Annual Notice of Required Disclosures of Student Consumer Information

What to disclose, When, and to Whom	Description of Information to be Disclosed	Where to Find Information
What: Institutional Information **To:** Enrolled Students **When:** Annual, On or before First Day **To:** Enrolled Students Prospective Students **When:** Upon Request	• Cost of attending school (i.e. tuition and fees) • Institutional Refund Policy/Requirements for officially withdrawing from school • Information regarding the school's academic support and career tech career majors • Copyright infringement/peer to peer file sharing • Entities that accredit, license, or approve the school and its career majors and procedures for reviewing the school's accreditation, licensing, or approval documentation • Description of any special services and facilities for disabled students • Titles and availability of employees responsible for dissemination of institutional and financial assistance disclosure information and how to contact them • Net Price Calculator • Constitution Day/Voter Registration/Vaccination Policies • Grievance Procedures	• Student & Consumer Catalog/Consumer Guide • Schools website www.adrians.edu
What: Financial Assistance Information **To:** Enrolled Students **When:** Annual, On or before First Day **To:** Enrolled Students Prospective Students **When:** Upon Request	• Description of all available federal, state, local, private and institutional financial assistance, and a description of (1) application form and procedures; (2) student eligibility requirements; (3) selection criteria; and (4) criteria for determining the amount of a student's award. • Rights and responsibilities of students receiving Title IV and other financial aid, including: (1) criteria for continued eligibility; (2) satisfactory academic progress (SAP) standards; (3) criteria to re-establish eligibility if a student fails to maintain SAP; (4) method and frequency of financial aid disbursements; (5) book and supplies policy. • Procedures for the Return of Title IV Aid and Repayments by withdrawn students	• Student & Consumer Catalog/Consumer Guide • Financial Aid Policy and Procedures Handbook • Schools website www.adrians.edu
What: Family Education Rights and Privacy Act (FERPA) **To:** Enrolled Students Parents of enrolled students under the age of 18 Prospective Students **When:** Annual, On or before First Day Upon Request	• Right to and procedures for inspecting and reviewing a student's education records • Right to and procedures for requesting amendment of a student's education records believed to be inaccurate, misleading, or in violation of a student's privacy rights • Right to file a complaint with the Department of Education for alleged school's or educational agency's failure to comply with FERPA requirements • Right of the school to disclose personally identifiable information contained in a student's education records without prior consent • Students right for directory information to not be disclosed	• Student & Consumer Catalog/Consumer Guide • Financial Aid Policy and Procedures Handbook
What: Completion/Graduation, Retention, Transfer Rate **To:** Enrolled Students Prospective Students **When:** Upon Request	• The institutions completion/graduation rates for full-time, first-time, certificate seeking students enrolled at the post-secondary level who graduated or completed their career major within 150% of the normal time (scheduled length of career major) for graduation/completion • Cohort for non-term schools (Technology Centers): Students who enter between 9/1 and 8/31 and are enrolled at least 15 days if their career major is less than or equal to 1050 clock hours or 30 days if their career major is longer than 1050 clock hours • Transfer-out rate is not applicable to Technology Centers since it applies to schools whose mission includes providing substantial preparation for students to enroll in another eligible institution • Information on student body diversity in the categories of gender, ethnicity of enrolled, full-time students who receive Federal Pell Grants • Retention Rates of certificate or degree seeking first-time, full-time undergraduate students as reported to the Integrated Postsecondary Education Data System (IPEDS)	• Schools website www.adrians.edu • Paper copy available upon request from the Admissions Office • www.nces.ed.gov/collegenavigator
What: Campus Security Report **When:** Annually by Oct. 1 **To:** Enrolled Students Current Employees **When:** Upon Request **To:** Prospective Students Prospective Employees **When:** Upon Request **To:** U.S. Dept. of Education **When:** Upon Request	• Crime statistics for 3 most recent school years concerning the occurrence on campus, in or on non-campus buildings or property and public property reported to campus security authorize or local police. Policies concerning the security of and access to campus facilities and procedures to report campus crimes. • Disciplinary actions imposed for the possession, use and sale of alcoholic beverages and illegal drugs and enforcement of state underage drinking laws and federal and state drug laws. • Emergency Response and Evacuation Procedures • Campus Sexual Violence Elimination Act and Violence Against Woman Reauthorization Act information, policies, and procedures.	• Student & Consumer Catalog/Consumer Guide • Schools website www.adrians.edu • Financial Aid Policy and Procedures Handbook
What: Drug and Alcohol Abuse Prevention **To:** Enrolled Students **When:** Annual, On or before First Day **To:** Current Employees **When:** Annually, first paycheck of year Upon Request	• Information on preventing drug and alcohol abuse • Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the school's property, or as part of the school's activities. • A description of the sanctions under local, state, and federal law for unlawful possession, use, or distribution of illicit drugs and alcohol • A description of any drug and alcohol counseling, treatment, or rehabilitation programs available to students and employees • A description of the health risks associated with the use of illicit drugs and alcohol • A clear statement that the school will impose sanctions on students and employees for violations of the standards of conduct (consistent with local, state, and federal law) and a description of theses sanctions, up to and including expulsion, termination of employment, and referral for prosecution	• Drug and Alcohol Prevention Program • Student & Consumer Catalog/Consumer Guide
What: Gainful Employment **To:** Enrolled Students Prospective Students **When:** Annual, On or before First Day	• Information on graduation rates, the median debt of student completing the program, program costs, job placement rates, types of employment, etc.	• Student & Consumer Catalog/Consumer Guide • Schools website www.adrians.edu

