



## CATALOG

Effective 2/1/2026

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# Meet DigitalCrafts

## History

DigitalCrafts launched in 2015. In that time, we've helped over a thousand students work to develop industry-relevant skill sets through reskilling and upskilling courses to pursue a career path in technology—in weeks, not years. With classes taught by instructors with real-world experience in their field, our curriculum is crafted with beginners in mind, combining instruction with hands-on projects designed to effectively cater to all learning styles. On August 2, 2021, DigitalCrafts became part of the American InterContinental University System, and is owned by American InterContinental University System, Inc.

## Mission

The mission of the American InterContinental University System is to empower a diverse student body for academic, personal, and professional success, through a commitment to inclusive, student-centered support and lifelong learning.

## Anti-Discrimination Policy

DigitalCrafts does not discriminate or tolerate discrimination against any member of its community on the basis of race, color, national origin, ancestry, sex/gender, age, religion, disability, pregnancy, veteran status, marital status, sexual orientation, or any other status protected by applicable federal, state or local law in matters of admission or in any aspect of the educational programs or activities it offers.

## Accreditation and Licensure

### *Arizona*

DigitalCrafts is part of the American InterContinental University System, which is licensed by the Arizona State Board for Private Postsecondary Education.

### Distance Education State Authorization Reciprocity Agreement (SARA)

Aimed at expanding distance education opportunities for students, the National Council for State Authorization Reciprocity Agreements (NC-SARA) is an organization that establishes comparable national standards for the interstate offering of postsecondary distance education courses and programs. DigitalCrafts is part of the American InterContinental University System, which has been approved to participate in NC-SARA.

### *Georgia*

Programs offered by DigitalCrafts, part of the American InterContinental University System, are authorized by the State of Georgia to operate by the Nonpublic Postsecondary Education Commission (NPEC): 2082 East Exchange Place, Suite 220, Tucker, GA 30084-5305. [gnpec.georgia.gov](http://gnpec.georgia.gov).

### *Accreditation*

DigitalCrafts is part of the American InterContinental University System. The System is accredited by the Higher Learning Commission ([hlcommission.org](http://hlcommission.org)), an institutional accreditation agency recognized by the U.S. Department of Education.

## Facility Overview

Our campus is located at 6600 Peachtree Dunwoody Road, 500 Embassy Row, north of downtown Atlanta just off US-19 and near the Sandy Springs MARTA station. Since all programs are only available online, this is an administrative location only; classrooms are not available.

## **DigitalCrafts Administrative Team**

Alyson Joachim, Senior Student Operations Manager  
Nicholas Dzierzynski, Campus Director of Admissions  
Dr. Ed Lavieri, Chief Academic Officer

## **Office of the Ombudsman**

The Ombudsman staff is responsible for answering student inquiries and serving as a liaison between the student and the institutional departments where communication has broken down or is not yielding resolution. If problems occur, an Ombudsman staff member initiates a resolution of such problems and guides students through the DigitalCrafts Grievance Procedure. Students may contact the Office of the Ombudsman at [Ombudsman@aiuniv.edu](mailto:Ombudsman@aiuniv.edu) or by phone at (847) 586-4056.

## **Academic Calendar - 2026**

1/28	Session starts (ends 3/3)
3/4	Session starts (ends 4/7)
4/8	Session starts (ends 5/12)
5/13	Session starts (ends 6/16)
6/17	Session starts (ends 7/21)
7/22	Session starts (ends 8/25)
8/26	Session starts (ends 9/29)
9/30	Session starts (ends 11/3)
11/4	Session starts (ends 12/8)
12/9	Session starts (ends 1/19/27)
12/23-29	Winter Break

## **Holidays**

DigitalCrafts is closed in observance of the following holidays:

New Year's Day  
Martin Luther King Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day and Day After Thanksgiving  
Christmas Eve and Christmas Day

# Payments and Refunds

## Tuition and Related Costs

Tuition is due prior to the program start date. Payment options are listed under Payment Terms below and detailed options are included in the student's official acceptance letter.

Program	Tuition
AI & Machine Learning Engineering Certificate	\$9,500
Cybersecurity Certificate*	\$9,500
Software Development Certificate: Full Stack	\$9,500

\*Students who successfully complete the Cybersecurity Certificate program will receive one voucher for a CompTIA exam of their choice. The voucher must be used within 12 months of purchase and is non-renewable.

It is the student's responsibility to purchase any electronic devices needed for the program. Please note the student will need a laptop or desktop computer; it can be either a Mac or PC.

Students who are California residents will be assessed a nonrefundable California Student Tuition Recovery Fund (STRF) assessment, which is based on the program cost and paid at the beginning of the first course. The current STRF fee is \$0; the rate is subject to change at any time without notice. See the "Student Tuition Recovery Fund" section for additional information.

## Payment Terms

Students have the option to either pay tuition in full prior to the start of class, set up a 0% interest installment plan paid over the duration of their program, or finance tuition through a third-party lender. DigitalCrafts reserves the right to remove a student from class or administratively withdraw the student from the institution at the end of the add/drop period of the current session for not fulfilling their financial obligations to DigitalCrafts defined as follows:

- Upfront Payment:** If a student plans to pay the full tuition directly to DigitalCrafts, please refer to the payment schedule provided. Tuition payment can be made via cashier's check, personal check, debit card, credit card, or bank transfer.
- Installment Plan:** If the student plans to utilize an installment plan to pay for tuition, they must make the initial 50% down payment before the class start date and all other installment payments as outlined in their DigitalCrafts invoice. A student cannot exceed two installment payments to DigitalCrafts.
- Employer Reimbursement Program:** Students who participate in an Employer Reimbursement Program or are paying cash for all or a portion of their education are responsible for all amounts as noted in the signed promissory note. Tuition payment must be received no later than two weeks of the payment due date.

All financial obligations must be met in order to qualify for graduation.

While DigitalCrafts, a part of the AIU System, is part of a Title IV eligible institution offering Title IV eligible programs, DigitalCrafts has elected and designated some of its programs as not participating in Title IV federal financial aid programs. If a program is designated in this manner, it is noted in its catalog description. This means students enrolling in a

designated program may not use Federal Student Aid to help pay for the program. Instead, DigitalCrafts offers a variety of zero interest payment options for students.

## **Cancellation and Refund Policy**

DigitalCrafts has several policies that relate to students who are unable to complete their program at the institution.

### *Cancellation Policy*

Students who cancel their Enrollment Agreement and Disclosure prior to the student's eighth day of class attendance will receive a refund of all monies paid. If DigitalCrafts does not accept the Agreement, cancels the Agreement prior to the first day of class attendance, or delays the program start date, all monies paid will be refunded. All requests for cancellation by the student must be made in writing to [Hello@DigitalCrafts.com](mailto:Hello@DigitalCrafts.com).

### *Refund Policy*

Prorated refunds are made for students who withdraw or are withdrawn from DigitalCrafts if they have completed 60% or less of the program. All refunds are based on the amount due for the program at the time of withdrawal, not the amount the student has actually paid. The date from which refunds will be determined is the last date of recorded attendance. All requests for withdrawal by the student must be made in writing to [Operations@DigitalCrafts.com](mailto:Operations@DigitalCrafts.com). The student is responsible for paying any balance due.

### *Timing*

Refunds will be made within 30 calendar days of a) receiving a written cancellation or withdrawal notice from the student or b) the date when the student is withdrawn or dismissed by DigitalCrafts.

### *New Online Undergraduate Student*

A new undergraduate student, defined as one entering DigitalCrafts or an affiliated institution for the first time with less than 24 online college credits that is enrolled in a full online program, may elect to withdraw from DigitalCrafts at any time during the first 21 days of the program without incurring any tuition or fees by withdrawing from DigitalCrafts in accordance with the requirements set forth in this catalog. Specifically, an eligible student intending to withdraw must submit a written notice that they are withdrawing from DigitalCrafts to [Operations@DigitalCrafts.com](mailto:Operations@DigitalCrafts.com). An eligible Student is considered conditionally enrolled during this 21-day period.

## **Scholarships**

DigitalCrafts provides scholarships as listed below. Students are provided with additional information in their official acceptance letter. See [Appendix A](#) for detailed information.

<b>Scholarship</b>	<b>Description</b>	<b>Amount</b>
Builders Scholarship	Awarded to individuals with inspiring stories; application required.	\$250

## **Grants**

DigitalCrafts provides grants as listed below. Students are provided with additional information in their official acceptance letter. See [Appendix A](#) for detailed information.

Grant	Description	Amount
Achievement Grant	Awarded to employees of select, participating employers that are in contractual agreement with DigitalCrafts. Employer approval required.	Varies by employer
Alumni Referral Grant	Awarded to a student referred by a DigitalCrafts alumni. Referral application required.	\$250
Educational Alliance Grant	Awarded to employees of agencies, members of organizations, and graduates of educational institutions that are in contractual agreement with DigitalCrafts.	Varies by agency/ member
Lifelong Learning Grant	Awarded to AIU System alumni (including DigitalCrafts) who want to pursue a certificate at DigitalCrafts.	Up to 50% of tuition

## Tuition Incentives and Offers

DigitalCrafts provides tuition incentives and other offers as listed below. These incentives and offers can be combined. See [Appendix A](#) for information about combining these with scholarships and grants.

