, and origins, united by our journey to seek God, make a positive impact, and share the richness of life together. Address: 3300 Wilshire Blvd, Los Angeles, CA 90010, Phone: (213) 389-3191, Website: <https://immanuelpres.org>

**Archdiocese of Los Angeles.** The Cathedral serves as a "model Church for all Parish Churches" in the style and content of its liturgical celebrations. In design, art and furnishings, the Cathedral is rich in cultural diversity in a city in which Sunday Mass is celebrated in 42 different languages. 3424 Wilshire Blvd. Los Angeles, CA 90010, Phone: (213) 637-7000, Website: <http://www.la-archdiocese.org>



# PART 2: TECHNOLOGY RESOURCES

## **myIAU STUDENT PORTAL**

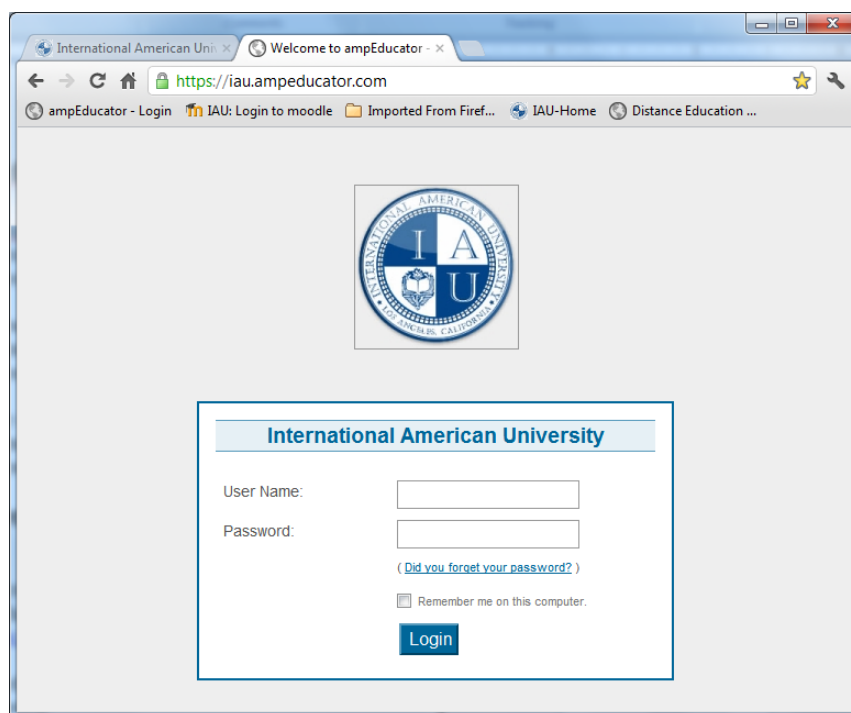
**myIAU** is an online resource we provide to students to track the classes they are enrolled in, grades, and financial balance. Your name, address, telephone number, email, and other personal contact information are stored within this system also.

Password protected, students can log-in to check on his or her progress on program completion, financial balance, or print unofficial transcripts. Students can also receive mass messages, general news, or announcements through this web portal.

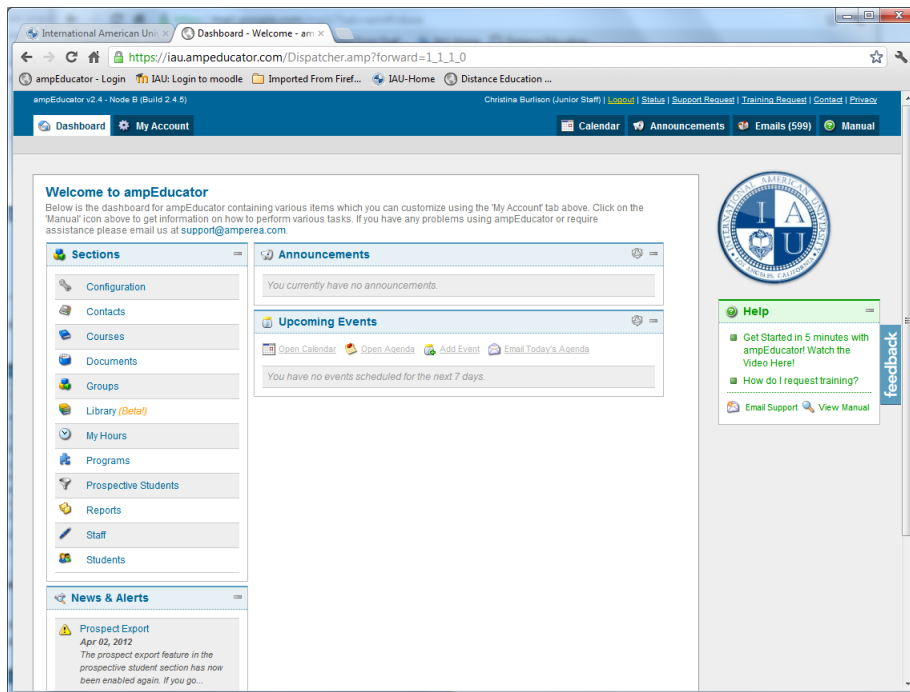
After each course, we will update your grades and notify you when they are ready to be viewed. For all payments, we will track how much you have paid as well as how much you owe to make sure you are always aware of your financial balance.

### **26. Accessing myIAU**

To access **myIAU**, visit IAU's website ([www.iaula.edu](http://www.iaula.edu)), click on the link at the top menu which reads **myIAU**. You will then log on using your user name and password provided to you by the IAU staff.

A screenshot of a web browser window showing the login page for the International American University's myIAU portal. The browser's address bar displays "https://iau.ampeducator.com". The page features the university's circular seal at the top center. Below the seal is a login box with the heading "International American University". Inside the box, there are fields for "User Name:" and "Password:", a link for "( Did you forget your password? )", a checkbox for "Remember me on this computer.", and a blue "Login" button.

Here you can access your course schedule, financial balance, print unofficial transcripts and more.



On your student profile page, make sure to verify your name, address, telephone number, email, and other personal contact information that is stored within this system. If you notice there is an error or you need to update the information here, please email [reg@iaula.edu](mailto:reg@iaula.edu):



# MOODLE

Moodle is a web-based learning environment that allows you to access your course materials online. At International American University we also refer to Moodle as **IAUonline**.

Moodle allows teachers and students to interact in a 'virtual classroom' in much the same way as in a standard classroom. The difference is that it can be done from any place in the world, at any time and with the resources of the Internet as support.

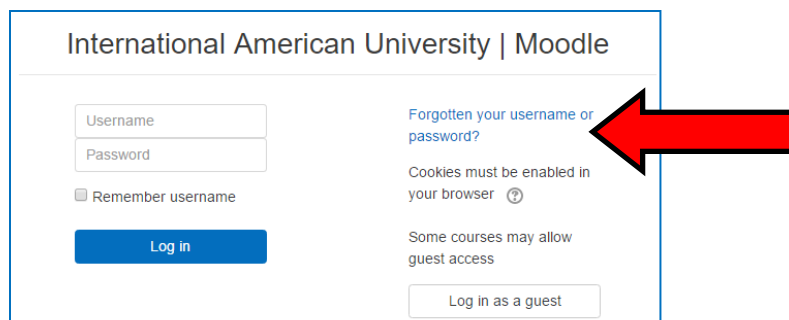
## 27. Log into IAUonline (Moodle)

You can log into Moodle through a web browser (such as Google Chrome or Mozilla Firefox) on any internet connected computer.

1. Open a web browser window and type in IAU's website: [www.iaula.edu](http://www.iaula.edu).
2. In the menu, at the top of the website, click the link **IAUonline**. You will be redirected to **IAUonline** | Moodle.
3. Enter your user name and password that was given to you by the IAU Staff and click on the *Log In* button.

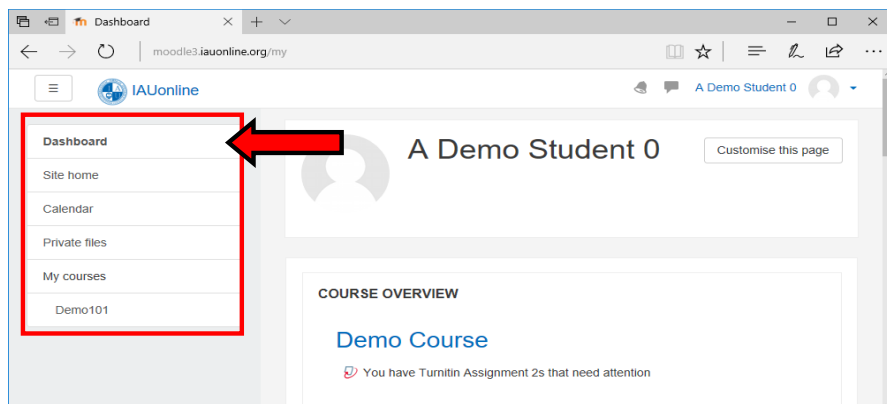
## 28. Recovering My Lost Password

At the login page, you can reset your password by clicking on the link **Forgotten Your User Name or Password** and follow the instructions. If you are still having problems, contact Student Support at [ssp@iaula.edu](mailto:ssp@iaula.edu).



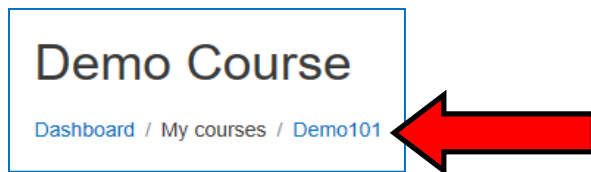
## 29. Navigation Drawer

After you have logged in successfully, you will see the Navigation Drawer at the top left which will help you navigate where to go throughout **IAUonline**.



