



USILACS®

Academic Catalog

USILACS ACADEMIC CATALOG

Official Institutional Publication

United States Institute of Language and Clerical Studies, Inc.
USILACS

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Board Adoption

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Applicability

This Academic Catalog applies to USILACS High School Equivalency, Career Certificate, Associate Degree, Bachelor's Degree, and Master's Degree programs.

Institutional Authority

This Academic Catalog is an official publication of USILACS and serves as the institution's authoritative public reference for academic programs, admissions requirements, academic standards, tuition and financial policies, graduation requirements, student rights and responsibilities, and other institutional academic and student-policy matters.

The Catalog is interpreted consistently with applicable law, the Articles of Incorporation, the USILACS Bylaws, and formally adopted policies of the Board of Regents. The Student Handbook supplements this Catalog by providing practical student procedures and operational guidance and does not supersede the Catalog.

Publication and Revision Notice

USILACS may revise, amend, interpret, suspend, or discontinue policies, programs, courses, tuition rates, fees, procedures, or requirements through authorized institutional action. The most current officially published edition supersedes prior editions. Approved changes normally apply prospectively unless otherwise required by law, accreditation requirements, contractual obligations, or authorized institutional action.

This Catalog provides official institutional information but does not constitute a contract between USILACS and any student. Enrollment and continued participation are also subject to applicable Terms and Conditions and formally adopted institutional policies.

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Table of Contents

Section 1: Institutional Overview	6
1.2 Legal Authority and Institutional Status.....	6
1.3 Catalog Use and Disclaimer	7
Section 2: Institutional Governance and Administration	7
2.1 Governing Body	7
2.2 Executive Leadership.....	7
2.3 Academic Oversight.....	7
Section 3: Programs and Admissions Overview	8
3.1 General Admissions Philosophy	8
3.2 Admissions Requirements by Program Level	8
3.3 Enrollment and Registration.....	9
Section 4: Academic Policies.....	9
4.1 Academic Governance and Authority.....	9
4.2 Academic Calendar and Course Availability	10
4.3 Academic Credit and Credit Hour Definition	10
4.4 Course Progression and Sequencing	10
4.5 Attendance and Academic Engagement.....	10
4.6 Assessment and Evaluation.....	10
4.7 Grading System	11
4.8 Satisfactory Academic Progress (SAP).....	11
4.9 Academic Integrity	11
4.10 Use of Artificial Intelligence Tools	11
4.11 Academic Appeals	12
4.12 Academic Records.....	12
4.13 Graduation and Credential Conferral	12
4.14 Policy Review and Modification.....	12
4.15 Academic Inactivity and Administrative Withdrawal	12
Section 5: Admissions Policies	12
5.1 Institutional Admissions Authority	12
5.2 General Admission Eligibility.....	13
5.3 Program Suitability Determination.....	13
5.4 Educational Prerequisites	13
5.5 Language Proficiency	13

5.6 Admissions Documentation.....	13
5.7 Conditional Admission.....	14
5.8 Transfer Credit	14
5.9 Readmission	14
5.10 Admissions Appeals.....	15
5.11 Policy Review and Enforcement	15
Section 6: Tuition, Fees, and Financial Policies	15
6.1 Institutional Authority Over Tuition and Fees	15
6.2 Tuition Structure.....	15
6.3 Fees	15
6.4 Payment Obligations	16
6.5 Payment Methods and Scheduling	16
6.6 Refund Policy.....	16
6.7 Withdrawal and Financial Responsibility.....	16
6.8 Financial Dismissal	17
6.9 Third-Party Payments	17
6.10 Tuition Changes and Notification	17
6.11 Financial Appeals.....	17
6.12 Policy Enforcement and Review	17
Section 7: Student Conduct and Disciplinary Policies	17
7.1 Institutional Authority and Scope	17
7.2 Standards of Student Conduct.....	18
7.3 Reporting and Review of Conduct Violations.....	18
7.4 Disciplinary Actions	18
7.5 Immediate Administrative Action.....	18
7.6 Due Process	19
7.7 Appeals of Disciplinary Decisions	19
7.8 Effect of Disciplinary Action.....	19
7.9 Policy Enforcement and Review	19
Section 8: Faculty and Instructional Staff.....	19
8.1 Faculty Qualifications.....	19
8.2 Faculty Appointment and Oversight.....	19
8.3 Faculty Responsibilities.....	20
8.4 Instructional Standards and Conduct.....	20
8.5 Faculty Evaluation and Accountability.....	20

8.6 Use of External or Contracted Instructors	20
8.7 Policy Review and Enforcement	20
Section 9: Student Services and Support	21
9.1 Academic Advising.....	21
9.2 Technical Support	21
9.3 Student Communication and Support Access.....	21
9.4 Accessibility and Accommodations	21
9.5 Student Records Assistance	21
9.6 Limitations of Student Services.....	21
9.7 Policy Review and Enforcement	22
Section 10: Student Records and Privacy	22
10.1 Records Management.....	22
10.2 Accuracy and Integrity of Records	22
10.3 Access to Student Records.....	22
10.4 Privacy and Confidentiality.....	22
10.5 Third-Party Access and Disclosures	23
10.6 Records Retention	23
10.7 Student Responsibilities Regarding Privacy	23
10.8 Policy Review and Enforcement	23
Section 11: Financial Information.....	23
11.1 Tuition and Fees Disclosure.....	23
11.2 Tuition Assessment.....	24
11.3 Payment Responsibility.....	24
11.4 Refund Policy Overview.....	24
11.5 Financial Holds and Withholding.....	24
11.6 Third-Party Payments	24
11.7 Policy Review and Enforcement	25
Section 12: Graduation and Completion	25
12.1 Completion Requirements.....	25
12.2 Verification of Completion	25
12.3 Credential Issuance	25
12.4 Timing of Credential Conferral	25
12.5 Replacement and Reissuance of Credentials	26
12.6 Policy Review and Enforcement	26
Section 13: Institutional Safeguarding, Ethics, and Protected Reporting.....	26