Incentive	Description	Amount
Decision-Maker Incentive	Students who enroll within 5 days of receiving an acceptance letter will receive \$250 off their final tuition.	\$250
Open House Offer	Attendees of DigitalCrafts' Open House events will receive an offer for \$100 off their final tuition.	\$100

# Policies and Procedures

## Entrance Requirements

All applicants must be a high school graduate or the equivalent in order to enroll at DigitalCrafts. Non-native speakers of English are required to provide proof of English proficiency (e.g. TOEFL or other English proficiency assessment) prior to admission.

Individuals interested in enrolling at DigitalCrafts must complete the following steps:

1. Complete an online application.
2. Participate in a virtual admissions meeting.
3. Receive a current acceptance letter.

Upon receipt of their DigitalCrafts acceptance letter, the student must complete an Enrollment Agreement and Disclosure and any other required documents in order to be enrolled.

DigitalCrafts does not accept applications from residents of Maryland, Massachusetts or New York (except for select corporate partners) and certain foreign countries.

## Proof of High School Graduation

Acceptable documentation of high school graduation (called proof of high school graduation) must be received by the institution no later than day 21 of the student's program. It is the student's responsibility to provide acceptable documentation of high school graduation or its equivalency. DigitalCrafts will evaluate the validity of a student's high school completion and students may be asked to provide additional supporting documentation. If there is a reason to believe that high school diploma is not valid or was not obtained from an entity that provides secondary school education, the student will be administratively withdrawn from DigitalCrafts and financially responsible for all costs of attending. *Students will not be considered regular students until proof of high school graduation requirements are met.*

## English Proficiency and English as a Second Language

Prospective students whose first language is not English are required to provide proof of English proficiency prior to admission. Accepted methods for the demonstration of English proficiency at DigitalCrafts include but are not limited to the options outlined below.

### Examination Options

- TOEFL (Test of English as a Foreign Language) score (on the paper test) of 500 or higher
- TOEFL score (on the computer-based test) of 173 or higher
- TOEFL score (on the internet-based test) of 61 or higher
- Advanced Placement International English Language (APIEL) score of 3 or higher
- International English Language Testing System (IELTS) score of 5.5 or higher
- Michigan English Language Assessment Battery (MELAB) score of 73 or higher
- University of Cambridge Local Examinations Syndicate Certificate of Advanced English (UCLES CAE) grade of A, B or C
- University of Cambridge Local Examinations Syndicate Certificate of Proficiency in English (UCLES CPE) grade of A, B or C
- British GCSE/Ordinary (O) or Advanced (A and AS) Level examinations in the Subject of English grade of A, B or C

### *Instructional Options*

- Successful completion of a college-level English course (a grade of C or better) taken at an accredited, English speaking postsecondary institution
- Graduation from an English-speaking secondary institution
- ESL instruction based on University evaluation
- Level 109 or higher on the ESL Language Centers
- Level 107 or higher EF Language Centers

Alternative measures of English proficiency may be determined with Academic approval.

### **Re-Entering Students**

Students who have previously attended DigitalCrafts but did not graduate from their program and are returning within 364 days of their last date of attendance will, at a minimum, be subject to the same requirements when they originally matriculated at DigitalCrafts. The returning student's original enrollment will be resumed at their request. Students with prior credits who are planning to return to the institution or those who wish to reenter a program that has been discontinued are subject to review.

Students who have previously attended DigitalCrafts but did not graduate from their program, and whose recorded last date of attendance is greater than 364 days after their requested reentry date are subject to all admission requirements in effect at the time of reentry.

All re-entering students will be charged the rate of tuition and fees in effect at the time of reentry.

### **Criminal Conviction Policy**

In an effort to maintain a safe educational and working environment for students and staff, DigitalCrafts does not admit applicants who are known to have certain types of criminal convictions in their backgrounds. The Criminal Conviction policy applies to students throughout their entire student lifecycle, from enrollment through graduation.

During the admissions application process students will be required to attest to their criminal conviction history. Students may be subject to a criminal background check based on whether they are attending class in-person or online.

Upon completion of the admissions process, this policy applies to students in the following ways:

- Students convicted of any criminal offense while enrolled must report that conviction to the Office of the Ombudsman at [Ombudsman@aiuniv.edu](mailto:Ombudsman@aiuniv.edu) within ten (10) days of receiving the conviction. Students who fail to report a criminal conviction while enrolled are subject to immediate dismissal.
- Students who are discovered to have misrepresented their criminal conviction history to DigitalCrafts are subject to immediate dismissal.
- Students who are discovered to have committed certain types of offenses while enrolled are subject to immediate dismissal.

DigitalCrafts reserves the right to conduct criminal background checks on applicants and students in circumstances deemed appropriate by the institution.

## **Orientation**

All new students participate in a mandatory orientation program prior to their first course at DigitalCrafts. The orientation is offered in DigitalCrafts' LMS (Canvas) and is designed to support the student's transition into online learning. Orientation provides an overview of DigitalCrafts and online learning including information on Canvas, the features and functions of Canvas, learning modules and DigitalCrafts' policies.

## **Program Start Date**

In the event of a mitigating circumstance when a student is unable to begin their program on their selected start date, a student can request a program start date change prior to the add/drop date for the selected start date (refer to the Add/Drop Period section of this catalog). DigitalCrafts reserves the right to cancel the student's enrollment prior to the add/drop date if the request is not approved. All requests must be submitted in writing to [Hello@DigitalCrafts.com](mailto:Hello@DigitalCrafts.com).

## **Add/Drop Period**

The course add/drop policy is defined as the timeframe during which students may seek to make changes to their scheduled by adding and/or dropping course(s). This timeframe is the first week of the session as published in the academic calendar. Specifically, students can add or drop a course through the first Tuesday of the class start by 11:59 pm CST.

Beyond the course add/drop period, any registered courses for the session will result in a final grade (A-F). DigitalCrafts reserves the right to administratively withdraw a student from unattended course(s), however the student must remain active in at least one additional course in the session. If a student does not remain active in at least one course each session, the student will be withdrawn from DigitalCrafts. After the add/drop period has closed, students are responsible for any tuition and fees associated with their registered course load.

## **Student Evaluation**

At the conclusion of each course, the student will receive an overall grade determined by the criteria below, which is maintained in the student's permanent academic record. Student records are kept permanently at the school.

Students are allowed to retake one course for no additional charge. Any subsequent retakes will be charged at the current per credit hour rate. Students can attempt an individual course up to three times.

Student instruction is provided through live instruction, reading assignments, video lessons, hands-on labs/simulations, papers/projects, and practice quizzes. The grading scale is listed below. Faculty members assign the final grade, which is determined based on performance on the assignments listed in the course syllabus. In order to graduate, students must retake and pass any courses that receive an F grade.

Letter Grade	Percentage	Total Points Needed for Final Grade	Included in Credits Earned	Included in Credits Attempted	Included in CGPA	Grade Points
A	93.00 - 100.00	930 - 1000	Yes	Yes	Yes	4.00
A-	90.00 - 92.99	900 - 929	Yes	Yes	Yes	3.70
B+	87.00 - 89.99	870 - 899	Yes	Yes	Yes	3.30
B	83.00 - 86.99	830 - 869	Yes	Yes	Yes	3.00
B-	80.00 - 82.99	800 - 829	Yes	Yes	Yes	2.70
C+	77.00 - 79.99	770 - 799	Yes	Yes	Yes	2.30
C	73.00 - 76.99	730 - 769	Yes	Yes	Yes	2.00
C-	70.00 - 72.99	700 - 729	Yes	Yes	Yes	1.70
D+	67.00 - 69.99	670 - 699	Yes	Yes	Yes	1.30
D	60.00 - 66.99	600 - 669	Yes	Yes	Yes	1.00
F	Below 59.99	Below 599	No	Yes	Yes	0.00
W	n/a	n/a	No	Yes	No	n/a

## Grade Appeals

Faculty are responsible for the awarding of course grades. This policy and procedure allows students to appeal final course grades only.

The basis for a grade appeal is limited to the following reasons: (a) violation of DigitalCrafts policy, (b) violation of course policy, or (c) questions regarding the accuracy and/or fairness of an assessment. The written appeal must include the reason(s) for appealing the grade and provide documentation supporting the appeal. The final grade on the student record could be lower, higher, or the same as the grade initially appealed.

### Level 1 Appeal:

- A grade appeal must be submitted to the instructor of record within one week following receipt of the final grade.
- The instructor of record will review the appeal and issue a decision.

### Level 2 Appeal:

- The decision made by the instructor of record may be appealed to the CAO/designee within one week following Level 1 decision notification.
- Students must include the correspondence and decision documentation from the Level 1 appeal.
- The CAO or their designee shall render a decision. This decision is final and cannot be appealed further.

## Satisfactory Academic Progress

All students are expected to maintain satisfactory academic progress in order to successfully meet the academic requirements for completion and to remain enrolled. Progress checks will be conducted at regular intervals throughout the student's program.

### Student Academic Standing

DigitalCrafts will evaluate a student's academic progress every five weeks through a review of the student's cumulative grade point average (CGPA) and rate of progress.