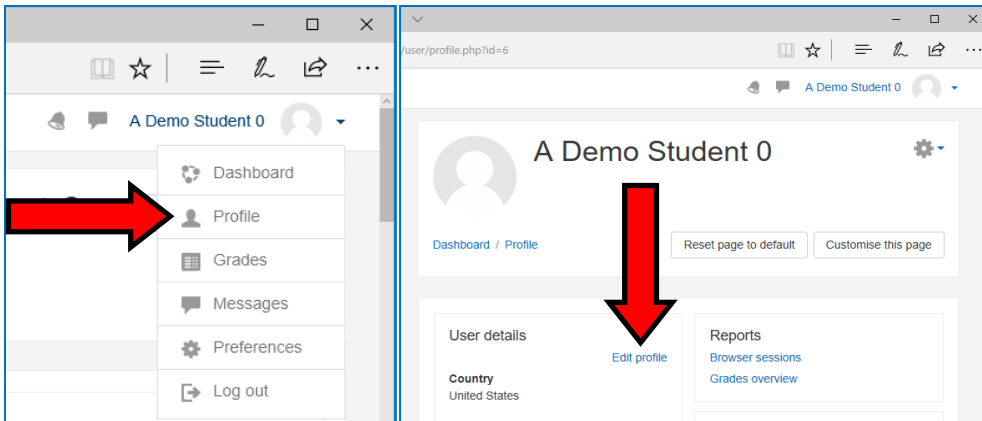
## 30. Breadcrumb Trail

The breadcrumb trail, aka navigation bar, is the row of links you will find towards the top of the site. The breadcrumbs show a user where they are in the site and are clickable links so you can jump to another page very quickly.



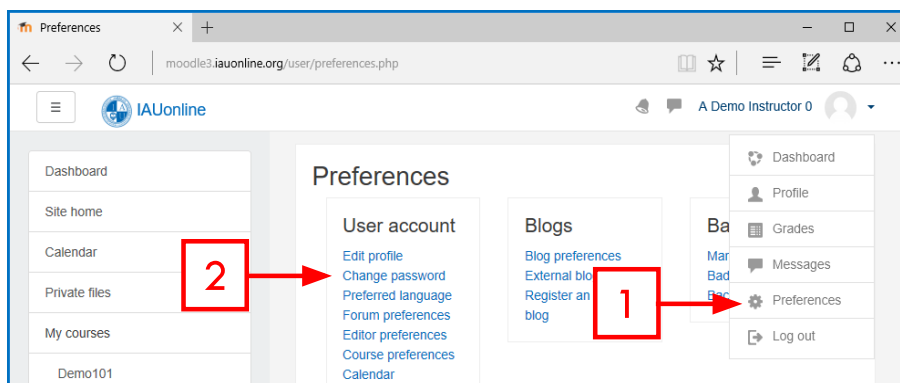
## 31. Edit My Profile

Go to the top right of the page, click your name to display the user menu, then click Profile or Preferences. You will be taken to a new page where you can edit your information by clicking Edit Profile. Make sure your email address and other details are correct so students can get to know you and contact you. You can also upload your picture or avatar.



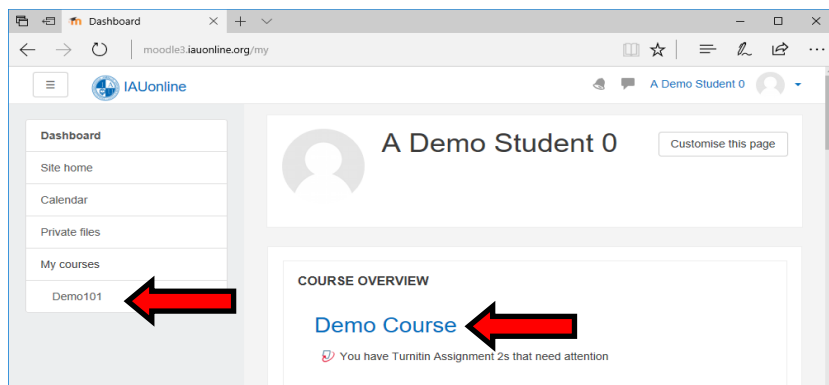
## 32. Change My Password

1. To change your password, go to the top right of the page, click your name to display the user menu, then click Preferences.
2. Under the User Account heading, click Change Password.



### 33. Access My Courses

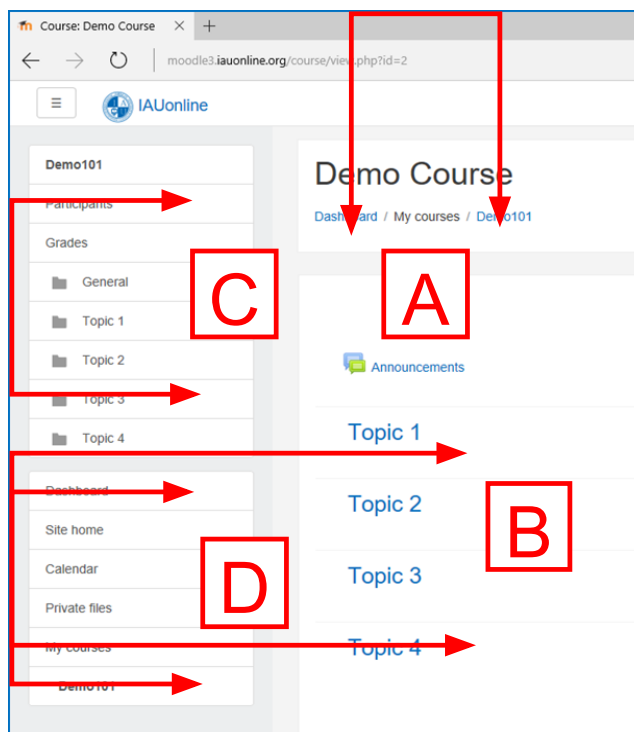
After logging in, you can access your courses on the dashboard page or through the Navigation Drawer under My Courses. If you do not see a particular course listed, it is likely that the IAU Staff has not yet enrolled you into it. If that is the case, contact [ssp@iaula.edu](mailto:ssp@iaula.edu).



### 34. Course Layout

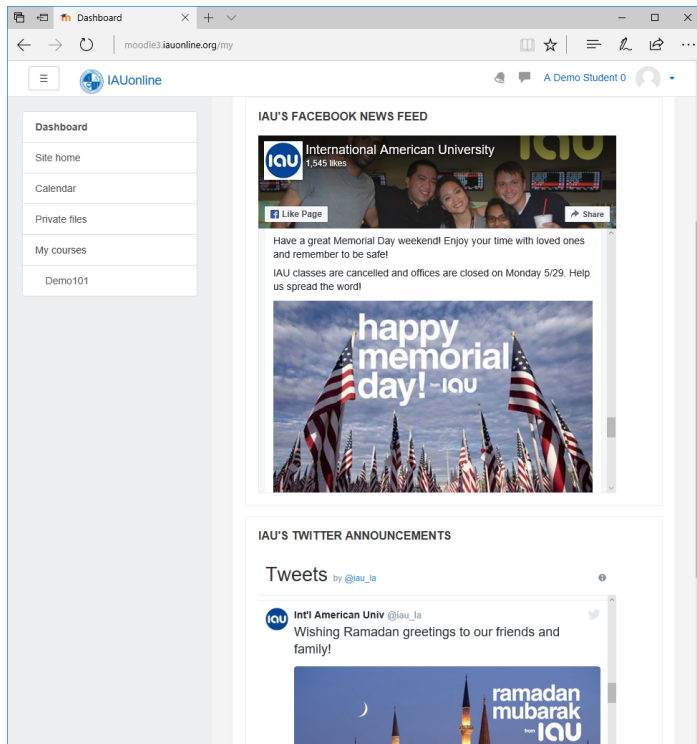
Below is an example of a sample course homepage.

- A. **Breadcrumb Trail.** Tells you where you are in the course.
- B. **Course Contents Area.** This consists of course sections divided into topics or weeks that contain course information, activities and resources.
- C. **Course Menu.** This block helps you navigate to different sections of the course.
- D. **Navigation Drawer.** This block allows you to access other parts of the site.



## 35. IAU's Facebook & Twitter News Feed

On the Dashboard, you will see 2 sticky blocks: IAU's Facebook & Twitter News Feed. These are here in all accounts so everyone can stay updated on IAU announcements, news and events without having to leave **IAUonline**.



## 36. My Private Files

Each user has a private files area for uploading and managing a set of files. To access this area, go to the navigation drawer and click Private Files. In this area you can create folders, drag and drop your files, or browse your computer to upload the files you want.

## 37. Send and Receive Messages

Teachers, students and other users may send and receive private messages via **IAUonline**/Moodle. This is in addition to receiving notifications about assignments, forum discussions etc.

1. Access your messages by going to the top of the screen and click the messaging icon for a drop down to appear.
2. Click the link New Message or See All to compose a message.
3. Search for a contact or type the name of a course to search for a person. Be sure the Contacts tab at the bottom is selected.
4. Select a contact and a message box will appear on the right.

## 38. Set Up My Message Alerts

Users can decide to receive message alerts via email from **IAUonline**/Moodle when online or offline.

1. Go to the top right of the page, click the messaging icon, click the gear icon to go to the Message Preferences.

2. Or click your name in the top right corner to display the user menu, click Preferences, click Message Preferences. From here you can turn on / off email notifications.

## 39. Submit an Assignment

This example will focus on submitting an assignment that requires you to upload a file. There are a variety of assignment types, be sure to read the instructions, or refer to your syllabus and/or instructor.

1. In your course, locate the assignment in your course and click on the link.
2. Click on the *Add Submission* button towards the bottom center of the page.
3. You can upload your document by dragging and dropping your file. Then click *Save Changes*.
4. When your assignment is uploaded, you will see your submission status as submitted for grading and under file submissions you should see your uploaded file.

## 40. Turnitin (Plagiarism Prevention) Assignment

Turnitin is a database operated by software designed to match text from other sources or literature found in Web content, previously submitted papers, and subscription-based journals and publications. Turnitin's intent is not to detect plagiarism, but to provide enough information through reports so that the individual can determine if a violation of plagiarism is taking place based on the originality report provided for each paper submitted.

There is no score that is inherently "good" or "bad" and this is where the individual must determine if there is a plagiarism violation. Moreover, 0% does not necessarily mean that everything is fine with the student's paper or assignment submitted and 99% does not necessarily mean that the student should fail. The individual will have to look at the report and decide what is wrong with the paper in correlation to what is being reported by Turnitin.