This notice is distributed annually to all current and prospective students. It is also located on the Adrian Beauty College website, School Catalog and Consumer Guide, and the Financial Aid Handbook. Additional paper copies of this notice and handbooks are available in the Financial Aid Office.

North Adrian's College of Beauty (NACOB)
Adrian's Beauty College of Tracy (ABCOT)

Annual Notice

Student Consumer Information and Disclosure 2026-2027

Federal regulations require that educational institutions provide specific information about the school and about available financial aid to enrolled and prospective students. This notice provides the information required to be disclosed pursuant to the Higher Education Opportunity Act passed in August of 2008, the Higher Education Act amendments and pursuant to the Family Educational Rights and Privacy Act (FERPA) that governs access to student educational records maintained by educational institutions and the release of information from those records. Please take a moment to review this notice as well as the Colleges website dedicated to Student Consumer Information located at www.alliant.edu/consumer-information. The Student Consumer Information page will also include state licensure and certification information for programs offered by NACOB and ABCOT. This Annual Notice – Student Consumer Information document is available in printed form. Requests may be submitted to administration@adrians.edu.

Approval to Operate

North Adrian's College of Beauty and it's branch campus Adrian's Beauty College of Tracy are approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 and the California Code of Regulations.

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

Approvals

The Institutions are accredited by:

National Accrediting Commission of Career Arts and Sciences
3015 Colvin Street
Alexandria, VA 22314
703-600-7600
Current Accreditation Status: Accredited

NACOB and ABCOT (an approved branch of NACOB) are recognized as an eligible institution to participate in Federal Financial Aid Programs by:

The United States Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20302

NACOB and ABCOT are approved by

Mailing Address:
Board of Barbering and Cosmetology
P.O. Box 944226
Sacramento, Ca. 94244-2260

Physical Address:
Board of Barbering and Cosmetology
1625 N. Market Blvd Suite 202
Sacramento, CA 95834

Phone Number: 800-952-5210
Email: barbercosmo@dca.ca.gov

School Catalog and Consumer Guide

NACOB and ABCOT publishes its School Catalog and Consumer Guide on an annual basis. NACOB and ABCOT may also publish applicable addenda to the catalog when appropriate. The Catalog and any applicable addenda contain important information regarding the Colleges policies pertaining to admissions and enrollment, student services and activities, financial aid, international student services, services for students with disabilities, academic performance requirements, student codes of conduct, housing, communication and information dissemination, campus safety and computer labs and services, among others. The catalog also contains procedures for filing grievances in the event informal dispute resolution is not successful as well as requirements for resolution of formal disputes via arbitration.