- The CGPA is calculated by dividing the total earned quality points by the total attempted credits. A student is making satisfactory academic progress if the student is at or above a CGPA of 2.0.

- The rate of progress percentage (ROP) is calculated by dividing the credits earned by the credits attempted. Students must maintain a ROP of 66.67%. The ROP requirements ensure that students are progressing at a rate at which they will complete their programs within the maximum timeframe.

A student who falls below either of these measures is not making satisfactory academic progress and is placed on academic warning. In order to complete a program, a student must have earned a minimum CGPA of 2.0 and successfully completed all courses required in their program. In addition, a student is not allowed to attempt more than 1.5 times, or 150%, of the number of credits in their program of study.

#### *Academic Warning*

Students who are on academic warning are notified that they have fallen below the minimum CGPA or ROP required to remain in good academic standing with the school. The student is expected to meet regularly with their Student Advisor to discuss mitigating circumstances that may be impacting the student's academic performance. The student has one five-week term to increase their overall CGPA and ROP in order to meet SAP and be removed from academic warning.

#### *Academic Dismissal*

Students who fail to make satisfactory academic progress after being on academic warning will be academically dismissed from DigitalCrafts. In addition, if at any point it can be determined that it is mathematically impossible for a student to meet the graduation requirements, the student will also be dismissed. Students who are dismissed will be notified. The student's account will be reviewed for refund eligibility as described in the institution's Cancellation and Refund Policy.

Students may appeal the academic dismissal decision by submitting a written request explaining the circumstances that contributed to their lack of academic success and what action(s) the student will take to overcome the circumstance(s) in the future. Students must send this information by email to the University Registrar ([Registrar@aiuniv.edu](mailto:Registrar@aiuniv.edu)) no later than 7 days after the date of the written dismissal notification from the institution. The appeal will be reviewed by DigitalCrafts staff and the student will receive a written determination following the review.

A student who successfully appeals will be placed on Academic Warning and will be evaluated at the end of the next quarter/term. A student who either meets or exceeds the minimum standards will be removed from Academic Warning and returned to a SAP Met status. If the minimum CGPA and rate of progress requirements are not met at the time of evaluation, the student will be placed on Academic Dismissal Status and will be dismissed from school unless the student meets the terms of their academic plan.

#### *Change of Program*

When a student elects to change their program, the student's attempted and earned credits and grades will be transferred into the new program as applicable. Credits attempted and earned in the original program of study that apply to the new program of study will be used when computing grade point average, rate of progress and maximum timeframe.

#### *Repeat Courses*

Students must repeat any required courses in which a grade of F or W is received. Both original and repeated credits will be counted as attempted credits in rate of progress calculations.

## Program Measurement and Attendance

### *Definition of a Credit Hour*

DigitalCrafts recognizes a credit hour to be based on the amount of work required to meet intended learning outcomes and verified by evidence of student achievement. Students should expect to dedicate approximately 27 hours per week towards academic activity for a 5 week, 4.5 quarter credit course.

### *Attendance Policy*

The completion of any of the activities listed below is recorded as the last date of attendance (LDA) in the student records system. LDA is updated in the student's record for monitoring of attendance throughout a course. A student who does not meet attendance requirements for 15 calendar days is administratively withdrawn from DigitalCrafts.

Students are expected to complete at least one of the following academic activities each week in each active course in order to meet attendance requirements.

- Submit an assignment
- Post on an assigned discussion board
- Complete an assigned lab
- Attend a live lecture

## Re-Use or Repurposing Prior Assignments

### *Re-use*

Students who are retaking the same course may use work submitted in a previous iteration of the course in its entirety without penalty. Students who intend to submit past work in its entirety must notify the current instructor if they are retaking the course and plan to submit prior work and discuss any recommendations before submission. As with every task, students must uphold academic integrity; therefore, they can only re-use work that is original to them. Resubmission does not guarantee that the grade earned on prior submission will be equaled or improved. If an instructor is not made aware of work being re-used, the instructor will treat the assignment as plagiarized work.

### *Repurposing*

Students may not repurpose previously submitted coursework from a different course unless it is specified in the assignment instructions. This includes part of a paper or excerpts from a previously graded paper for an assignment from another class.

## Extra Credit and Resubmission of Graded Assignments

Extra credit is not permitted in DigitalCrafts courses. Once an assignment is graded and the grade is posted in the current class, students may not resubmit an updated version for the objective of improving the assignment grade.

## Leave of Absence Policy

A student attending DigitalCrafts must submit a written request for a Leave of Absence (LOA) to Student Advising at [Operations@DigitalCrafts.com](mailto:Operations@DigitalCrafts.com). Requests must be made in advance of the requested time off unless there have been unforeseen circumstances that prevented the student from making the request in advance. If a student requests a LOA and is unable to submit the appropriate documentation within the allotted time frame, the student should contact Student Advising for further assistance. A LOA can be granted for a minimum of one course (5 weeks) and is taken in five-week increments.

A LOA may be requested for reasons including, but not limited to, military, medical, jury duty, or family care. A student may be granted a LOA if the following requirements are met:

- The LOA request is submitted in writing before the start of the course, or by the end of the add/drop period.
- Students may request multiple LOAs, but the total number of days the student remains on LOA may not exceed 180 days during the consecutive 12-month time frame.
- Prior to applying for a LOA, the student must have completed their most recent term. A LOA may not be taken in the first course of the student's program.
- Students must be in a good academic standing and/or are not subject to dismissal from the institution for academic or code of conduct reasons.

While there are no additional charges assessed during a LOA, the student continues to be responsible for prior student charges. For more information on the student's finance and payment status, students must contact [Billing@DigitalCrafts.com](mailto:Billing@DigitalCrafts.com).

Students who decide not to return to DigitalCrafts must formally withdraw their enrollment in accordance with the withdrawal policy.

### **Standard Period of Non-Enrollment**

DigitalCrafts students electing to take a term off may apply for a standard period of non-enrollment (SPN) without formally withdrawing from DigitalCrafts.

- The SPN request must be submitted in writing before the start of the course, or by the end of the add/drop period. Requests are made via emailing Student Advising at [Operations@DigitalCrafts.com](mailto:Operations@DigitalCrafts.com).
- Prior to applying for a SPN, the student must have completed their most recent term. A SPN may not be taken in the first course of the student's program.
- A SPN can be granted for a minimum of one course (5 weeks) and cannot be stacked with a Leave of Absence (LOA).
- Students must be in a good academic standing and/or are not subject to dismissal from the institution for academic or code of conduct reasons.

DigitalCrafts has the right to approve or deny SPN requests.

While there are no additional charges assessed during a SPN, the student continues to be responsible for prior student charges. For more information on the student's finance and payment status, students must contact [Billing@DigitalCrafts.com](mailto:Billing@DigitalCrafts.com). Students who do not return in the following term will be administratively withdrawn.

### **Withdrawal Policy**

All students intending to withdraw from DigitalCrafts must submit a written notice to the Student Advising Department at [Operations@DigitalCrafts.com](mailto:Operations@DigitalCrafts.com). All balances become due at the time of the withdrawal from DigitalCrafts. The Last Date of Attendance (LDA) is used as the official date of withdrawal in all cases for refund calculations. W grades will be assigned to all courses at the time of withdrawal.

### **ADA/Section 504 Reasonable Accommodations Policy**

DigitalCrafts does not discriminate against individuals on the basis of physical or mental disability. To ensure equal access to its programs and activities, DigitalCrafts is committed

to providing reasonable accommodations, including appropriate auxiliary aids and services, academic adjustments (inside or outside the classroom), and/or modification to policies and procedures, to qualified individuals with disabilities, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the relevant program or activity. A DigitalCrafts ADA/504 Coordinator is responsible for determining appropriate accommodations.

ADA/504 Coordinators - [Accommodations@DigitalCrafts.com](mailto:Accommodations@DigitalCrafts.com)

Alyson Joachim  
Senior Student Operations Manager  
Phone: 833-327-2387 ext. 702

Nicholas Dzierzynski  
Director of Admissions  
Phone: 630-622-5832

Applicants for admission to DigitalCrafts or current students requesting an accommodation must complete a Request for Accommodation, which includes a section that must be completed by their health-care provider. Copies of these forms may be obtained from an ADA/504 Coordinator. DigitalCrafts may request only medical information that is relevant and reasonably necessary to determine whether an individual is disabled, the nature and extent of the disability, and appropriate reasonable accommodations. Completed forms and supporting documentation must be submitted to a Coordinator at the email address above or to DigitalCrafts' mailing address. To enable DigitalCrafts to evaluate an individual's needs, engage in an interactive process with them, and provide appropriate reasonable accommodations in a timely fashion, DigitalCrafts requests that individuals complete and submit the required forms and supporting documentation as soon as practicable under the circumstances.

DigitalCrafts will make its determination on an individualized, case-by-case basis with input from the individual requesting accommodation, the ADA/504 Coordinator, and faculty and administrators, as necessary. Except in unusual cases, DigitalCrafts will reach a determination regarding an individual's request for accommodation and notify the individual in writing of the determination within ten business days of their properly submitted request. In the event requested accommodations have been denied, DigitalCrafts' determination letter will inform the individual of the reason(s) and of their right to appeal the determination as set forth below. The ADA/504 Coordinator will maintain a confidential file regarding all requests for accommodation containing the forms and supporting documentation submitted by the applicant or student, any relevant communications (including notes of oral communications) between the individual and the institution, the determination letter from DigitalCrafts to the individual, and the reason(s) for any denials. Any disagreements between an individual requesting accommodation and the ADA/504 Coordinator regarding appropriate accommodations and/or any allegations of violations of this policy may be raised under the School's Investigation and [Grievance Procedures](#).