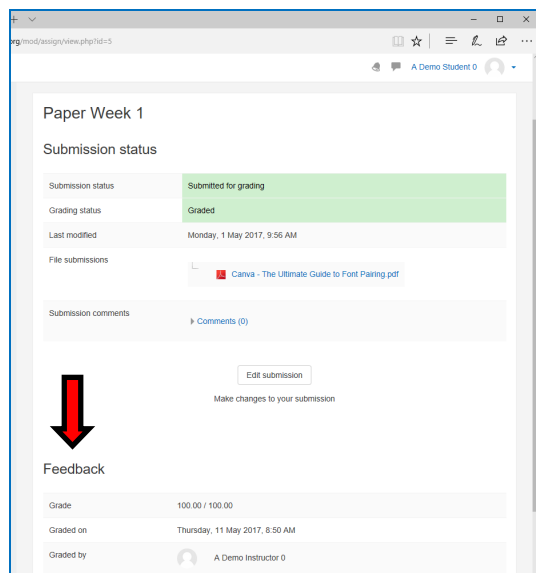
Or visit Turnitin's Student Training section on their website:

<https://help.turnitin.com/feedback-studio/turnitin-website/student/quickstart.htm>

1. Within your course locate the assignment and click on the link. A Turnitin assignment can be identified by their logo, the title of the assignment will vary by course.
2. Towards the bottom right click the link called *Submit Paper*.
3. You will be redirected to a new page to title and upload your document. Click *Add Submission* to upload your file.
4. When your document finishes uploading you will receive a digital receipt.

## 41. View My Assignment Grade







Within your course, click on the assignment you would like to see a grade. You will be taken to a new page where you can view your submission status, your grade and feedback comments the instructor has given.



## 42. View My Turnitin Assignment Grade

To view your grade, go back and click the assignment link to be taken to your submissions page. Here you can view:

1. Your submission title, paper id, submission date.
2. Similarity to other papers. In this example, 100% and a full red bar means your paper is 100% plagiarized.
3. Your grade out of 100 points.
4. Depending on your instructor, you can resubmit your paper.
5. You can download your paper.

My Submissions					
Part 1					
Title	Start Date	Due Date	Post Date	Marks Available	
 Turnitin Demo - File Upload Option Only (Part 1)				100	
Summary: Turnitin Demo – File Upload Option Only					
 Refresh Submissions					
Student	Submission Title	Paper ID	Submitted	Similarity	Grade
Student 1, A Demo	Paper Test	423245602	2/05/14, 10:14	100% 	13/100 
				Submit Paper	  --



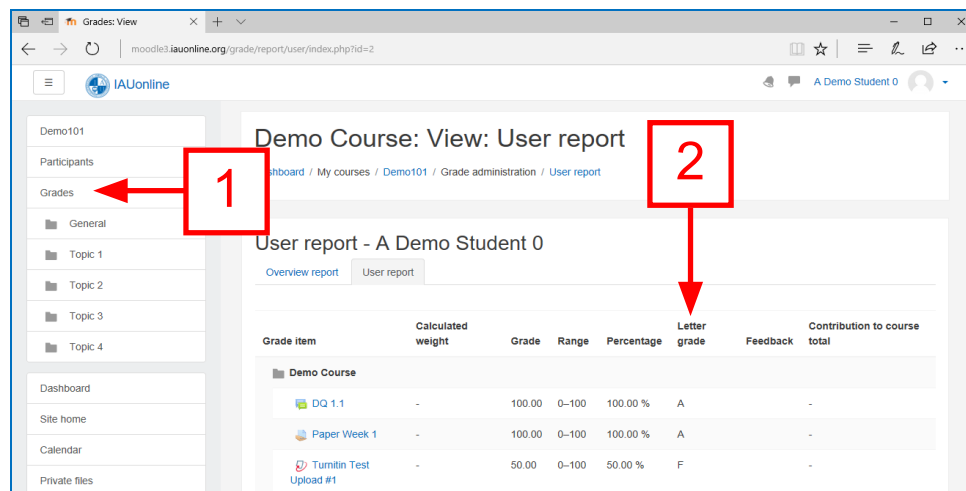


## 43. View My Course Grade | User Report

To view your overall grade and a listing of all your assignment grades you have in a course, log into **IAUonline** & access your course.

1. Within your course, find the Navigation Drawer and click *Grades*.
2. Your user report will list all the assignments / activities along with your grade.

**Note:** Depending on your instructor, it is possible instructors will keep a separate record of your grade that includes other assessments. Your grade seen here in Moodle may not be your final grade.



## 44. Overview Report

The overview report shows grades from all your courses. To view the overview report, go into one of your courses, click *Grades*, click the tab: *Overview Report*. You will be taken to a new page with a summary of your courses and grades.

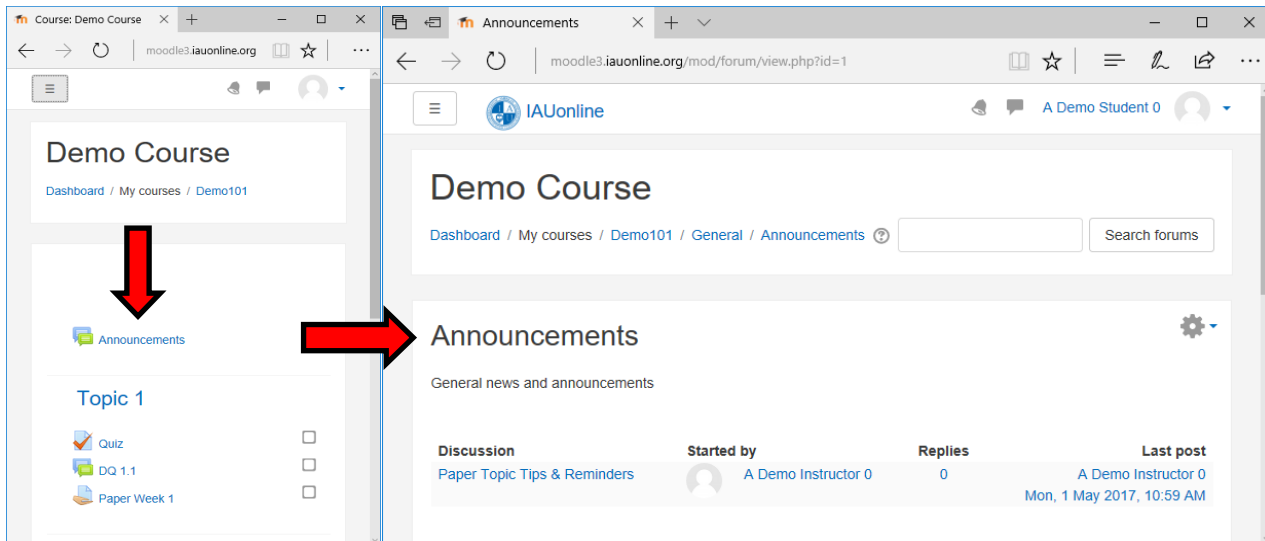
## 45. Take a Quiz

Quizzes can be made up with multiple choice, true/false, and essay questions.

1. Click on the *Quiz* link within your course. Then click on *Attempt Quiz Now*.
2. When you have reached the end of the quiz, you will be asked if you want to go back to change your answers (*Return to Attempt*) or submit your answers (*Submit All and Finish*). If you decide to submit, a pop up will ask you to confirm your submission.
3. You will be able to see review all the correct answers. When you are done reviewing, click *Finish Review* at the bottom left.
4. The summary page will show your scores. Depending on the course, you may be allowed 1 or more quiz attempts.

## 46. Announcements

The announcements forum is located at the top of the course page. Clicking on the Announcements link will show you a list of all the discussions posted. Only teachers and administrators may add and reply to posts. Click on a specific post and you can read the discussion.



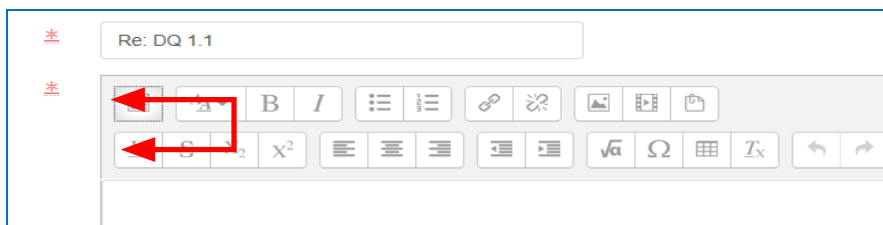
## 47. Discussion Questions (Forums)

Courses typically have Discussion Questions (DQ) which are also called Forums. To post or reply to a post in a Forum go to your course.

1. Click the *Discussion Forum (DQ)* link you want to post to. The location and name of this link will depend on your course. Normally each Discussion Question will have its own link.
2. Depending on the Forum set up, you can click reply to answer the DQ or click *Add a New Discussion Topic*.
3. Write in your response, then click the *Post to Forum* button at the bottom of the page. If you have successfully posted to the forum, you will see your post.

## 48. Text Editor

The Text Editor allows you to make formatting changes to your text like changing the font, color, adding bullets, indenting, etc. The text editor first appears with just one row of buttons. Clicking the top left icon will expand it to three rows.



## LIBRARY AND INFORMATION RESOURCES NETWORK (LIRN)

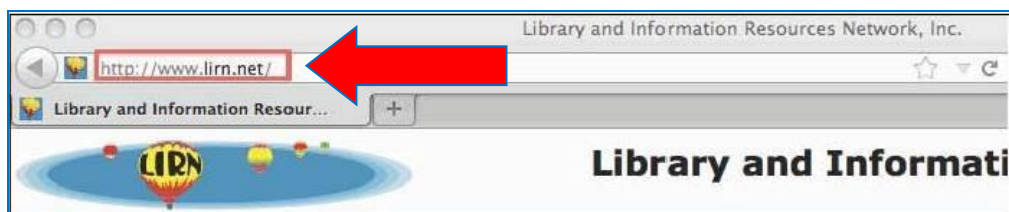
IAU's campus library exists primarily to serve the scholarly and research needs of the faculty and students of IAU. The library contains mainly specialized holdings in those subject areas relevant to the University's course offerings - business, management, and English.

Through LIRN, IAU's Online Library provides students with millions of peer-reviewed and full-text journal, magazine, and newspaper articles, e-books, podcasts, audio, and video resources to support their academic studies from various academic databases, eLibrary, Open Access Resources, and more. The online library and other resources are more than sufficient to meet the instructional needs for undergraduates, graduate students, and instructors. It allows students to meet their program objectives.

Email the Office of Student Support if you do not have your IAU username log-in.