Inquiries

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

Financial Aid – Sherri Cytanovich sherricy@adrians.eduJennifer Campbell jenncnadrians@yahoo.com
Student Affairs – Connie Armenta c_armenta@adrians.edu Jennifer Campbell jenncnadrians@yahoo.com
Admissions & Advising – Tricia Abinales /Ciarra Cytanovich northcareeradvisors@adrians.edu Ebony Trahan tracycareeradvisors@adrians.edu
Student Finance –Sherri Cytanovich sherricy@adrians.eduJennifer Campbell jenncnadrians@yahoo.com
Office of Compliance – Sherri Cytanovich sherricy@adrians.edu Jennifer Campbell jenncnadrians@yahoo.com

Annual Notification of Rights Under Family Education Rights and Privacy Act of 1974 (FERPA)*

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

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the registrar, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College Official will make

arrangements for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. Students may ask the College to amend a record that they believe is inaccurate. They should write to the College official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate. If the College determines not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student or designated liaison serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

Designated Directory Information. The items below are designated Directory Information and may be released for any purpose at the discretion of the College: student name, program, major field of study, dates of attendance, and degrees and awards received. The College may disclose any directory information without prior written consent unless the student opts out by submitting a written non-disclosure request to the Registrar.

Non- Discrimination Policy

NACOB and ABCOT prohibits unlawful discrimination, harassment and retaliation in its educational programs, services and activities, and in employment practices, including but not limited to internal promotions, training, opportunities for advancement, terminations, relationships with outside vendors, use of contractors and consultants, and in its admission or access thereto, on the basis of race, ethnicity, national origin or descent, color, creed, religion, sex, age, marital status, disability (including physical, disease, psychiatric or psychological disability), medical condition, pregnancy, veteran status, sexual orientation, gender identification or expression, hair style or texture associated with race, or any other characteristics protected by applicable law. NACOB and ABCOT also prohibits harassment including sexual harassment and sexual violence. NACOB and ABCOT will protect the confidentiality of anyone who reports discrimination or participates in a discrimination investigation, to the greatest possible extent.

The College will conduct its programs, services, and activities consistent with applicable federal, state and local laws, regulations and orders. This policy is governed by Titles VI and VII of the Civil Rights Act of 1964, the Civil Rights Act of 1991, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the regulations implementing these statutes, and applicable federal and California law. North Adrian's College of Beauty has implemented grievance procedures concerning cases of alleged discrimination, including those of alleged sexual harassment, for faculty, staff and students. It is the policy of the College that harassment on the basis of sex among employees constitutes an impermissible employment practice, which is subject to disciplinary action and shall not be tolerated. Sexual harassment involving students and College personnel or among students is equally impermissible and shall not be tolerated. The College is committed to providing an environment to work and/or study free of sexual harassment.

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

administration@adrians.edu

Sexual Harassment and Misconduct

NACOB and ABCOT strives to provide an environment free from sexual misconduct as well as all forms of sexual and gender-based harassment and meet all the requirements defined by Title IX, the Campus Sexual Violence Elimination (SaVE) Act, the Clery Act and the re-authorized Violence Against Women Act (VAWA).

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

Grievances & Dispute Resolution

Students who have a problem, concern, or dispute are encouraged to follow the Internal Complaints/Chain of Command and/or the Student Consumer Complaint Process outlined in the current Academic Catalog. The College will not compel any student to pursue a complaint based on allegations that would provide a basis for a borrower defense claim through an internal dispute process before the student presents the complaint to an accrediting agency or government agency authorized to hear the complaint.

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

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

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

IF YOU VOLUNTARILY AGREE TO POST-DISPUTE ARBITRATION, NO PARTY WILL HAVE THE RIGHT TO A JURY TRIAL, TO ENGAGE IN DISCOVERY, EXCEPT AS PROVIDED IN THE APPLICABLE ARBITRATION RULES, OR OTHERWISE TO LITIGATE THE DISPUTE OR CLAIM IN ANY COURT (EXCEPT IN AN ACTION TO ENFORCE THE ARBITRATOR'S AWARD). THE ARBITRATOR'S DECISION WILL BE FINAL AND BINDING AND JUDGMENT ON THE AWARD RENDERED BY THE ARBITRATOR MAY BE ENTERED IN ANY COURT HAVING JURISDICTION THEREOF. OTHER RIGHTS THAT YOU OR ALLIANT WOULD HAVE IN COURT ALSO MAY NOT BE AVAILABLE IN ARBITRATION.