### *Pregnancy and Parenting*

Pregnancy, parenting, and all related conditions are protected under Title IX of the Education Amendments of 1972. The AIU System is committed to providing reasonable accommodations under Title IX to ensure equitable learning opportunities in the same manner and under the same policies as any other temporary disability. Pregnancy and pregnancy-related conditions covered under Title IX include, but may not be limited to: pregnancy, childbirth, miscarriage, false pregnancy, termination of pregnancy, conditions arising in connection with pregnancy, and recovery from these conditions.

Students wishing to request Title IX accommodations may contact the Title IX Coordinator (Ombudsman) at [Ombudsman@aiuniv.edu](mailto:Ombudsman@aiuniv.edu) or 847-586-4056. Reasonable Title IX DigitalCrafts Catalog - Effective 02/01/2026

accommodations available under this policy may include extended due dates, waiver of late penalties, a course extension or incomplete at the end of the course, or campus-based accommodations (when applicable) such as additional breaks, excused absences, alternative seating, elevator access, and a dedicated lactation room. Please note that this is not an exhaustive list. Students that need a Leave of Absence should speak with Student Advising. In review of a Title IX accommodation request, supporting documentation may be requested by the Title IX Coordinator. Supporting documentation may include written notice from the student's medical provider regarding information related to the student's medical condition and need for academic accommodation(s). Unless otherwise notated by a medical provider, accommodations extend until 8 weeks post-delivery.

Students currently receiving ADA accommodation(s) are still eligible for Title IX accommodations, but accommodations cannot be stacked or duplicated (e.g., a student with an ADA accommodation of a course extension at the end of a course cannot get an additional course extension as a Title IX accommodation).

Students receiving ADA and/or Title IX accommodations must still adhere to all DigitalCrafts policies and procedures.

For more information regarding student rights under Title IX, please review [AIUS' Sexual Harassment Policy Under Title IX](#). You may also direct questions related to this policy to the Title IX Coordinator at [Ombudsman@aiuniv.edu](mailto:Ombudsman@aiuniv.edu). If you feel you are being discriminated against because you are pregnant or parenting, you may file a complaint by using the System's internal Title IX grievance procedures (see Investigation & Discrimination Procedures under the Sexual Harassment Policy under Title IX).

## **Certificate Requirements**

In order to receive a Certificate, the student must meet the following requirements by the end of their program.

1. Students must have a minimum cumulative GPA of 2.0 and completed all courses in the program with a passing grade of D or higher.
2. Students must meet the minimum Attendance Policy requirements.
3. Students must demonstrate an understanding of key concepts.

## **Transcript Requests**

Graduates from credit hour programs (beginning in 2023)

Transcript requests are fulfilled through Parchment Exchange, a leading company in secure transcript fulfillment. Transcript requests can be made at [www.parchment.com](http://www.parchment.com). Official transcripts will not be released if the student has an academic issue with the institution. There is a transcript fee which is paid directly to Parchment. If Parchment is unable to locate the record in their system, please send a request following the process in the clock hour section.

Graduates from clock hour programs (2015 to 2023)

Students who completed clock hour programs should submit their request to [Operations@DigitalCrafts.com](mailto:Operations@DigitalCrafts.com) and include their name at the time of attendance and their program. Clock hour transcripts are provided at no cost.

## **Technology Use Policy**

Student or staff "Technology Use" refers to the products, services, websites, mobile sites, content, databases, software, technologies, and tools delivered by DigitalCrafts or its authorized providers (collectively, the "Platform"). Use of the Platform is subject to the DigitalCrafts [Terms of Use](#).

# Student Information

## Transfer of Credit

DigitalCrafts, part of the American InterContinental University System, offers credit-bearing programs. DigitalCrafts does not imply, promise, or guarantee that any credits earned at DigitalCrafts will be transferable or accepted by any other institution. It is the student's obligation to ascertain in advance of enrollment whether a possible recipient institution will recognize a course of study or accept credits earned at DigitalCrafts. Academic credit is granted through approvals issued to the AIU System, which includes DigitalCrafts.

*Transfer of credit to DigitalCrafts from other institutions:* DigitalCrafts does not accept transfer credit or prior experience to meet its program requirements.

## Personal Background Disclosure

Students with backgrounds that include criminal conduct (e.g., misdemeanor or felony charges or convictions, including those that involve dishonesty or are drug related, or involve conduct that may not have been considered a crime, felony or misdemeanor in the jurisdiction in which the conduct occurred) or financial issues, such as bankruptcy, may not be accepted by companies, agencies, or institutions for employment. The student also understands that some employers may require candidates to submit to a drug test and may deny employment based on substances that are lawfully prescribed or purchased. The student understands certain positions may have physical requirements that may prevent a student from obtaining employment.

## Student Support Hours

Normal hours of staff operation are Monday through Friday, from 9:00 am to 5:00 pm Eastern time. Academic support is available during office hours and by contacting the student's current instructor(s).

## Career Services

Students who attend any of DigitalCrafts programs will have the opportunity to receive job preparation support through the duration of their cohort and after successful graduation from their program. The following list is not meant to be an exhaustive list of the support DigitalCrafts students can receive from the Student Advising Team. Students who have been dismissed are not eligible to receive job support or other alumni benefits.

- Resume Guidance
  - Students receive guidance and feedback on how to develop a professional resume.
- Interview Training
  - Students are exposed to interviewing best practices and the different types of interviews they may encounter.
- Online Presence
  - Students are provided with strategies to leverage LinkedIn to showcase their skills and experience to potential employers.
- Virtual Networking
  - Upon completion of their program, DigitalCrafts' Alumni have the opportunity to network with prior alumni in a collaborative Slack channel.
- Professional Services Course
  - While an active learner, students have access to career preparation support material located in an online Professional Services course. Upon completion of

their program, alumni have access to the Professional Services course for six additional months.

DigitalCrafts cannot guarantee employment, salary, or career advancement.

## **Academic Honesty Policy**

AIUS regards academic honesty as vital to the success of its students and to the reputation of the university system and its institutions of higher learning. Students attain their educational goals and enjoy an enriched academic experience only when there is effective learning. Effective learning occurs when students conduct their own research and are the sole authors of their work. The assessment of that learning is undermined when the originality of students' work is questionable.

AIUS therefore expects students to adhere to the highest standards of academic honesty in all their work. Violations of the policy can result in a failing grade and may lead to dismissal from the institution. All students are expected to adhere to the standards set forth in the Student Code of Conduct and Academic Honesty Policy.

### *Examples of Academic Honesty Violations*

Examples of academic honesty violations include, but are not limited to:

1. **Plagiarism:** The most common form of academic dishonesty is the presentation of the work of another person as one's own. Plagiarism is a serious academic infraction that tarnishes everyone associated with it. Civil and criminal penalties may also apply where conduct violates U. S. copyright laws.
  - a. **Copy and Paste/Cheating:** Copied the work of another person and presented such copied work as their own. May include cheating on quizzes, tests, exams, as well as work from an article, website, book, online repository, and also images, music, and code.
  - b. **Contract Cheating:** Hired and/or compensated another person or organization to prepare and/or complete academic work on their behalf. This includes hiring individuals or services to perform data collection and/or analyses for doctoral research studies.
  - c. **False References:** Used false references, for example incorporated references that are not relevant or are fake to misrepresent resources.
  - d. **Manipulated Assignment Submission:** Manipulated an assignment to avoid detection of content that is non-original and/or similar to other sources by plagiarism software.
  - e. **Paraphrasing:** Paraphrased without citing the original author; did not give credit to another person's work when the ideas/facts presented were not their own.
  - f. **Patchwriting:** Pieced together the work of other people, section by section or as-a-whole, and presented such copied work as their own. Per the American Psychological Association, 2022, patchwriting is "when students mistakenly think they have paraphrased an author's words because they added or removed a few words or replaced some of the words with synonyms. This is called patchwriting. If your wording has a similar sentence structure and uses the same words and phrases of the original author, you are patchwriting."
  - g. **Self-Plagiarism:** Students are not permitted to submit work previously submitted for assessment in another course. This includes part of a paper or excerpts from a previously graded paper for an assignment from another class.
2. **Submission of Prior Work:** Students are only permitted to resubmit work if they are retaking the same course and would like to use previously written assignment(s) from that course. For the previous work to be accepted, the student must revise the

- assignment and apply any feedback from the prior instructor. The student must also notify the current instructor if they are retaking the course and plan to submit prior work.
3. **Artificial Intelligence:** Students are not authorized to use AI tools to create content for assignment submissions unless specifically instructed to do so in the assignment. The expectation is that submitted work be original and the result of the student's own efforts and learning. All submitted assignments will be reviewed for use of Artificial Intelligence and violations will be addressed according to the academic honesty policy.
  4. **Facilitating Academic Dishonesty:** Students who intentionally assist or attempt to assist another student to commit an act of academic dishonesty or students who do not report another student that is committing an act of academic dishonesty.
  5. **Other:** Any activity, behavior, or representation to alter academic standing that a reasonable person in the discipline of study would consider dishonest or that violates the disciplines' professional code of ethics.