### 49. Accessing LIRN

1. Open your web browser, and type [www.lirn.net](http://www.lirn.net) into the address box.



2. Next, select Databases from the navigation bar at the top of the page.



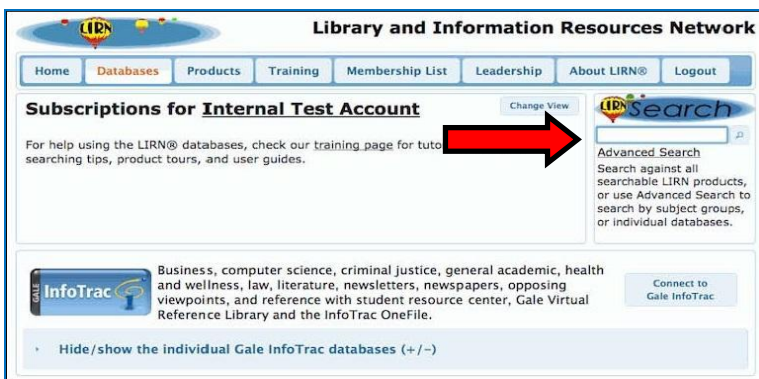
3. In the highlighted box, enter the LIRN access code as supplied by your librarian or faculty advisor, then click the Submit button.

A screenshot of the LIRN login form. The form has a title 'If you know the LIRN® patron identification number assigned to you by your institut'. Below the title is a text input field. Below the input field are two buttons: 'Submit' and 'Clear'. A red box highlights the input field. A red arrow points to the 'Submit' button. At the bottom of the form is the copyright notice 'Copyright © 1996-2012 Library and Information Resources Network, Inc.'.

4. The LIRN gateway page will be displayed, with a list of available resources, such as Gale Cengage, ProQuest, EBSCO, CREDO Reference, eLibrary, and more.

## 50. Using LIRNSearch

1. LIRNSearch allows you to search for content from all databases to which your campus is subscribed. For simple keyword searches, enter your search term in the highlighted box and click the search icon. For more search options, follow the Advanced Search link.



2. As the queries complete, the results will begin populating the page. On the left of the page, you will be able to control how the results are displayed, as well as apply filters to the results. When you find an article you wish to read, simply click on the title to view the complete full text or abstract.



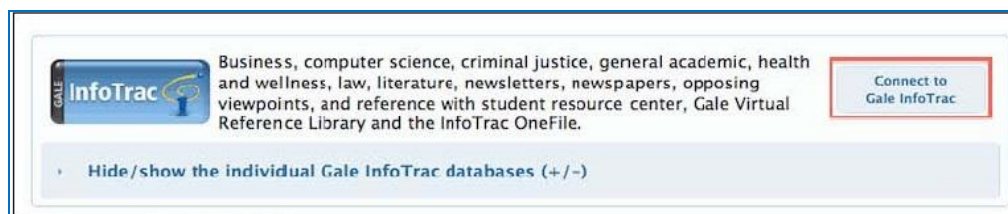
3. A new window will open, displaying the selected article.



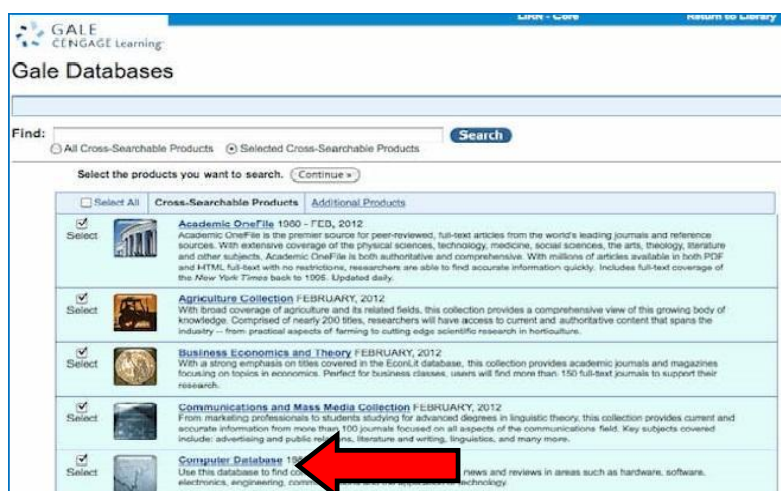
- When you are finished viewing the article, simply close the new browser window to return to the LIRNSearch window. Then use the Logoff link to return to the LIRN gateway page.

## 51. Using Gale InfoTrac

- From the gateway screen, click the Connect to Gale InfoTrac button.



- InfoTrac is a full-text digital archive containing hundreds of thousands of academic journals, magazines, and other media. This is the main Gale common menu page, with a list of databases available.
- From the Gale common menu screen, scroll down through the collection to **Computer Database** and select it.

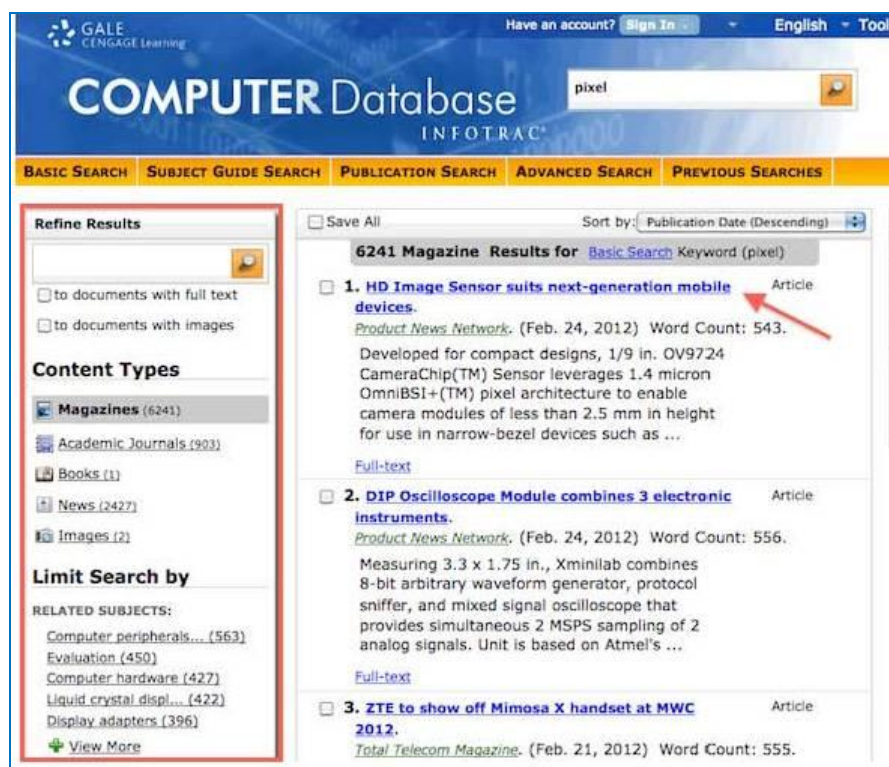


- This is the search page for Computer Database. Below the main search box are options that allow you to choose only documents available in full text, as well as document with images, and documents that have been peer-reviewed. Type **pixel** into the search box. Click the **Search Icon**.





5. A list of articles will be returned. Options to limit your search can be found on the left column of the screen. Click on the title of the article to view its content.



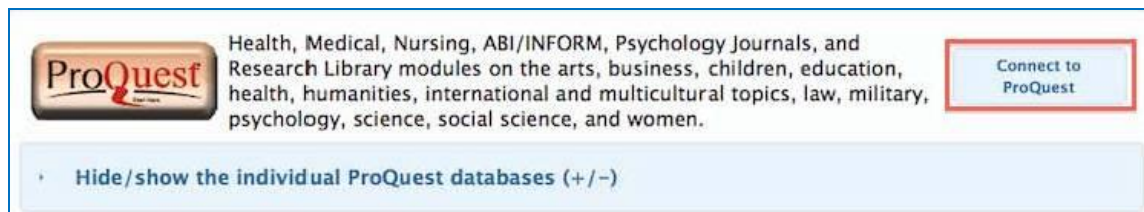
6. Once you have found an article, you have several choices. You can Read the article online; print the article; email the article to yourself or a friend.



## 52. Using ProQuest

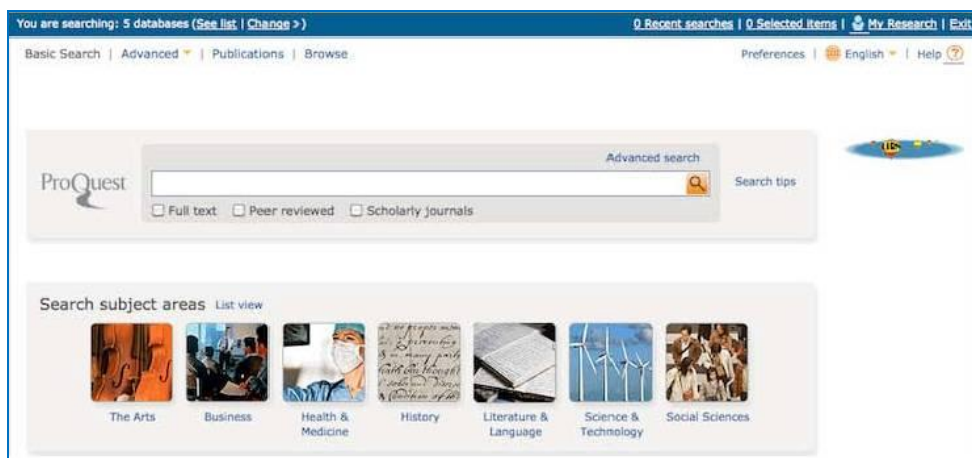
ProQuest is a massive full-text digital archive of newspapers, periodicals, dissertations, and other media. Which databases are available will depend on your institution's subscription. Check with your librarian or faculty advisor for details about your campus' collection.

From the gateway screen, click the Connect to ProQuest button.



You can use the checkboxes Below the main search box to limit your search to full text, peer reviewed or scholarly journals.

1. To limit by subject area, choose a subject from the list below the search box.



2. To Search:

- Type **new york times** into the search box.
- Check the Full text checkbox.
- Click the **Search Icon**



3. A list of articles will be displayed. At the bottom of each record, the available formats are listed. In this case, the article contains a citation/abstract, and both full text and PDF formats. In the right column, there are tools to limit your search results. Click on the title to view the article.