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

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

For additional information on the grievance and complaint process, please contact the following: administration@adrians.edu

Whistleblower Policy

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

Whistleblower Policy Reporting:

1. If any faculty, staff, or administrator has knowledge of actual or concern of potential illegal or wrongful conduct including acts or threats of violence, other safety issues, or violations of policy or conflict-of-interest, they are to contact their immediate supervisor.

a class action lawsuit for such a claim even if you do not file it. This provision does not apply to lawsuits concerning other claims. We agree that only the court is to decide whether a claim asserted in the

lawsuit is a claim regarding the making of the Federal Direct Loan or the provision of educational services for which the loan was obtained.

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

IF YOU VOLUNTARILY AGREE TO POST-DISPUTE ARBITRATION, NO PARTY WILL HAVE THE RIGHT TO A JURY TRIAL, TO ENGAGE IN DISCOVERY, EXCEPT AS PROVIDED IN THE APPLICABLE ARBITRATION RULES, OR OTHERWISE TO LITIGATE THE DISPUTE OR CLAIM IN ANY COURT (EXCEPT IN AN ACTION TO ENFORCE THE ARBITRATOR'S AWARD). THE ARBITRATOR'S DECISION WILL BE FINAL AND BINDING AND JUDGMENT ON THE AWARD RENDERED BY THE ARBITRATOR MAY BE ENTERED IN ANY COURT HAVING JURISDICTION THEREOF. OTHER RIGHTS THAT YOU OR ALLIANT WOULD HAVE IN COURT ALSO MAY NOT BE AVAILABLE IN ARBITRATION.

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

Title IX Notice

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

The University's Title IX Coordinator is:

Sherri Cytanovich
Compliance/Financial Aid Officer
124 Floyd Ave
Modesto, CA 95350
sherricy@adrians.edu

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

The full Title IX Policy as well as information on prevention programming, campus resources, and information on how and where to file a formal complaint can be found in the Campus Crime and Title IX Policy.

Student Financial Assistance

The following information regarding student financial assistance at NACOB and ABCOT is available in the School Catalog and Consumer Guide.

- A description of Federal, State, local, private, and institutional financial assistance programs available to enrolled students.

- How to apply for student financial assistance, including information regarding Entrance Counseling for first-time student Direct Loan borrowers.
- The methods by which financial assistance awards and distribution will be made.
- Student eligibility requirements, including standards for satisfactory academic progress.
- The rights and responsibilities of students receiving financial assistance, including the terms of any loans received, the terms and conditions of employment provided as part of a student's financial assistance, entrance and exit loan counseling, and the terms and conditions under which students receiving FFEL and Direct Loans may obtain deferrals.
- The cost of attendance at the institution, including tuition and fees, room and board and estimates of the costs of books and supplies and transportation.
- The requirements for refunds of tuition, fees, and costs, for the return of federal funds, and for officially withdrawing for the institution.
- Notice that some study abroad is considered enrollment at NACOB or ABCOT for purposes of federal student financial assistance with appropriate pre-approval given.
- Net Price Calculator

Notice of Federal Student Financial Aid Penalties for Drug Law Violations

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

Higher Education Opportunity Act (HEOA)

The Higher Education Opportunity Act (Public Law 110-315) (HEOA) was enacted on August 14, 2008, and deauthorizes the Higher Education Act of 1965, as amended (HEA).

Links to information about NACOB and ABCOT in accordance with the 2008 Higher Education Opportunity Act are available at: www.alliant.edu/consumer-information.

Textbooks and the Student Store

Students wishing to purchase additional supplies may order directly through the College. The information provided includes ISBN, pricing, link to scheduled courses/sections, alternative purchase and delivery options, and student enrollment.

Transfer Credit Policy

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

NACOB and ABCOT transfer credit requirements can be found in the School Catalog and Consumer Guide

Teach-out Plan and Agreements

NACOB or ABCOT will submit to its accreditor NACCAS, a teach-out plan as defined in 34 CFR 600.2 upon the occurrence of any of the following events:

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

NACCAS places NACOB or ABCOT on probation or equivalent status.