The institution takes all violations seriously. As such, any occurrence that is found and is not covered by the above stated policy will be reviewed by Academic Affairs. AIUS reserves the right to review all current and previous grades in the current program of study of any student found to have engaged in plagiarism.

#### *Reporting Charges of Plagiarism*

Charges of plagiarism may be raised by anyone including but not limited to:

- Instructors or Professors
- Administrators
- Peers (other students or co-workers)

#### *Escalation of Academic Honesty Violations*

- In some cases, students may be coached on proper/appropriate approach to the submission or original work and allowed to resubmit an assignment for minor or first academic honesty violations.
- In cases of continued academic honesty violations, repercussions could include failing grade on assignment or failing grade in class.
- Depending on severity and pattern of academic honesty violation(s), escalation to the Code of Conduct Committee can occur at any point for potential final written warning and/or dismissal from DigitalCrafts.
- Academic honesty violations are cumulative over a student's tenure with the program.

#### *Right of Appeal*

In cases where disciplinary action is applied, the student shall have the right to appeal.

- The student may appeal the academic honesty decision within five business days to the program Dean.
- The student may appeal disciplinary action applied by the program Dean within five business days to the Vice Provost.
- Students may formally appeal Student Conduct Committee decisions with submission of a written grievance to the Office of the Ombudsman (refer to the Student Code of Conduct policy).

## **Student Code of Conduct**

The Student Code of Conduct sets forth the standards of conduct expected of students who choose to join the DigitalCrafts community. This Code is not exhaustive, and students may be subject to disciplinary action for other behavior and/or activities deemed unacceptable or disruptive to the goals and mission of the institution.

Behavior that infringes upon rights, safety, or privileges of others, or, that impedes the educational process, is unacceptable. Students who violate the standards of conduct either in-person or virtually will be subject to disciplinary sanctions up to and including dismissal. The AIUS Code of Conduct Committee reviews escalated and/or egregious cases, as well as cases that may result in Final Warning and/or Dismissal from DigitalCrafts and the System. Warnings, including Final Warnings, are not appealable. Dismissal decisions may be appealed through the Office of the Ombudsman. Disciplinary action will be recorded permanently on a student's academic record and/or transcript.

Note: Students must be aware that should they disclose to any AIUS employee information regarding potential harm to themselves or others, AIUS employees are required to report such information to campus administration and/or law enforcement.

### ***Prohibited Conduct***

Violations of the Student Code of Conduct may include, but are not limited to:

1. All forms of student academic dishonesty, including but not limited to cheating, fabrication, facilitating academic dishonesty, and plagiarism.
2. Endangering, threatening, or causing physical harm to any member of the DigitalCrafts community or to oneself; or which reasonably causes another person to be fearful of physical or emotional harm.
3. Engaging in contact, by any medium, that a reasonable person would understand to be unwanted including, but not limited to, intimidation, provocation, harassment, stalking, bullying, shaming, and creating a hostile environment.
4. Engages in inappropriate, offensive, and/or unprofessional actions or communication.
5. Use of language that a reasonable person would interpret as abusive, insulting, or degrading, as well as the use of language that a reasonable person would interpret as hostile, bullying, or threatening, as set forth above.
6. Impersonation of another, using another person's identity, or furnishing materially false information, including manufacturing or possession of false identification.
7. Forgery, falsification, fabrication, unauthorized alteration, or misuse of institutional documents, records, or identification.
8. Unauthorized access to, disclosure of, or use of any institutional document, record, or identification, including but not limited to, electronic software, data, and records.
9. Uses, possesses, or manufactures, without institutional authorization, firearms, explosives, weapons, unregistered fireworks, illegal chemical or biological agents or other dangerous articles or substances injurious to persons or property.
10. Interfering with or disrupting institution or institution-sponsored activities.
11. Misuse, theft, misappropriation, destruction, damage, or unauthorized use, access, or reproduction of property, data, records, equipment, facilities, or services belonging to the University or belonging to another person or entity.
12. Engages in solicitation in or on DigitalCrafts property (including classrooms, other institution online locations, and email) unless such solicitation is approved by appropriate institution officials.
13. Engaging in discriminatory activities as prohibited by law or DigitalCrafts policy.
14. Intentionally interfering with or disrupting any DigitalCrafts process, function, or event.
15. Failure to comply with the order of a DigitalCrafts official acting in the lawful performance of their duties and authority.
16. Uses, possesses, distributes, sells, or is under the influence of alcohol, narcotics, hallucinogens, dangerous drugs, or controlled substances, except as permitted by law.
17. Engaging in any sexual offense, including but not limited to, sexual assault, public sexual indecency, indecent exposure, and/or violations of [AIUS' Sexual Harassment policy](#).

18. Producing, sharing, transmitting, or replicating harassing, obscene, or offensive materials including, but not limited to pornographic, violent, graphic, racist, or demeaning content, and/or any material that in general is understood to be socially and/or culturally offensive.
19. Engages in actions or communication deemed inappropriate and/or unethical while attending institution-sponsored events.
20. Conduct which is prohibited under federal, state, or local law, or court order.

## Sexual Harassment Under Title IX

The institution is committed to creating and maintaining a community in which students, faculty and employees work in an environment free from all forms of discrimination, harassment, or violence. The [Sexual Harassment Policy](#) prohibits sexual harassment including: Quid Pro Quo Sexual Harassment, Hostile Environment Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking.

## Support Service Referrals

### Hotlines/Self-help Support Groups

Note: The listed telephone numbers may be subject to change. Hotline information/referral numbers are for reaching those that can provide crisis counseling, refer callers to local agencies, and provide information and/or printed materials.

AIDS	(800) 243-2437	National Council on Alcoholism and Drug Dependence Hotline	(800) 622-2255
Al-Anon for Families of Alcoholics	(800) 344-2666	National Domestic Violence Hotline	(800) 799-7233
Alcohol & Drug Abuse Hotline	(800) 729-6686	National Drug and Alcohol Abuse Treatment Referral	(800) 662-HELP (4357)
Alcohol and Drug Addiction	(800) 992-4414	National Help Line for Alcohol and Substance Abuse	(800) 784-6776
Alcohol and Drug Helpline	(800) 821-4357	National Mental Health Association	(800) 969-NMHA (6642)
American Foundation for Suicide Prevention	988	National Sexual Assault Hotline	(800) 656-HOPE (4673)
CDC AIDS Info	(800) 342-2437	National Suicide Prevention Lifeline	(800) 273-8255
Cocaine Anonymous	(310) 559-5833	National US Child Abuse Hotline	(800) 422-4453
Families Anonymous	(800) 736-9805	Planned Parenthood Hotline	(800) 230-PLAN (7526)
Families of Alcohol/Drug Abusers	(888) 418-0031	Poison Control	(800) 222-1222
Family Support Network	(240) 403-1901	United Way	(703) 836-7112
Gay & Lesbian National Hotline	(888) 843-4564		
Narcotics Referral Hotline	(800) 711-6375		
National Child - At Risk Hotline	(800) 792-5200		
National Child Abuse Hotline	(800) 422-4453		

## **Grievance Procedure**

### *Internal Process*

(This procedure does not apply to appeals of academic decisions, including grades.) A grievance is a serious complaint that demonstrates that the student has been or is being adversely affected by: 1) inaccurate interpretation of institutional policies; 2) inappropriate response, lack of response, or decision by any person with administrative control or responsibility; or 3) unfair application of established institutional processes. A grievance is directed toward the institution, not a specific person, and should be in writing. Student grievances are typically items such as administrative issues, financial issues, technical issues, faculty performance, program content, program effectiveness/expectations, or library services that were not able to be resolved in an informal manner.

If a student has a grievance regarding institutional procedures, decisions, or judgements, the student has a right to seek satisfactory resolution through the formal avenues of the Grievance Procedure:

#### *Step 1: Notification*

When a student has a concern, the student should first discuss and/or attempt to resolve any grievance with the faculty member, staff member(s), or other appropriate administrator.

#### *Step 2: Informal Progression*

If a mutually satisfactory outcome cannot be negotiated between the student and other party, the student should contact the Office of the Ombudsman to seek informal resolution at another level.

#### *Step 3: Formal Written Submission*

If the Office of the Ombudsman is unable to resolve the grievance, the student may submit their grievance in writing, via the Grievance Form, to department leadership through the Office of the Ombudsman or the student portal. Department leadership will review the Grievance Form and determine a resolution. If these steps do not yield a satisfactory resolution, students may file a written appeal with the Grievance Appeals Board through the Office of the Ombudsman.

#### *Step 4: Appeal*

If the student chooses to appeal the decision of the Department, the student must submit a request to appeal the decision to the Office of the Ombudsman. Appeals must be filed no later than the 14th calendar day after a response from the University is received. This time may be extended for extenuating circumstances. If the student/learner fails to submit an appeal within the required timeframe, then the student/learner will be deemed to have accepted the decision or resolution provided. The Ombudsman will convene the AIUS Grievance Appeals Board to review the appeal and render a decision. The student will receive notification of the Grievance Appeal Board's decision via the Office of the Ombudsman. The Grievance Appeals Board decision is final and non-appealable.