487929 Results\* Search within | Find related figures & tables Create alert Create RSS feed Save search

**Suggested subjects** Hide ▲ Powered by ProQuest® Smart Search

- New York City New York (Place)
- New York City New York (Place) AND New York (Place)
- New York City New York (Place) AND Cities
- New York City New York (Place) AND New York City Ballet (Company/Org)
- New York City New York (Place) AND History
- New York (Place) View All >

0 Selected items [Clear] Save to My Research Email Print Cite Export/Save

Select 1-20 Brief view | Detailed view

1 **Cops, crime, and the "New York Times"** Preview

Puddington, Arch. Commentary 109. 6 (Jun 2000): 51-54.

...passing interest, then, that the New York Times should have recently published ...hardly the first time the New York Times has raised doubts about the wisdom ...made the front page of the New York Times. For a professional journalist

Citation/Abstract Full text Full text - PDF (344 KB)

2 **The New York Times on the verge of a rights grab?** Preview

Walker, David. Photo District News 20. 2 (Feb 2000): 12.

... NEW YORK-The New York Times is drafting its first written contract ...only, and not those hired for The New York Times Magazine assignments, according ...is fallout from the Tosini v New York Times case, in which a federal appeals

Citation/Abstract Full text Full text - PDF (97 KB)

3 **The New York Times** Preview

Sherrill, Stephen; Tough, Paul. New York Times Magazine (Dec 5, 1999): 6, 154:1.

...WHAT WAS THE NEW YORK TIMES? THE short answer is, it's what ...have what we call "hands." The New York Times was a newspaper. But what, you ...print them on paper. The New York Times was founded in an era when people

Citation/Abstract Full text - PDF (208 KB)

Sort results by: Relevance Sort

Narrow results by

- Source type
  - Magazines (242780)
  - Scholarly Journals (110392)
  - Trade Journals (75711)
  - Other Sources (40120)
  - Newspapers (15869)
  - More options...
- Publication title
- Document type
- Subject

- Once you find an article, you have several choices. You can read the article online; print the article; or email the article to yourself or to a friend.

You are searching: 5 databases (See list | Change >)

1 Recent searches | 0 Selected items | My Research | Exit

Basic Search | Advanced | Publications | Browse

ProQuest

Full text < Back to results

Document 1 of 487929 Next >

Add to selected items Save to My Research Email Print Cite Export/Save Tags SHARE

**Cops, crime, and the "New York Times"**

Puddington, Arch. Commentary 109. 6 (Jun 2000): 51-54.

Hide highlighting

☒ **Abstract (summary)** Translate

In recent years, the "neighborhood under siege" article has all but disappeared from American newspapers, thanks to plummeting crime rates, economic revival and the return of normal civic life. However, the "New York Times" recently published another lengthy report about an urban neighborhood in a state of serious turmoil, but it is unique in that the scourge is the police department of the City of New York.

Other formats

- Citation/Abstract
- Full text - PDF (344 KB)

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## 53. Using eLibrary

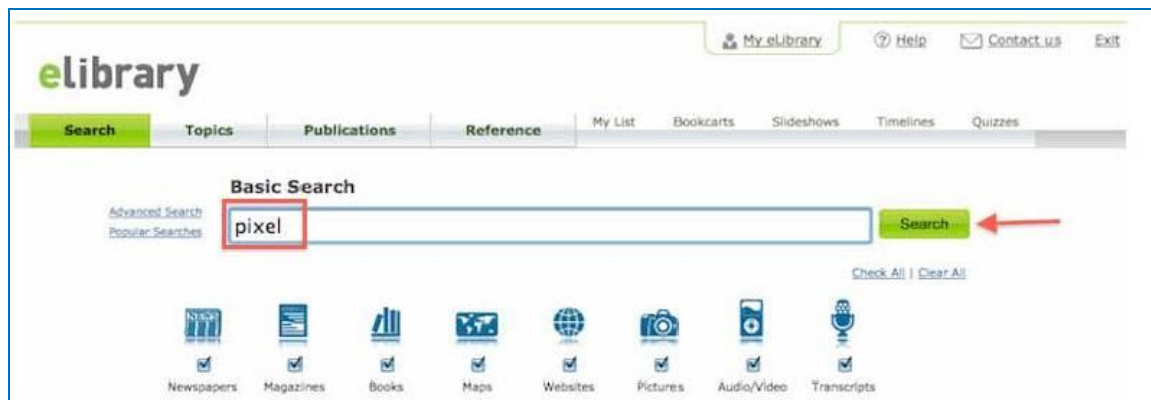
- From the gateway screen, click the Connect to eLibrary button.

Selected periodicals, reference books, maps, pictures, and newspapers from around the world, along with transcripts of news and public affairs broadcasts.

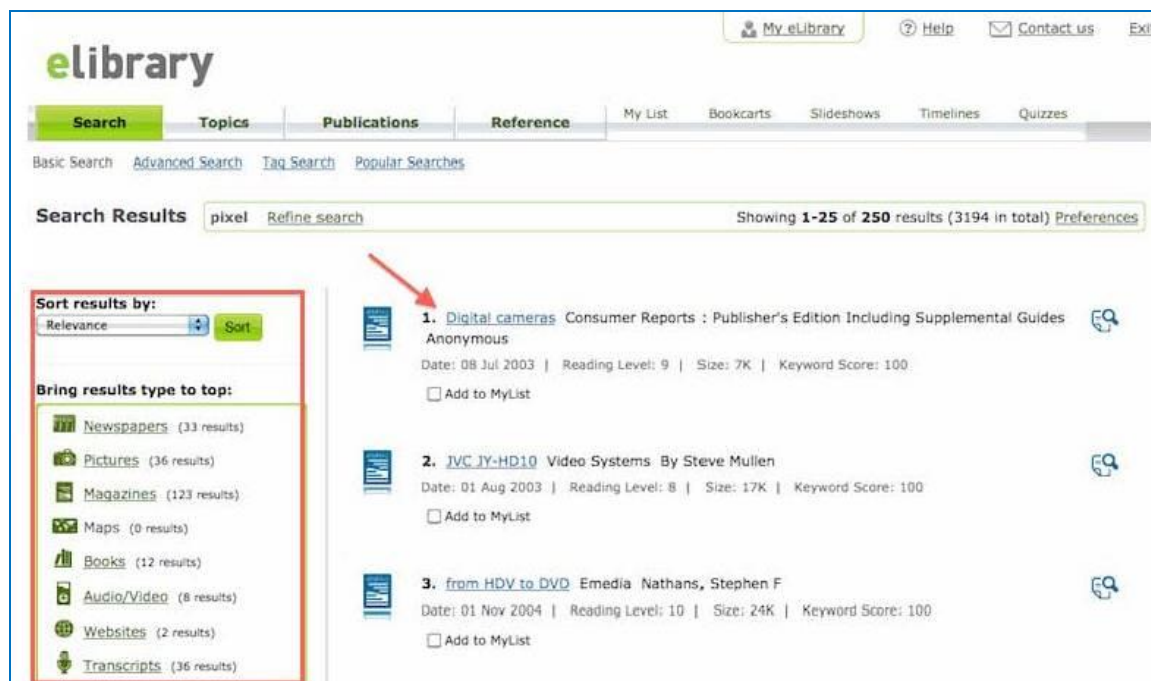
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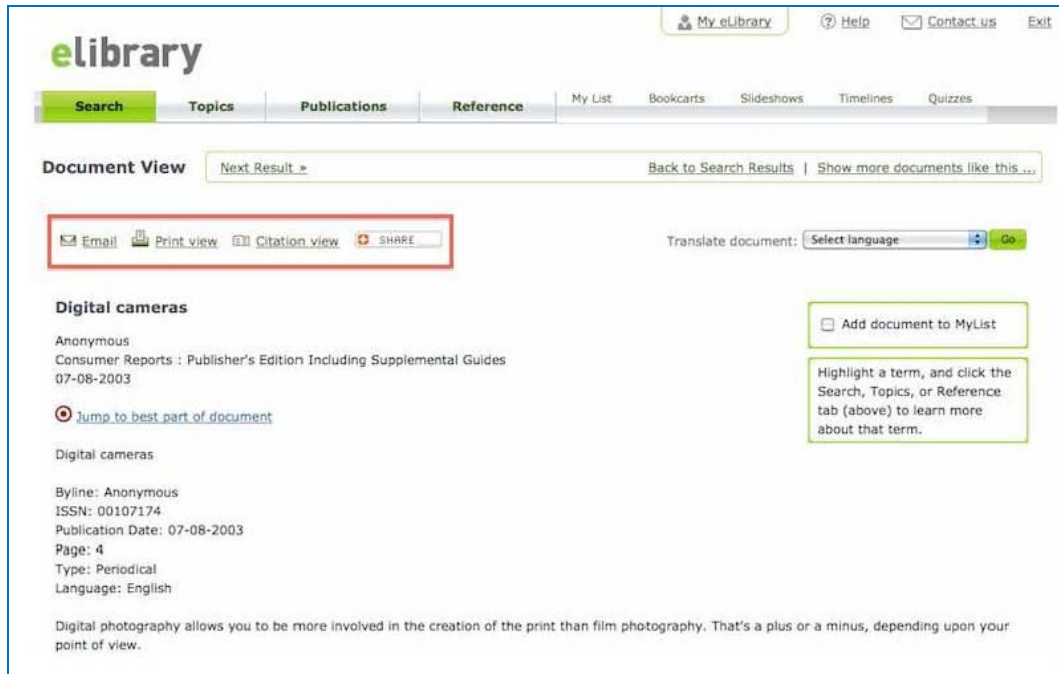
2. eLibrary is a collection of periodicals, reference material, maps, pictures, newspapers, and other media. Below the search box, you have the option to select the format of the media for which you are searching, or you can search through all formats. To search: Type **pixel** into the search box. Click **Search**.



3. The results page will be displayed, with options to organize the results on the left column. Click on the title of an article to read it.