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

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

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

The Secretary of the Department of Education notifies NACOB or ABCOT that the Secretary has initiated an emergency action against College, in accordance with section 487(c)(1)(G) of the HEA, or an action to limit, suspend, or terminate an institution participating in any title IV, HEA program, in accordance with section 487(c)(1)(F) of the HEA.

NACCAS acts to withdraw, terminate, or suspend the accreditation of NACOB or ABCOT.

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

A State licensing or authorizing agency notifies NACOB or ABCOT that the Colleges license or legal authorization to provide an educational program has been or will be revoked.

Online Courses

North Adrian's College of Beauty and Adrian's Beauty College of Tracy's online learning platform is Milady CIMA.

Online Educational Resources

Courses and assignments may require the viewing of videos, participating in video chats, the use of Internet-based applications and viewing of data, or other resources. The computing recommendations below are designed to provide the student with the best Alliant educational experience: Operating System	Windows 11
macOS 14 (Sonoma) or 15 (Sequoia)	
Browser	Chrome, Edge, Firefox or Safari - current version
Email Client	Outlook 365
Computer and Processor	1 GHZ or faster x86 or 64-bit processor
Memory	8 GB RAM (32-bit) - minimum requirement
16 GB RAM (64-bit) - recommended	
16-32 GB RAM for complex statistical or mathematical calculations and large data sets	
Disk Space	256 gigabytes (GB) - minimum recommended size
Web Camera and Audio	Integrated or External Camera and headset with microphone recommended
Monitor Resolution	1920 x 1080 (HD), 2560 x 1440 (QHD) or 3840 x 2160 (4K UHD)
Page 12 of 21 Alliant International University July 1, 2025 Network Bandwidth	Minimum 25 Mbps and recommended 100 Mbps connection to accommodate Zoom and other video streaming services
Note: Higher bandwidth rates are recommended since many courses link to videos and other educational resources that will function better at higher bandwidth.	
Mobile Email	Microsoft Outlook app for IOS or Android
Screen Readers	Mac and iOS: Voice Over (Safari/Chrome)
PC: Narrator – included in Windows	
PC: NVDA (free), JAWS (Chrome/Firefox)	

File Sharing Policy

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

It is the policy of NACOB and ABCOT that all members of the College Community must comply with U.S. Copyright Law. To provide for a high-quality education for students of NACOB or ABCOT, faculty often find it useful to make available to their students copyrighted material. Faculty frequently find that an effective means to make such information available is to copy and distribute it to students. The Copyright Act of

1976, 17 U.S.C. § 1 et seq. provides for duplication of copyrighted materials by the copyright owner, with the permission of the copyright owner or when the copying is considered a “fair use” of the material.

Individuals using the College network resources are also expected to follow all related NACOB or ABCOT policies regarding college network and computer resources, copyright, and intellectual property. These policies can be found in the School Catalog.

Copyright Compliance Resource Information

Copyright Basics

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

Copyrighted works are protected regardless of the medium in which they are created or reproduced. Copyrighted works include, but are not limited to, printed articles from publications, TV and radio programs, motion pictures, music performances, photographs, training materials, manuals, documentation, software programs, databases, and web pages. In general, the laws that apply to printed materials are also applicable to visual and electronic media and works transformed into digital format.

Copyright does not protect, and anyone may use:

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

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

Federal Copyright Laws

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

Violations and Penalties

College members who violate this policy may be subject to civil and criminal liabilities, as well as College disciplinary actions, up to and including but not limited to dismissal from the institution. The copyright law applies to all forms of photocopying, whether it is undertaken at a commercial copying center, at the school’s copying facilities, or at a self-service machine. Penalties for copyright infringement include civil

and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

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

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

Legal Alternatives to Downloading Copyrighted Materials

Legal alternatives to downloading copyrighted materials include subscribing to streaming services like Netflix, Amazon Prime Video, and Hulu, purchasing digital content from platforms like iTunes, Google Play, and Amazon**,** or borrowing from libraries. These options provide legal access to a wide variety of copyrighted material without infringing on intellectual property rights.