Students can reach the Office of the Ombudsman by email at [Ombudsman@aiuniv.edu](mailto:Ombudsman@aiuniv.edu) or by phone at (847) 586-4056. The student should refer to the "Agreement to Submit to DigitalCrafts' Grievance Procedure" section of their Enrollment Agreement and Disclosure for important terms and conditions regarding this Grievance Procedure and other rights.

### *Office of the Ombudsman*

The Ombudsman staff is responsible for answering student inquiries and serving as a liaison between the student and the Institution departments where communication has broken down or is not yielding resolution. If problems occur, an Ombudsman staff member initiates a resolution of such problems and guides students through the Institution's Grievance Procedure. Students may contact the Office of the Ombudsman at [ombudsman@aiuniv.edu](mailto:ombudsman@aiuniv.edu) or (847) 586-4056.

### *Complaints to External Agencies*

If students are unable to resolve their concerns through the internal grievance procedure, they may also pursue the grievance through the external regulators listed below. Although students are encouraged to begin the process with the Ombudsman, there is nothing which prevents a student from submitting a complaint to these agencies before submitting the concern through the institution's grievance procedure. Be advised, however, that certain agencies may require this as part of their process.

### *State Regulatory Agencies*

**Georgia Residents:** Complaints may be filed with the Georgia Nonpublic Postsecondary Education Commission, 2082 East Exchange Place, Suite 220, Tucker, GA 30084-5305; 770-414-3300; <https://gnpec.georgia.gov/student-resources/complaints-against-institution>.

**All Other Students, Including Online:** If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education at 1740 West Adams Street, Suite 3008, Phoenix, AZ 85007, phone 602-542-5709, <https://ppse.az.gov/student-complaint-procedure>

**Arizona SARA Complaint Process:** DigitalCrafts is part of the American InterContinental University System, which is approved by NC-SARA through the Arizona SARA Council ("AZ SARA"). AZ SARA has jurisdiction over Arizona SARA-approved institutions in relation to non-instructional complaints. Instructional complaints, such as grade grievances, and those related to student conduct are not reviewed by AZ SARA and should not be submitted for review. Distance education students who reside in SARA states (currently all but California) may file a complaint with AZ SARA only after the student has first utilized the DigitalCrafts grievance process and the Arizona State Board for Private Postsecondary Education's complaint process. Eligible complaints may be submitted to AZ-SARA at <https://azsara.arizona.edu/complaints>.

### *Accrediting Agency*

Complaints may be filed with the Higher Learning Commission, 230 South LaSalle Street, Suite 7-500; Chicago, IL 60604; <https://www.hlcommission.org/for-students/file-a-complaint-against-an-institution/>.

## **Copyright Infringement**

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.

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.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at <https://copyright.gov>.

AIUS prohibits use of its computers and computer networks for the unauthorized downloading and uploading of copyright-protected material, or for maintaining or storing unauthorized copyright-protected material. Disciplinary action, up to and including expulsion, will be taken against students who engage in unauthorized distribution of copyrighted materials using their member institution's information technology system.

The AIUS online libraries offer subscription databases with copyrighted materials students can print, download, or email to themselves. Materials include publications such as books, journals, magazines, newspapers, images, and videos. These materials are available to authorized users authenticated through the respective institution's portal.

## **Consumer Privacy Policy**

### *Personal Information*

The collection, use, and disclosure of personal information is governed by the DigitalCrafts Privacy Policy. AIUS collects and maintains personal information for various purposes, such as to provide student educational services, support the institution's mission, educational goals, strategic planning, recordkeeping and continual assessment practices, complete transactions, comply with legal obligations, debt servicing or collections activities, and marketing and promotional activities. Please refer to the DigitalCrafts Privacy Policy on the website (<https://www.digitalcrafts.com/privacy-statement>) for additional information about DigitalCrafts' privacy practices including:

- Whom DigitalCrafts collects personal information from
- What categories of personal information DigitalCrafts collects
- How DigitalCrafts collects personal information
- How DigitalCrafts uses personal information
- When personal information is shared with service providers and third parties
- What rights individuals have with regard to their personal information, including how to opt-out of marketing communications, control advertising cookies and tracking tools, make requests related to their personal information, and review state-specific privacy rights.

In addition, information about eligible students' rights with respect to their education records is provided in the institution's FERPA policy.

### *Security of Personal Information*

DigitalCrafts has implemented reasonable security measures to protect against the loss, misuse, and alteration of personal information under our control. However, no data transmission over the Internet can be guaranteed to be completely secure. Individuals should always use caution when using the Internet and take care when disclosing personal information, including not sending personal information through insecure email, social

networks, or other Internet channels. Privacy-related questions may be sent to [PrivacyMatters@aiuniv.edu](mailto:PrivacyMatters@aiuniv.edu).

## **Family Educational Rights and Privacy Act Notice**

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution. These rights include:

1. The right to inspect and review the student's education records within 45 days after the day DigitalCrafts receives a request for access. A student should obtain a Request to Inspect and Review Education Records form from the Student Success Department, complete and return as directed. The written requests should identify the record(s) the student wishes to inspect. A DigitalCrafts 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 that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the Student Success Department, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the institution decides not to amend the record as requested, they will notify the student in writing of the decision and the student's 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 provide written consent before DigitalCrafts discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The institution discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A DigitalCrafts official is a person employed by the institution in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. This also may include a volunteer or contractor outside of the institution who performs an institutional service or function for which the institution would otherwise use its own employees and who is under the direct control of the institution with respect to the use and maintenance of the education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another institution official in performing his or her tasks. A University official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the institution.

Parental access to a student's record will be allowed by DigitalCrafts without prior consent if: (1) the student has violated a law or the institution's rules or policies governing alcohol or substance abuse, if the student is under 21 years old; or (2) the information is needed to protect the health or safety of the student or other individuals in an emergency.

Upon request, the institution also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by DigitalCrafts to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is Office of the Chief Privacy Officer, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

Below is a listing of the disclosures that postsecondary institutions may make without consent:

FERPA permits the disclosure of education records, without consent of the student, if the disclosure meets certain conditions found in the FERPA regulations. Except for disclosures to University officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose education records without obtaining prior written consent of the student in the following instances:

- To other school officials, including teachers, within DigitalCrafts whom the institution has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions.
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the institution's State-supported education programs. Disclosures under this provision may be made, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement of compliance activity on their behalf. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency.
- Information the institution has designated as "directory information" may be released at the school's discretion. DigitalCrafts has defined directory information as the student's name, address(es), telephone number(s), e-mail address, birth date and place, program undertaken, dates of attendance, honors and awards, photographs, student IDs, and credential awarded. If a student does not want his or her directory information to be released to third parties without the student's consent, the student must present such a request in writing to the Student Success Department within 45 days of the student's enrollment or by such later date as the institution may specify. Under no circumstance may the student use the right to opt out to prevent the institution from disclosing that student's name, electronic identifier, or institutional e-mail address in a class in which the student is enrolled.

- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
- To the general public, the final results of a disciplinary proceeding if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of twenty-one.

## **Student Tuition Recovery Fund – California Residents Only**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program. It is important that you keep copies of your Enrollment Agreement and Disclosure, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market, Suite 225, Sacramento, CA 95834, 916-574-8900 or 888-370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

# Program Information

## Programs Offered

DigitalCrafts offers programs in the following areas:

1. [Software Development](#)
2. [Cybersecurity](#)
3. [AI & Machine Learning Engineering](#)

DigitalCrafts uses a learning management system to house its online course content and provide a student portal for communication with instructors.

## Schedule

DigitalCrafts offers its programs online and operates on a year-round basis. Faculty provide live instruction sessions at dates/times posted in the Announcements section of the course. Each course in the program is completed during a 5-week session; the student may choose to take one or two courses each session. The program can be completed in as little as 15 weeks if the student takes two courses each session and can take as long as 30 weeks if the student takes one course each session. The program length can vary depending on individual student circumstances.

A student's weekly time commitment is a minimum of 27 hours per course. Activities can include re-watching lessons, working on labs and exercises, looking at external resources, and group projects (varies by program and courses). The actual time commitment can vary by student.

## Improvement to Academic Programs

DigitalCrafts reviews its academic programs on a regular basis to ensure relevancy with current industry trends, employment requirements, and market needs. As deemed appropriate, the institution may change, amend, alter, or modify program offerings and schedules to reflect this feedback. If the institution cancels or changes the program's time, location, or implements other substantive change(s) that affect the student's ability to complete the program, the institution will seek to make arrangements, in a timely manner, to accommodate the needs of the student in a way that does not pose an undue hardship to the institution or fundamentally alter the program. The institution may choose to refund all money paid by the student if both parties cannot agree to alternative arrangements.

## Other Programs

DigitalCrafts has the following programs that are approved to offer but are not currently accepting students.