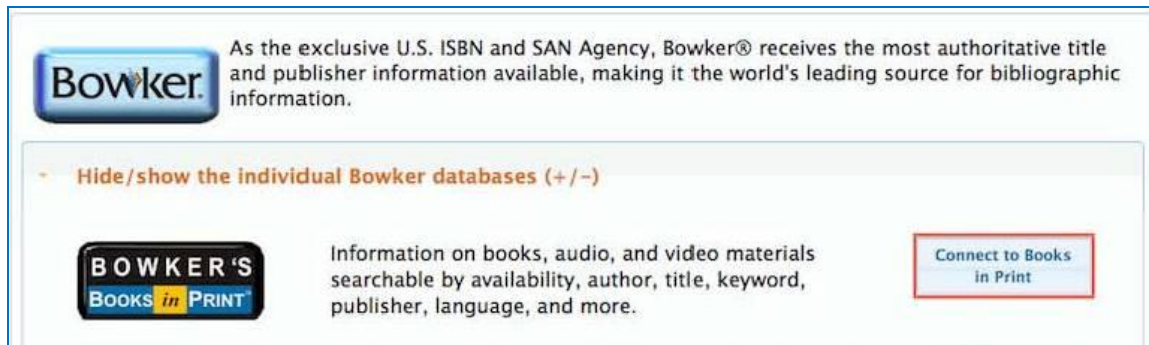


- Here is a view of an article. Above the article are options for emailing, printing, citing, or sharing the article.



## 54. Using Books in Print

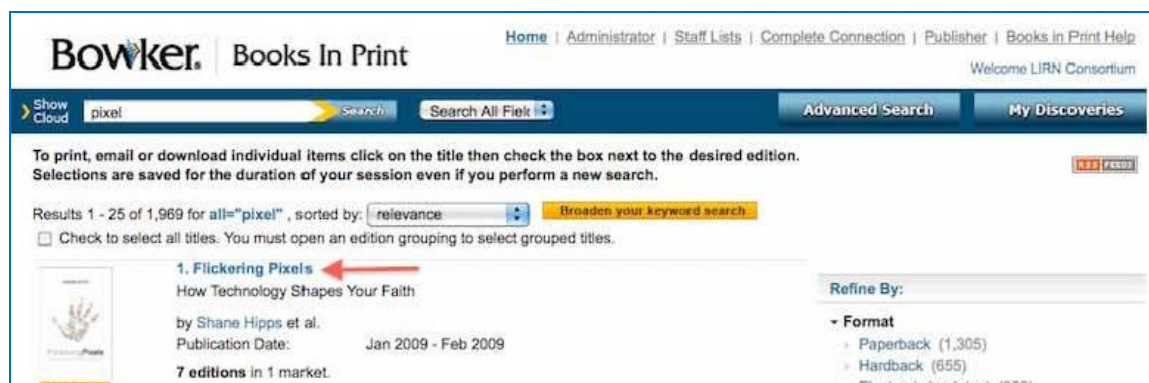
- From the gateway screen, click the **Connect to Books in Print** button.



- Bowker's Books in Print Professional is a reference used in locating books and publications by title, author, and publisher. It is not the full-text publication itself, but merely the information on where to locate the book or publication. To find a book: Type **pixel** into the search box. Click **Search**.



- A list of books containing the keyword pixel in the title will be displayed, along with the author, publication date, number of editions in print, and available formats. Click on the title of the book for more information.

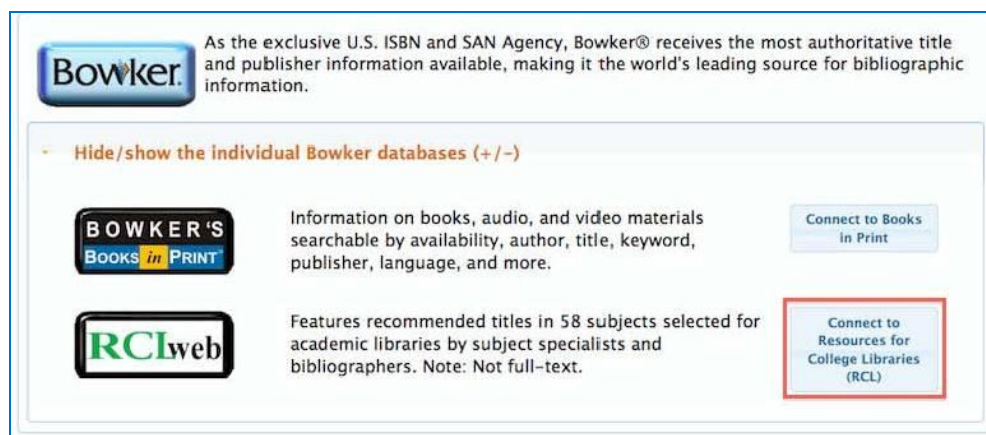


- More detailed information about the book is displayed including ISBN, format, publisher, availability, print status, LC number, and language.

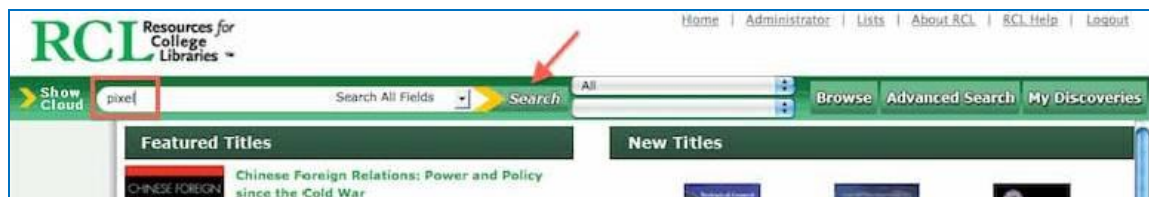


## 55. Using RCL

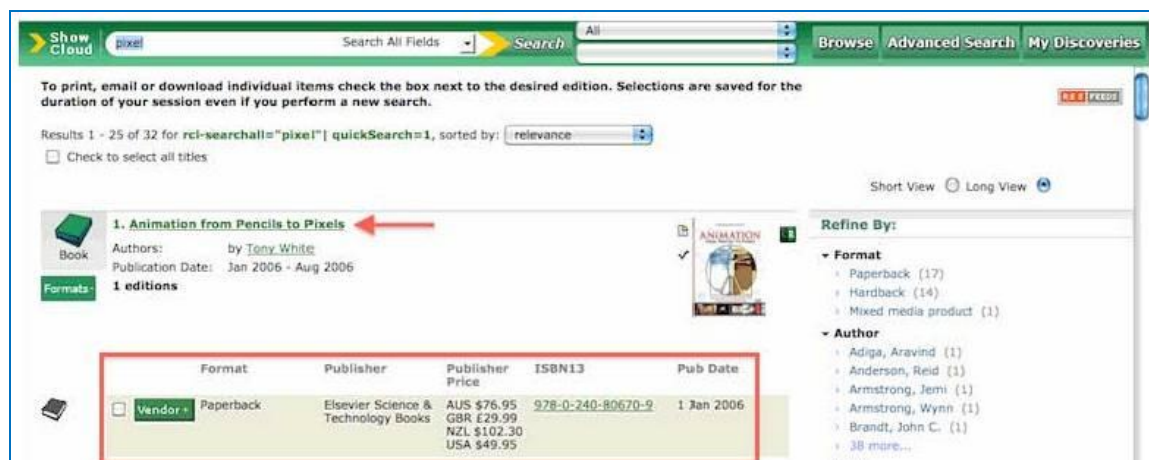
- From the gateway screen, click the Connect to Resources for College Libraries (RCL) button.



- Resources for College Libraries is a reference used in locating books and publications related to a specific classification by title, author and publisher. It is not the full-text publication itself, but merely the information on where to locate the book or publication. To find a book: Type pixel into the search box. Click Search.



3. A list of books containing the keyword pixel will be displayed. Below each entry is key information about the book, such as author, publisher, ISBN, and date of publication. Click on the title of the book for more information.



4. More detailed information about the book is displayed, including a synopsis at the bottom of the record. Above the record are links to download, print, and email the record, as well as options to help you find where to obtain the book.



## PART 3: WRITING GUIDE

The Writing Guide is designed as a reference for all students at International American University (IAU).

The Writing Guide has been updated and can be found by visiting this link:

[https://iaula.edu/download/HB-writing\\_guide.pdf](https://iaula.edu/download/HB-writing_guide.pdf).

# PART 4: CODE OF CONDUCT

## 56. Christian Code of Ethics

IAU's Christian Code of Ethics is a formal statement of the University's values and ethical rules it expects staff, faculty, and students to follow.

Be a Dependable Christian Organizational Model

1. Understanding that the highest goal of life is giving glory to God.
2. Demonstrate tolerance and understanding.
3. Honor commitments and follow through on promises and agreements.
4. Demonstrate Christian courtesy, respect, honesty, and fairness to all.
5. Comply with University policies and procedures.
6. Model appropriate Christian ethical behavior.
7. Do not use abusive language.
8. Dress in appropriate attire.
9. Refrain from the use of illegal drugs.
10. Comply with safety, health, and security regulations.
11. Be sensitive to the protection of the environment and natural resources.

Act in a Christian Manner and Avoid Potential Harm to the University

1. Conform to Christian teachings from Jesus Christ and Scripture.
2. Conduct University business in compliance with all federal, state, and local laws.
3. Act as good citizens in our communities.
4. Comply with TRACS requirements.
5. Payments for unlawful purposes are prohibited.
6. Respect property and the rights of those who own it.
7. Avoid outside activities that impair University duties.
8. Maintain confidentiality of records.
9. Comply with all accounting rules and controls.
10. Do not propagate false or misleading information.
11. Make decisions with consideration to all involved.

Act in Good Faith and According to Christian Principles

1. Convey true claims to staff, faculty, and students.
2. Demonstrate integrity by keeping confidences and showing concern for others.
3. Perform duties as assigned to the best of one's ability.
4. Provide University services of the highest quality.
5. Be responsive to the needs of our faculty, staff, and students.
6. Assist in helping our University community.

The character of the University is collectively in our hands. Pride in what we do is paramount, and let us earn that pride by the way we put our Christian beliefs into practice.

## 57. Student Rights

IAU students are accorded the following rights to ensure positive educational results for each individual:

1. **Educational Environment:** Students have the right to an environment conducive to their educational pursuits. This environment should be free from harassment, discrimination and unreasonable interference with their



educational experiences. IAU offers protection from discrimination to students in their educational programs, activities, and employment on the basis of race, sex, sexual orientation, color, creed, age, ethnic or national origin, or non-disqualifying handicap, as required by federal laws and legislation, including Title IX of the 1972 Educational Amendments.