Fair Use Doctrine

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

- Criticism
- Comment
- News reporting
- Teaching (including multiple copies for classroom use)
- Scholarship
- Research

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

- The purpose and character of the use, including whether such use is of a commercial nature or is for non-profit educational purposes. In general, uses for educational purposes at nonprofit institutions weigh in favor of fair use. If the use is commercial, fair use is less likely to be found. Copies used in education but sold at a monetary profit would not be fair use.
- The nature of the copyrighted work. The nature of works may range from pure facts to highly creative works. Some works are closer to the core of copyright protection than others. Examples: fiction (more protection) and factual works (less protection); motion pictures (more protection) and news broadcasts (less protection); creative works (more protection) and compilations (less protection); in print (more protection) and out of print (less protection); unpublished (more protection) and published (less protection).

The amount and substantiality of the portion used in relation to the copyrighted work as a whole. No exact measures of allowable quantity exist in the law. Amount is both quantitatively and qualitatively measured. Quantity is evaluated relative to the length of the entire original and the amount needed to serve the educational objective. Where only a small portion of the work is to be copied and the work would not be used if purchase or licensing of a sufficient number of authorized copies were required, the intended use is more likely to be considered fair. Copying excerpts that encompass most of the body of a work would weigh against fair use.

- The effect of the use upon the potential market for or value of the copyright. Educational uses that have little or no impact on the market value for the original work weigh in favor of fair use. Copying should not harm the commercial value of the work. As a general rule, there should be no copying of a copyrighted work to substitute for its purchase by the user. Factors to consider: Is the use educational? Is the work going to be used for more than one class and/or more than one semester? Is there a means to obtain permission from the copyright holder? Is the original out of print? Is the cost of the license or royalty prohibitive?
- Teachers may make personal copies of copyrighted materials for scholarship and research purposes.
- Some activities are even less likely to constitute fair use and should almost never be engaged in without the explicit permission of the copyright owner:
- Copying of materials for profit.
- Copying of published textbooks.
- Copying of unpublished materials.
- Copying of the same materials, e.g. coursepacks, for classroom use term after term
- Copying of works intended to be “consumable” in the course of study or of teaching such as workbooks, exercises, standardized tests, test booklets and answer sheets.

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

Coursepacks – Fair Use Guidelines

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

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

- Single chapters from a book
- Single articles, essays, poems or stories from a periodical issue or newspaper
- A limited number of charts, diagrams, drawings, graphs, or pictures from a book, newspaper, or periodical issue

Other similarly small parts of a work

- Limit to one semester or term
- Limit the student's cost to the cost of reproducing the material
- Obtain permission for materials that will be used repeatedly by the same instructor for the same class
- Include any copyright notice on the original
- Include appropriate citations and attributions to the source

Library Reserve – Fair Use Guidelines

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

Electronic Reserve – Fair Use Guidelines

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

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

- Faculty may incorporate others' works into their media creations to produce curriculum materials for educational use. Faculty may retain media products incorporating the copyrighted works of others for a period of two years. After that, permission is required.
- Faculty may provide for media products using copyrighted works to be accessible at a distance provided access is limited to students. However, the performance and display of an entire copyrighted audiovisual work such as a videotape, DVD or video file is not allowed for distance education.
- Faculty may demonstrate their media creations at professional symposia and retain such work in their own portfolios.
- For text, use is limited to 10% of the work or 1,000 words, whichever is less.
- For photos and images, use is limited to five works from one author and 10% or 15 works, whichever is less, from a collection.
- For database information, use is limited to 10% or 2,500 fields or cell entries, whichever is less.
- For motion media (e.g., video clips), use is limited to 10% or three minutes, whichever is less.
- For music, use is limited to 10% or 30 seconds, whichever is less.

Software Copying

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

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

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

Rely on Fair Use Exception When Permission is Not Obtained

- This requires that faculty, staff and students consider and balance the guidelines and factors set forth above in determining whether duplication or use by a party other than the copyright owner constitutes fair use.
- If faculty and/or staff act in good faith in applying the general guidelines set forth above regarding fair use, the Alliant University insurance policies may protection offer protection in the event of an infringement allegation.