- Certificate in Artificial Intelligence Fundamentals
- Certificate in Full Time Cybersecurity
- Certificate in Part Time Cybersecurity
- Certificate in Software Development: Full Stack (Full-time)
- Certificate in Software Development: Full Stack (Part-time)
- Certificate in Full Time UX Design
- Certificate in Part-Time UX Design
- Certificate in Web Development
- Certificate in Full Time Data Analytics
- Certificate in Part Time Data Analytics

Should the institution choose to begin taking new enrollments, the program information will be added in an updated catalog or addendum.

## SOFTWARE DEVELOPMENT

### Software Development Certificate: Full Stack

Duration: 15-30 weeks

Credit Hours: 27 Quarter

Instructional Format: Online

#### *Program Overview*

This program is designed to provide students with the knowledge, skills, and abilities to become a full stack web developer. This hands-on program consists of front and back-end architecture and development, programming languages, databases, frameworks, and more. Students have the opportunity to complete projects using industry-relevant tools and build a professional portfolio throughout the program.

This program is not designed to meet the educational requirements for a specific professional license or certification that is required for employment in an occupation. As such, DigitalCrafts has made no determination regarding prerequisites for licensure or certification in any state or jurisdiction.

While DigitalCrafts, a part of the AIU System, is part of a Title IV eligible institution offering Title IV eligible programs, DigitalCrafts has elected and designated this program as not participating in Title IV federal financial aid programs. This means students enrolling in this program may not use Federal Student Aid to help pay for this program. Instead, it offers a variety of zero interest payment options for students.

#### *Program Learning Outcome*

- Develop a full stack application.

#### Program Curriculum

Each course is 5-weeks in length and can be taken independently or with a second course in the program.

Course Code	Course	Quarter Credit Hours
ITWEB-200	Introduction to Full Stack Web Development	4.5
ITWEB-210	Web Page Design and Layout	4.5
ITWEB-220	Introduction to JavaScript	4.5
ITWEB-300	Creating Interactive Content with JavaScript	4.5
ITWEB-310	Databases and Data-Driven Content	4.5
ITWEB-400	Full Stack Solutions	4.5
	TOTAL	27

In order to meet the demand of the job market, DigitalCrafts reserves the right to alter the curriculum before, during, and/or after the program. Students are always notified of any curriculum change.

#### *Course Descriptions*

ITWEB-200 Introduction to Full Stack Web Development

*4.5 Quarter Credits*

This course is designed to introduce students to full stack web development fundamentals. The course covers an overview of full stack development and related technology tools. Additional topics include requirements analysis, the software development life cycle, and source code repositories and versioning.

## ITWEB-210 Web Page Design and Layout

### *4.5 Quarter Credits*

This course focuses on front end design considerations. Students will have the opportunity to explore design concepts, best practices, and tools used to design and develop web pages. Hands-on opportunities include creating web page navigation, interface items, and forms. Source code control is also emphasized.

## ITWEB-220 Introduction to JavaScript

### *4.5 Quarter Credits*

This course is designed to introduce students to the basics of JavaScript and its importance to the full stack development suite. Focus areas include syntax, variables, program flow, conditionals, data types, and additional programming constructs. Additionally, the use of JavaScript with HTML and modifying CSS with JavaScript is addressed. Students have the opportunity to gain hands-on experience coding with JavaScript.

Prerequisite: ITWEB-210

## ITWEB-300 Creating Interactive Content with JavaScript

### *4.5 Quarter Credits*

This course focuses on creating interactive web page content using JavaScript. Content covered includes JavaScript Object Notation (JSON), browser differences, regular expressions, classes, functions, and input validation. Students have the opportunity to work with third-party application programming interfaces (APIs). Hands-on labs are used to practice implementing interactive content using JavaScript. Source code control is also emphasized.

Prerequisite: ITWEB-220

## ITWEB-310 Databases and Data-Driven Content

### *4.5 Quarter Credits*

This course is designed to introduce students to relational databases and the structured query language (SQL). Non-relational database may be featured as method of deploying databases to support dynamic web sites. Additional content includes ad-ho queries, indexing, and replication. Students have the opportunity to practice course concepts in hands-on labs.

Prerequisite: ITWEB-300

## ITWEB-400 Full Stack Solutions

### *4.5 Quarter Credits*

This course focuses on a full stack which consists of MongoDB, Express.js, React.js, and Node.js (MERN) to develop a complete, full stack, solution consisting of connected front and back ends. Students will have the opportunity to gain experience with the MERN full stack via hands-on labs. Students are expected to develop a full stack solution to a common business requirement.

Prerequisite: ITWEB-310

## **CYBERSECURITY**

### **Cybersecurity Certificate**

Duration: 15-30 weeks

Credit hours: 27 Quarter

Instructional format: Online

#### *Program Overview*

Students are exposed to technical skills, fundamentals, and tools used in the cybersecurity field.

#### *Program Objective*

The program is designed to train and equip each student with the necessary skills to obtain an entry level job in cybersecurity after graduation. DigitalCrafts does not guarantee job placement, but the program, curriculum, instructors, and staff work in alignment to achieve this goal for each student. Depending on the student's career goals, students may seek several opportunities after graduating, including but not limited to a(n) internship, apprenticeship, part-time employment, full-time employment, and/or contract work.

This program is designed to help you prepare to take one of several CompTIA certification exams. Additional study and preparation are always recommended and may be needed before taking any exam. DigitalCrafts cannot guarantee that graduates of this program will be eligible to take third-party certification examinations. Certification requirements for taking and passing these exams are controlled by outside entities and are subject to change without notice to DigitalCrafts.

This program is not designed to meet the educational requirements for a specific professional license or certification that is required for employment in an occupation. As such, DigitalCrafts has made no determination regarding prerequisites for licensure or certification in any state or jurisdiction.

While DigitalCrafts, a part of the AIU System, is part of a Title IV eligible institution offering Title IV eligible programs, DigitalCrafts has elected and designated this program as not participating in Title IV federal financial aid programs. This means students enrolling in this program may not use Federal Student Aid to help pay for this program. Instead, it offers a variety of zero interest payment options for students.

#### *Program Learning Outcome*

- Apply cybersecurity to detect, recover, and mitigate risks.

#### *Program Curriculum*

Each course is 5-weeks in length and can be taken independently or with a second course in the program.

<b>Course Code</b>	<b>Course</b>	<b>Quarter Credit Hours</b>
CYB-300	IT Fundamentals for Cybersecurity	4.5
CYB-305	Networking Fundamentals	4.5
CYB-310	Cybersecurity Fundamentals	4.5
CYB-325	Ethical Hacking and Penetration Testing	4.5
CYB-330	Network Defense & Countermeasures	4.5
CYB-400	Cybersecurity Operations Incident Response & Digital Forensics	4.5
	<b>TOTAL</b>	<b>27</b>

In order to meet the demand of the job market, DigitalCrafts reserves the right to alter the curriculum before, during, and/or after the program. Students are always notified of any curriculum change.

### *Course Descriptions*

**CYB-300 IT Fundamentals for Cybersecurity**

**4.5 Quarter Credits**

This course is designed to introduce students to information technology fundamentals as they apply to cybersecurity. The course covers computer hardware, software, configuration, and management of IT systems. The central focus of the course is security of information technology components, systems, and communications.

**CYB-305 Networking Fundamentals**

**4.5 Quarter Credits**

This course introduces students to computer network hardware, software, connectivity methods, and protocols. The focus is on security vulnerabilities and countermeasures. Students can analyze networking solutions and design secure networked systems.

**CYB-310 Cybersecurity Fundamentals**

**4.5 Quarter Credits**

This course is designed to provide students with foundational knowledge that aligns to the NIST (NIST) National Initiative for Cybersecurity Education (NICE) Cybersecurity Workforce Framework. Topics covered include cybersecurity careers, fundamentals of cybersecurity, and professional ethics with respect to the cybersecurity discipline. Additional focus is placed on network and system architecture and design principles.

Prerequisite: CYB-305

**CYB-325 Ethical Hacking and Penetration Testing**

**4.5 Quarter Credits**

This course is designed to provide students with knowledge of ethical hacking concepts, methods, and best practices. Students have the opportunity for hands-on experience with ethical hacking and penetration testing tools. Concepts and tools for attacks, exploits, information gathering, and reporting are explored.

Prerequisite: CYB-310

**CYB-330 Network Defense & Countermeasures**

**4.5 Quarter Credits**

This course focuses on network defense topics to include intrusion detection, network security, and security incident management. Students will have the opportunity to explore tactics and tools used in network defense. Hands-on labs are used to practice implementing network defense strategies and intrusion-detection strategies.

Prerequisite: CYB-310

**CYB-400 Cybersecurity Operations Incident Response & Digital Forensics**

**4.5 Quarter Credits**

This course is designed to introduce students to incident response methodologies and proper methods of handling digital forensic evidence. Students will have the opportunity to explore national and international legal aspects of digital forensics. The course covers digital forensic acquisition, preservation, analysis, and reporting.

Prerequisite: CYB-310

## ARTIFICIAL INTELLIGENCE

### AI & Machine Learning Engineering Certificate

Duration: 15-30 weeks

Credit hours: 27 Quarter

Instructional format: Online

#### *Program Description*

This program is designed to help students with basic to intermediate software development skills learn how to design and develop artificial intelligence (AI) systems. Architectural frameworks, development tools, modern programming languages, and best practices are explored. This hands-on program gives students opportunities to put theory into practice. By the end of this program students should be able to architect an AI system and implement AI functionality through programming and service connections.