2. **Assembly and Expression:** Students have the right to assemble and express themselves freely in a lawful and orderly manner.
3. **Privacy:** Students have the right to privacy as protected by the Family Educational Rights and Privacy Act of 1974 as amended (commonly referred to as the Buckley Amendment).
4. **Information:** Students have the right to information pertaining to academic standing, course requirements, and graduation requirements.
5. **Participation in University Governance:** Students have the right to participate in IAU governance through the International American University Student Association (ISA), other student organizations, and through IAU-wide committees, as set forth in IAU policy.
6. **Joining Campus Organizations:** Students have the right to join campus organizations, as set forth by respective organizations' constitutions and by IAU policy.
7. **Access to Disciplinary Procedures:** Students have the right to know IAU's disciplinary policy and procedures, as set forth in IAU policies.
8. **Search and Seizure:** Students have the right to be secure from unreasonable search and seizure.
9. **Grievances:** Students have the right to make their concerns or grievances known through the appropriate administrative channels as prescribed under the policies of IAU. The President serves in an advisory capacity for students seeking information about processes governing alleged violations of students' rights by others or by IAU itself.

IAU recognizes the rights of students to direct their own behavior off-campus, consistent with their responsibilities as individuals. It is IAU's aim to assist students in achieving healthy developmental outcomes.

## 58. Code of Conduct

Students, faculty members, and administrative employees are responsible for knowing and obeying IAU policies, as well as local, state and federal laws. The following list of the Code of Conduct is an example of behaviors that may result in disciplinary action by IAU. It is not to be regarded as all-inclusive. In the event that there arises ambiguity, inconsistency, or a need for further clarification regarding what constitutes a violation of the Code of Conduct, the Chief Academic Officer, President / Chief Executive Officer, human resources, or designated representative shall make the final determination. The following actions are defined by IAU as unacceptable forms of behavior and are subject to disciplinary response:

### 1. Dishonesty

Acts of dishonesty, including but not limited to the following:

- a. Furnishing false information to any IAU official, faculty member, or office
- b. Forgery, alteration, or misuse of any IAU document, record, or instrument of identification
- c. Tampering with the election of any recognized IAU organization
- d. Misappropriation of student activity and/or IAU funds
- e. Falsification of work hours on a payroll timesheet
- f. Violating a student's right to privacy as outlined in the IAU's FERPA policy

### 2. Academic Dishonesty

Academic dishonesty, including but not limited to the following:

- a. Cheating: Using or attempting to use crib sheets, electronic sources, stolen exams, unauthorized study aids in an academic assignment, or copying or colluding with a fellow student in an effort to improve one's grade.
- b. Fabrication: Falsifying, inventing, or misstating any data, information, or citation in an academic assignment, field experience, academic credentials, job application or placement file.

- c. **Plagiarism:** Using the works (i.e. ideas, words, images, other materials) of another person as one's own academic property without proper citation in any academic assignment. This includes submission (in whole or in part) of any work purchased or downloaded from a website or an internet paper clearinghouse as well as work submitted by the student for another course or assignment.
- d. **Facilitating Academic Dishonesty:** Assisting or attempting to assist any person to commit any act of academic misconduct, such as allowing someone to copy a paper or test answers.

3. **Verbal Assault, Harassment, Intimidation, Bullying, Defamation, and Threatening or Abusive Behavior**

Physical abuse, verbal abuse, threats, intimidation, coercion, and/or other conduct that threatens or endangers the health or safety of any person.

Threatening or causing physical harm to another person. Physical abuse includes, but is not limited to: personal injury, physical restraint against a person's will, and holding or transporting an individual against his will.

"Bullying" is defined as inappropriate, unwelcome behavior (through various means of communication or physical contact) which targets an individual or group because of a characteristic of the individual or group, whether protected by anti-discrimination laws or not. Prohibited bullying may also be the result of repeated behavior of an intimidating nature. Or, if direct, may also meet this definition and can occur through verbal, physical, electronic or other means.

Conduct constitutes prohibited "Bullying" when a reasonable person in the circumstances would find the conduct sufficiently severe, based on its nature and frequency, to create an environment which is hostile or intimidating and which unreasonably interferes with the work, educational or college opportunity, or is intended to cause or is reasonably foreseeable to cause physical, emotional, or psychological harm.

Prohibited bullying behavior can take a variety of forms, and may include, but is not limited to, the following examples:

- Verbal abuse, such as the use of derogatory remarks, insults, and epithets; slandering, ridiculing or maligning a person or his/her family; persistent name calling; using an individual or group as the butt of jokes;
- Verbal or physical conduct of a threatening, intimidating, or humiliating nature;
- Sabotaging or undermining an individual or group's work performance or education experience;
- Inappropriate physical contact, such as pushing, shoving, kicking, poking, tripping, assault, or the threat of such conduct, or damage to a person's work area or property, and
- Inappropriate electronic communication, such as the use of electronic mail, text messaging, voice mail, pagers, social media, website, and/or online chat rooms in a threatening, intimidating, or humiliating manner.

"Defamation" is defined as the oral, written, or electronic publication of a false statement of fact that exposes the person about whom it is made to hatred, contempt, or ridicule, or subjects that person to loss of the good will and confidence of others, or so harms that person's reputation as to deter others from associating with her or him.

4. **Sexual Harassment**

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other offensive verbal or physical conduct that is either sexual in nature or directed at someone because of his or her gender. Sexual harassment creates an intimidating, hostile, or offensive environment and will not be tolerated.

Sexual harassment may take different forms. One form includes demands to submit to sexual requests as a condition to avoid some other loss, or offers benefits in return for sexual favors. Other forms of harassment include, but are not limited to:

- Verbal: Sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, threats.



- Non-Verbal: Sexually suggestive objects or pictures (e.g. scantily clad models, cartoons, etc.), suggestive or insulting sounds, leering, whistling, obscene gestures.
- Physical: Unwanted physical contact, including touching, pinching, brushing the body, pushing, or blocking movement or any other intentional bodily contact in a sexual manner.

Whatever form it takes, harassment is insulting and demeaning to the recipient and will not be tolerated. Violations of this policy may result in disciplinary action.

#### 5. **Disruption or Obstruction**

Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other IAU activities, including its public service functions on or off campus, or other authorized non-IAU activities, when the act occurs on IAU premises.

Participation in campus demonstrations that disrupt the normal operations of the IAU and/or infringe on the rights of other members of the IAU community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus, whether inside or outside.

Students are free to assemble and express themselves publicly in a peaceful, orderly manner. Public rallies, demonstrations (either by individuals or groups), and assemblies held on campus should be registered 24 hours in advance with the Office of Student Services indicating the desired date, time, place, expected attendance, and type of demonstration planned. Public demonstrations not registered may violate the disruption/obstruction policy.

#### 6. **Theft, Damage, or Unauthorized Use**

Attempted or actual theft of, unauthorized use of, and/or damage to IAU property or property of a member of the IAU community or other personal or public property. This includes the intent to destroy or vandalize property.

#### 7. **Unauthorized Entry or Use of IAU Premises**

Unauthorized possession, duplication, or use of keys and/or access codes to any IAU premises or unauthorized entry to or use of IAU premises. Trespassing upon, forcibly entering, or otherwise proceeding into unauthorized areas of IAU owned or leased facilities, their roofs, or the residential space of another without permission.

#### 8. **Compliance**

Failure to comply with directions of IAU officials or law enforcement officers acting in the performance of their duties and/or failure to provide proof of identity to these persons when requested to do so.

#### 9. **Drugs, Alcohol, Firearms, Gambling**

Abuse of prescription and over-the-counter drugs. Violation of any federal, state, or local law including but not limited to:

- a. Use, possession, or distribution of narcotics or other controlled substances, except as expressly permitted by law.
- b. Use, possession, or distribution of alcoholic beverages, except as expressly permitted by the law and IAU policies, or public intoxication. Students 21 years of age and older may consume alcohol at sanctioned events. IAU students and their guests are expected to act responsibly in their use of alcoholic beverages. Student-sponsored events at IAU are for the benefit of IAU students. Groups that sponsor such events assume the responsibility to plan and implement safe, well-ordered events.
- c. Use or possession of drug-related paraphernalia on campus.
- d. Use or possession of firearms, fireworks, explosives, other weapons, or dangerous chemicals on IAU premises not specifically authorized by IAU.
- e. Misuse of legal objects in a dangerous manner (e.g., laser pointing in someone's eyes).

- f. Illegal gambling or wagering.

#### **10. Disorderly, Indecent Conduct**

Conduct that is deemed disorderly, lewd, or indecent; breach of peace or aiding, abetting, or procuring another person to breach the peace on IAU premises or at functions sponsored or participated in by IAU.

#### **11. Theft or Other Abuse of Computer Resources**

Theft or other abuse of computing resources and network access, including but not limited to:

- a. Unauthorized entry into a file to use, read, change the contents, or for any other purpose.
- b. Unauthorized transfer of a file.
- c. Unauthorized use of another individual's identification and password.
- d. Use of computing facilities to interfere with the work of another student, faculty member, or IAU official.
- e. Use of computing facilities to send, display, or print obscene or abusive messages.
- f. Use of computing facilities to interfere with normal operation of the IAU computing system.
- g. Knowingly causing a computer virus to become installed in a computer system or file.
- h. Knowingly using the campus computer network to disseminate "spam" messages (i.e., unsolicited bulk email messages that are unrelated to the mission of IAU).
- i. Knowingly using the campus network to send any threatening or otherwise inappropriate message.
- j. Illegal download of copyrighted software or other works (e.g., music files).

#### **12. Improper Use of Cell Phone Cameras**

Misuse of mobile phone cameras, electronic capture devices, or unauthorized audio or video recording, in an area where the expectation of privacy exists, or to facilitate plagiarism, compromise academic work, including but not limited to tests, or otherwise improperly compromise the intellectual property rights of others.

#### **13. Hazing**

Hazing, defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.

#### **14. Abuse of Fire Safety Standards**

Any activity involving tampering with fire alarms or firefighting equipment, unauthorized use of such equipment, failure to evacuate during a fire alarm, hindering the evacuation of other occupants, or hindering authorized emergency personnel.