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

Campus Security and Crime Reports

On or before October 1 of each year, the College compiles and published statistics as required by law concerning reported crimes that occurred on campus; in certain off campus buildings or property owned or controlled by the College; and on public property within, or immediately adjacent to and accessible from, the campus. NACOB and ABCOT annually distributes to the colleges community (students, faculty, and staff) these crimes statistics as well as NACOB and ABCOT institutional policies concerning campus security including policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other important matters. Information for crime victims about disciplinary hearings will be provided to the crime victim.

The following safety information is located on the College website:

- Security Policies and Procedures and Crime Prevention Programs
  www.adrians.edu/consumer-information
- NACOB and ABCOT Annual Campus Security and Fire Safety Report
  www.adrians.edu/consumer-information/campus-security-fire-safety

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

Campus Fire Safety Right-to-Know Act Disclosure

The Campus Fire Safety Right-to-Know Act requires colleges and universities to disclose certain fire safety information for institutions with on-campus housing.

The Clery Act Appendix for FSA Handbook was developed by the U.S. Department of Education to assist postsecondary institutions in meeting the campus safety and security requirements of the Higher Education Act of 1965, as amended. This Appendix replaces the 2016 Handbook for Campus Safety and Security Reporting, which has been rescinded. NACOB nor ABCOT does not offer student residential housing.

NACOB and ABCOT conducts mandatory supervised fire drills at least once a year. The College reviews its fire safety measures on a regular basis and makes improvements/upgrades as needed.

NACOB and ABCOT Emergency Communication and Safety Services

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

Campus Safety and reporting information can be accessed at: www.adrians.edu/consumer-information

Notice of Student Tuition Recovery Fund Rate Change

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

As such, to comply, NACOB and ABCOT updated enrollment agreements and other college documentation.

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

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

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

Licensure and Certification Disclosures

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

Relocation

Students are required to notify their respective Advisor of any change in their physical location prior to relocation as this may impact the student's ability to continue in their program, practicum, clinical or internship placement; Title IV or other financial aid eligibility; veteran's or military benefits; and/or ability to become licensed or certified in a particular state or U.S. territory.

Immunization Policy

NACOB and ABCOT does not presently have any additional specific immunization requirements. NACOB and ABCOT recommends all within its community to consult the guidelines from the Center for Disease Control and Prevention (CDC) and other public health agencies to ensure informed decisions related to vaccination.

Voter Registration

Forms for registering to vote in California may be found online on the CaliforniaSecretary of State's website:

- www.sos.ca.gov/elections/voter-registration or at
- www.registertovote.ca.gov/

NACOB and ABCOT Institutional Information

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

- College Mission Statement
- Programs | 2026-2027 Catalog
- List of Faculty
    - Faculty | 2026-2027 Catalog
- Accreditation
- Institutional Overview | 2026-2027 Catalog
    - Accreditation |
    - Articulation Agreements
        - NACOB nor ABCOT does not currently have any active Articulations Agreements.
- Costs of Attendance/Tuition and Fees
- Expenses and Financial Aid | 2026-2027 Catalog
- Tuition and Fees |
- Student Loans
- Expenses and Financial Aid | 2026-2027 Catalog
- Financial Aid and Scholarships |
- Graduation, Completion, and Transfer-Out Rates
- Completion/Graduation and Transfer-out Rates |
- Integrated Postsecondary Education Data System (IPEDS) College Navigator
- Requirements and Procedures for Withdrawal
- Academic Policies | 2026-2027 Catalog
- Tuition Refund Policy for Students

- Expenses and Financial Aid | 2026-2027 Catalog
- Family Educational Rights and Privacy Act (FERPA)
- Student Rights and Responsibilities | 2026-2027 Catalog
- Services and Facilities Available to Disabled Students
- Student Services and Student Life | 2026-2027 Catalog
- Accessibility Services |
- NACOB and ABCOT Drug and Alcohol Policy
- Student Assistance Program
- Student Services | Student Support Programs

Definitions

Definitions of regulatory terms can be viewed here:

https://fsapartners.ed.gov/knowledge-center/fsa-handbook/2026-2027