This program is not designed to meet the educational requirements for a specific professional license or certification that is required for employment in an occupation. As such, DigitalCrafts has made no determination regarding prerequisites for licensure or certification in any state or jurisdiction.

While DigitalCrafts, a part of the AIU System, is part of a Title IV eligible institution offering Title IV eligible programs, DigitalCrafts has elected and designated this program as not participating in Title IV federal financial aid programs. This means students enrolling in this program may not use Federal Student Aid to help pay for this program. Instead, it offers a variety of zero interest payment options for students.

#### *Program Learning Outcome*

- Develop components of an AI system using industry best practices to support an organization's goals.

#### *Program Curriculum*

Each course is 5-weeks in length and can be taken independently or with a second course in the program.

Course Code	Course	Quarter Credit Hours
AAIS-202	Introduction to Python Programming	4.5
AAIS-302	Artificial Intelligence, Machine Learning, and Data Science Programming with Python	4.5
AAIS-312	Deep Learning	4.5
AAIS-322	Natural Language Processing and Computer Vision	4.5
AAIS-332	Reinforcement Learning	4.5
AAIS-402	Architecting AI Systems: Design Strategies and Best Practices	4.5
	<b>TOTAL</b>	<b>27</b>

### *Course Descriptions*

AAIS-202 Introduction to Python Programming

4.5 Quarter Credits

This course is designed to provide students with a comprehensive introduction to Python, setting the foundation for writing programs for artificial intelligence and machine learning. Topics covered include data structures, functions, file handling, object-oriented-programming, classes, and AI-related Python libraries and frameworks.

AAIS-302 Artificial Intelligence, Machine Learning, and Data Science Programming with Python

4.5 Quarter Credits

This course focuses on widely-used programming languages for AI, ML, and data science development. Topics include programming syntax, data structures, and libraries essential for AI programming. The course provides students with hands-on opportunities to put theory into practice.

Prerequisite: AAIS-202

AAIS-312 Deep Learning

4.5 Quarter Credits

This course delves into deep learning, with a focus on neural networks to include convolutional neural networks and recurrent neural networks. Additional topics include backpropagation, activation functions, and deep learning frameworks. The course also covers the concepts of transfer learning and model fine-tuning.

Prerequisite: AAIS-302

AAIS-322 Natural Language Processing and Computer Vision

4.5 Quarter Credits

Natural language processing (NLP) is essential for AI applications involving text and language; and computer vision is crucial for AI applications involving images and videos. Both NLP and computer vision are covered in this course with topics such as language processing models, preprocessing, sentiment analysis, and named entity recognition, text generation, chatbot development, image processing, object detection, and image classification.

Prerequisite: 312

AAIS-332 Reinforcement Learning

4.5 Quarter Credits

Reinforcement learning focuses on teaching machines to make decisions through trial and error. This course covers reinforcement learning algorithms and applications. It also features the Markov decision process, Q-Learning, policy gradients, and training AI agents.

AAIS-402 Architecting AI Systems: Design Strategies and Best Practices

4.5 Quarter Credits

This course is designed to provide students with knowledge of how AI systems are architected, deployed, and supported. Specific design strategies and best practices are covered through the use of real-world case studies. Real-world scenarios are used to gain insights into architecting and deploying AI systems. Topics include deployment strategies, scalability, monitoring, maintaining, and ethical considerations.

Prerequisite: Last course in program

# Appendix A: Scholarships and Grants

## General Scholarship and Grant Conditions

The following conditions must be met in order to receive a DigitalCrafts scholarship or grant.

- Candidates must apply and be accepted for admission to the institution.
- DigitalCrafts scholarships and grants are used exclusively toward tuition and will be applied against outstanding, past, current or future charges at the institution's discretion.
- DigitalCrafts scholarships and grants are applied as a non-refundable credit to the student's account, and no cash payment will be awarded.
- A scholarship or grant may not be combined with any other DigitalCrafts scholarship, grant or tuition incentive unless otherwise stated. The scholarship, grant or tuition incentive or offer with the greatest benefit to the student will be awarded.
- If permitted, when combined with other funding sources, the amount awarded cannot exceed the student's tuition cost.
- Awards are applied to the student's account based on the availability of funds.
- Students who withdraw must reapply to be considered for future institutional scholarships and grants.
- Awards cannot be transferred or substituted.
- Interested candidates should contact the Admissions Department for additional information.

## Builder Scholarship

DigitalCrafts has established a scholarship which is awarded by a committee to applicants of any background with especially inspiring lives, goals, and achievements. Applicants are asked to describe how they plan to make the most of their education and time with DigitalCrafts. Students who qualify are automatically awarded \$250. This scholarship can be combined with grants, tuition incentives and offers; it cannot be combined with other scholarships.

In addition to the [DigitalCrafts General Scholarship and Grant Conditions](#), students must meet the following criteria:

- Must complete DigitalCrafts' Builder Scholarship Application.
- Must complete the standard application process and meet all admissions and eligibility requirements at the institution.

The scholarship is applied in full towards the student's tuition before class starts.

## Achievement Grant

In collaboration with select, participating employers, DigitalCrafts has established the Achievement Grant to assist eligible students with the opportunity to attend the institution. To be eligible for the grant, a candidate must complete the grant acknowledgement form and must allow for verification of eligibility. Verification of eligibility may require the student to submit documentation for proof of employment with a participating employer.

In addition to the [DigitalCrafts General Scholarship and Grant Conditions](#), students must also meet the following criteria:

- Students must be employed by an employer that has entered into an agreement with DigitalCrafts at the time they complete the Achievement Grant Acknowledgment form.

- Students selected for employment verification must provide documentation before the grant is applied. Documentation must show the effective date of employment and must be submitted before the start of classes.
- Additional conditions may apply based on specific grant acknowledgement forms and based on specific conditions agreed upon between DigitalCrafts and any individual participating employer.

The grant is available for programs specified by the institution; not all programs may be eligible. All of the above conditions must be fulfilled before the grant can be disbursed. The grant is applied in full towards the student's tuition before class starts.

### **Educational Alliance Grant**

DigitalCrafts has established a grant in the name of its educational alliance members to assist eligible students interested in attending DigitalCrafts. Students must meet the criteria in one of the categories listed below to be eligible for this grant.

1. An eligible employee or member of a company or organization that is a DigitalCrafts educational alliance member.
2. An immediate family member of an eligible employee or member of a company or organization that is a DigitalCrafts educational alliance member. *Immediate family members are defined as spouse, domestic partner, life partner or dependent (natural/adopted/stepchild) children. Siblings, cousins, etc. are not considered an immediate family member.*
3. A graduate from a DigitalCrafts educational alliance member that is a secondary or postsecondary educational institution.

In addition to the [DigitalCrafts General Scholarship and Grant Conditions](#), students must also meet the following criteria before the grant can be disbursed:

- Qualifying students must complete the Educational Alliance Attestation Form in which they agree to allow for verification of grant eligibility. They must meet the requirements for one of the categories listed above at the time the Attestation is completed in order to receive the grant.
- Students selected for eligibility verification must provide documentation before the grant is applied and prior to the first day of class. Documentation must show the effective date of employment or membership or the student's graduation date from a DigitalCrafts educational alliance member. Documentation may be requested periodically throughout the program to ensure eligibility criteria is maintained.

This grant can be combined with tuition incentives and offers.

Grant percentages may vary by educational alliance member (ranging anywhere from 5% to 65% of the tuition costs). Please contact the Admissions team to determine the exact grant percentage for which you may qualify.

### **Alumni Referral Grant**

DigitalCrafts has established a grant to recognize alumni of the institution and benefit their newly referred students. Students who are referred by DigitalCrafts alumni will be eligible for a grant up to \$250. This grant can be combined with other grants, scholarships and tuition incentives and offers.

In addition to the [DigitalCrafts General Scholarship and Grant Conditions](#), students must meet the following criteria:

- Must be referred by an alumnus of a DigitalCrafts program. Alumni complete the Alumni Referral form, which is shared once they qualify as alumni.
  - The referrer may refer as many new students as they would like and there is no limit to the number of grants that can be made in their name.
- Must complete the standard application process and meet all admissions and eligibility requirements at DigitalCrafts.
- Must not have previously started with DigitalCrafts prior to their referral to the institution.

The grant is applied in full towards the student's tuition before class starts.

### **Lifelong Learning Grant**

The purpose of the Lifelong Learning Grant is to recognize AIU System ("AIUS") alumni who intend to pursue a certificate at DigitalCrafts. Alumni of these programs will be eligible for a grant up to 50% of the published program tuition.

Eligible students receive an institutional grant toward the tuition. The grant is awarded at the beginning of the student's program and applied as a credit to the student's account.

In addition to the [DigitalCrafts General Grant and Scholarship Conditions](#), students must also meet the following criteria:

- Prospective students must have earned a credential at one of the following AIUS institutions: American InterContinental University, California Southern University, DigitalCrafts or Trident University International.
- Prospective students must apply and be accepted for admission into DigitalCrafts to be eligible to receive the grant.

Students may receive this grant if they enroll in more than one DigitalCrafts program.