#### **15. Other Offenses Against the IAU Community**

- a. Violations of other published IAU policies, rules, or regulations. Such policies, rules, or regulations may include internship policies and student organization bylaws.
- b. Selling, or solicitation, on campus without the written authorization from the President/CEO or his/her designee.
- c. Creating a fire, safety, or health hazard.

#### **16. Criminal Conduct and/or Civil Offenses**

A violation of any local, state, or federal criminal law, or engaging in behavior that is a civil offense may be considered a violation of the IAU Code of Conduct, even if the specific criminal conduct/civil offense is not specifically listed in this section. The criminal conduct/civil offense may be considered as a violation of the Code of Conduct irrespective of whether the criminal violation/civil offense is prosecuted in a court of law. IAU may inform law enforcement agencies of perceived criminal violations and may elect to defer internal student conduct action until prosecution of the criminal violation has been completed. Exoneration from criminal charges will not result in immunity from civil action or IAU proceedings.

## 59. Academic Dishonesty / Honesty

Academic dishonesty includes:

1. **Cheating:** Using or attempting to use “cheat sheets”, electronic sources, stolen exams, unauthorized study aids in an academic assignment, or copying or colluding with another student in an effort to improve one’s grade.
2. **Fabrication:** Falsifying, inventing, or misstating any data, information, or citation in an academic assignment, job application, or placement file.
3. **Plagiarism:** Using the works of others (i.e., words, images, or other materials) of another persona as one’s own words without proper citation in any academic assignment. This includes submission (in whole or in part) of any work purchased or downloaded from a Website or an Internet paper clearing house.
4. **Facilitating Academic Dishonesty:** Assisting or attempting to assist any person to commit any act of academic misconduct, such as allowing someone to copy a paper or test answers.
5. **Unauthorized Multiple Submission:** The failure to obtain prior permission of an instructor to submit any work that has been submitted in identical or similar form in fulfillment of any other academic requirement at the University or other institution.
6. **False Citation:** The attribution to, or citation of, a source from which the material in question was not obtained.

Academic honesty includes:

1. **Original Work:** Students are expected to submit only original work in courses. Instructors may require students to include the following on papers: *“This paper represents my own original work in accordance with University regulations.”*
2. **Transcription or Publication of Course-Related Material:** Students may not engage in the publication or sale of abstracts or transcriptions of the lectures or required readings in any course of instruction at the University. This regulation is not intended to preclude situations in which students acts as assistants to instructors who are themselves preparing lectures or other course-related materials, either for informal distribution (without sale) to members of a particular course, or for formal publication and sale by a publisher.
3. **Acknowledgement of Sources in Academic Work:** The University has strict requirements relative to acknowledgement of sources and is guided by the *Publication Manual of the American Psychological Association* (6<sup>th</sup> ed.). In order to prevent any misunderstanding, students are expected to comply with the requirements of the manual. If students have any questions about when and how to cite your sources, they are to consult with the instructor and/or. An important general rule is: “If you are unsure whether or not to acknowledge a source, always err on the side of caution and completeness by citing rather than not citing.”
4. **Quotations:** Any quotations, however small, must be placed in quotation marks or clearly indented beyond the regular margin. Any quotation must be accompanied (either within the text or in a footnote) by a precise indication of the source per the APA Manual—identifying the author, title, date of publication, and where relevant, page number(s). Any sentence or phrase which is not the original work of the student must be acknowledged.
5. **Paraphrasing:** Any material that is paraphrased or summarized must also be specifically acknowledged in a footnote or in the text. A thorough rewording or rearrangement of an author’s text does not relieve one of this responsibility. Occasionally, students maintain that they have read a source long before they wrote the paper and have unwittingly duplicated some of its phrases or ideas. This excuse is not valid. The student is responsible for taking adequate notes so that debts of phrasing may be acknowledged where they are due.
6. **Ideas and Facts:** Any idea or facts which are borrowed should be specifically acknowledged in a footnote or in the text, even if the idea or fact has been further elaborated by the student. Some ideas, facts, formulas, and other kinds of information which are widely known and considered to be in the “public

domain” of common knowledge do not always require citation. The criteria for common knowledge may vary among disciplines; students in doubt should consult their instructor. Occasionally, a student in preparing an essay has consulted an essay or body of notes on a similar subject by another student. If the student has done so, he/she must state the fact and indicate clearly the nature and extent of his/her obligation. The name and class of the author of an essay or notes which are consulted should be given, and the student should be prepared to show the work consulted to the instructor, if requested to do so.

7. **Footnotes and Bibliography:** All the sources which have been consulted in the preparation of an essay or report should be listed in “References” that were cited in the work. However, the mere listing of a source in references shall not be considered a “proper acknowledgement” for specific use of that source within the essay or report. Neither shall the use of a footnote at the end of a sentence or paragraph in which only minor word changes have been made from the original source be considered “proper acknowledgment.” The extent of indebtedness to the author must be made clear.
8. **Electronic and Other Sources:** The requirement to acknowledge sources is not limited to printed material such as books or journal articles. Information is now available through the IAU library and the World Wide Web in electronic form. Information or quotation from any of these sources must be properly cited (see APA Manual for formatting).
9. **Group Work and Homework:** In many courses, students may work in pairs or in larger groups. In those cases where individual reports are submitted based on work involving collaboration, proper acknowledgment of the extent of the collaboration must appear in the report. In those cases where there are two or more signatories to a submitted report, each student’s signature is taken to mean that the student has contributed fairly to the work involved and understands and endorses the content of the report. If a student is unsure of the rules of collaboration in any course, he/she should ask the instructor or Academic Facilitator for clarification.
10. **Multiple Submissions:** Generally, it is a violation to submit a report that has been previously submitted in another course at the University or another institution. However, the student may be permitted to rewrite an earlier work or to satisfy two academic requirements by producing a single piece of work more extensive than that which would satisfy either requirement on its own. In such cases, the student must receive in advance the permission of the instructor.
11. **Oral Reports:** Students that are required to submit written notes for oral reports must clearly acknowledge any work that is not original, in accordance with the requirements stated above.

## 60. Code of Conduct Violations

Any individual who violates the tenets of the Code of Conduct may be charged with a violation and disciplinary actions may be imposed by IAU. Not all violations call for the same disciplinary actions. IAU officials are charged to use their best judgment in assessing and addressing the nature and seriousness of the violation.

Should the behavior of an individual make it necessary to impose disciplinary action, one or a combination of measures may be used. IAU reserves the right to broaden or lessen any range of recommended disciplinary actions in the case of serious mitigating circumstances or egregiously offensive behavior. All disciplinary actions are subject to review by Human Resources, the Chief Academic Officer, the President / Chief Executive Officer, and/or the Board of Directors.

## 61. Disciplinary Actions for Students

Disciplinary actions may include, but are not limited to, such things as:

1. **Allegation does not have merit.** No action.
2. **Counseling:** Student meets with the instructor, administrator, the Program Chair, or CAO to discuss the nature of the infraction and receive counseling for edification and spiritual growth. This is used for consistent behavioral problems or minor infractions.

3. **Writing a formal letter of apology:** Student is required to write a formal apology to the plaintiff (accuser). This gesture demonstrates the understanding of the misconduct and its repercussions, while also admitting that the behavior was inappropriate.
4. **Warning:** Student receives written notification of the infraction or violation with a copy to be included in the student's permanent record. This warning is used for more serious infractions or instances.
5. **Grade Reduction:** Student receives grade reduction or partial credit is used mostly in those instances of plagiarism, cheating, or other behavior related to the submission of assignments or tests. Academic dishonesty may result in failing the course, although lesser penalties may be exercised.
6. **Probation:** Probation is used for more serious infractions or consistent or unresponsive behavioral problems; the student is placed on probation for a specific time period. During that time, the student may receive counseling and may not be involved in any other violations of IAU policies or the student will be suspended or administratively withdrawn. Probations will be recorded in the student's permanent record.
7. **Suspension:** Suspension is imposed for major infractions, consistent or unresponsive behavior problems, or behavior requiring the immediate removal of the student. Suspension may be for a definite period of time, or may be conditional upon restitution by the student or investigation of IAU officials. When the term of suspension is completed, the student may be automatically reinstated or may be placed on probation for a period of time and/or assigned to counseling as deemed necessary by the administration. Suspension will be recorded in the student's permanent record.
8. **Administrative Withdrawal:** Administrative withdrawal is used for serious violations, consistent or unresponsive behavior problems, or dangerous or criminal behavior. Administrative withdrawal from IAU will be recorded on the student's permanent record and reinstatement will not be granted.

## 62. Grievance

Students, faculty members, and administrative employees have the right to address grievances to the institution for violations of the IAU Code of Conduct.

When a grievance is filed, the Overseeing Office (HR) will handle the initial inquiry, look into the matter to determine the validity, and oversee the process in its entirety.

The Inquiry and Formal Investigation may include questioning the accuser, the accused, persons with pertinent information, and examining any pertinent materials. Most complaints are resolved informally through discussions during the Inquiry stage. If the Inquiry reveals evidence of a Code of Conduct violation, IAU will launch a Formal Investigation in order to determine the factual details of the incident and the appropriate course of action in reaching a resolution. The Overseeing Office (HR) will delegate the Formal Investigation to a Responsible Office.

If IAU receives an anonymous grievance, IAU is hampered in responding in a meaningful way. As with all concerns raised to IAU, the best approach is to actively listen, document the grievance, and respond with an appropriate level of urgency based on all the information available.

To make a formal grievance use the [Grievance Form](#).

## 63. Grievance to BPPE or TRACS

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

A student or faculty member may file a complaint about this institution with the Transnational Association of Christian Colleges and Schools (TRACS) by accessing the TRACS website at [www.tracs.com](http://www.tracs.com) and downloading the packet containing the Policies and Procedures for Complaints Against Member Institutions, the TRACS Complaint

Information Sheet, and the TRACS Complaint Processing Form. TRACS's response and its obligations to meet the specific timetables outlined in these procedures will begin only after the complainant submits all documents required in the TRACS Complaint Information Sheet. A formal complaint is one that is: (1) Submitted in writing using the TRACS Complaint Processing Form (including all required supporting documentation); (2) Signed; and (3) Sent to the attention of the President of TRACS by the complainant(s). Complaints which are not in writing, anonymous, or sent electronically or by facsimile transmission will not be considered.