13.1 Safeguarding and Protection Standards	26
13.2 Protection from Sexual Exploitation and Abuse (PSEA)	26
13.3 Child Protection.....	26
13.4 Anti-Trafficking, Forced Labor, and Exploitation	26
13.5 Reporting, Complaints, and Non-Retaliation.....	27
13.6 Investigations, Confidentiality, and Corrective Action	27
13.7 Faculty, Staff, Contractor, and Representative Conduct.....	27
13.8 Fraud, Corruption, Bribery, and Ethical Stewardship	27
13.9 Related Institutional Policies	27
Section 14: Catalog Policies	28
14.1 Catalog Authority	28
14.2 Policy Applicability	28
14.3 Catalog Revisions	28
14.4 Limitation of Reliance.....	28
14.5 Governing Law and Jurisdiction	29
14.6 Effective Date.....	29

Section 1: Institutional Overview

United States Institute of Language and Clerical Studies (USILACS) is a private nonprofit educational institution and federally recognized 501(c)(3) public educational charity, with federal nonprofit recognition dating to February 10, 2017. USILACS is headquartered at 2800 E Silver Springs Blvd, Suite 202, Ocala, Florida 34470; the principal public telephone number is 305-330-2202. USILACS operates as a religious institution of higher learning under Florida Statute §1005.06(1)(f).

USILACS is an online distance-education institution. Its Florida location at 2800 E Silver Springs Blvd, Suite 202, Ocala, Florida 34470 is used for administrative offices only. USILACS does not operate physical classrooms or a residential campus. Coursework, faculty instruction, assessment, and academic oversight are conducted online under centralized institutional governance and Board of Regents oversight.

The credential-bearing academic programs described in this Catalog are delivered through USILACS's online instructional model and provide academic and theoretical instruction. Career Certificate Programs and other short-format education may provide academic preparation related to external certification examinations where applicable, but the credential-bearing programs described here do not themselves provide apprenticeships, supervised clinical practice, licensed trade practicum, or employer-based on-the-job training unless a program expressly states otherwise. This limitation does not prevent USILACS from separately conducting charitable workforce-development, practical skills, education-to-employment, language, digital-skills, or transition-assistance activities consistent with its nonprofit mission. USILACS does not guarantee employment, licensure, certification eligibility, or passage of an external examination; students are responsible for verifying any practical, licensing, certification, or experience requirements imposed by an external authority.

USILACS's charitable and educational mission includes expanding access to affordable education for underserved populations in the United States and internationally. Consistent with its Bylaws, the institution may conduct or support language instruction, digital-skills education, workforce readiness, educational outreach, education-to-employment pathways, and other lawful educational assistance for economically disadvantaged persons, migrants, refugees, displaced persons, communities affected by conflict or interrupted schooling, and other underserved or vulnerable populations. These charitable activities may be administered separately from the credential-bearing academic programs described in this Catalog.

1.2 Legal Authority and Institutional Status

USILACS operates as a religious institution of higher learning under Florida Statute §1005.06(1)(f). The institution maintains compliance with the legal and regulatory requirements applicable to its operations.

USILACS has held institutional accreditation through the North American Commission on College and University Accreditation (NACCUA), a private accrediting body, since March 12, 2017. The scope is institutional accreditation under NACCUA standards. USILACS does not participate in Pell Grants, federal student loans, or other Title IV aid programs. NACCUA accreditation does not guarantee acceptance, transfer, licensing, certification, employment, immigration, or other recognition of any USILACS course or credential by a school, employer, government agency, licensing authority, credential evaluator, or other third party.

Students are responsible for verifying the requirements of any receiving organization or jurisdiction when transfer, employment, licensing, certification, immigration, or further education is important to their goals.

USILACS retains full institutional authority over governance, academic policy, and accreditation representation and does not delegate such authority to any external entity.

1.3 Catalog Use and Disclaimer

This Academic Catalog provides official information regarding institutional policies, academic requirements, admissions standards, tuition and financial obligations, and administrative procedures.

USILACS reserves the right to revise, amend, or discontinue policies, programs, courses, fees, or requirements by formal institutional action. Changes generally apply prospectively in accordance with Section 14.3.

In the event of a conflict between the Academic Catalog and informal communications, the Academic Catalog governs.

Section 2: Institutional Governance and Administration

2.1 Governing Body

USILACS is governed by a Board of Regents that holds ultimate authority over institutional policy, academic standards, financial oversight, and strategic direction.

The Board of Regents approves institutional policies, academic programs, tuition structures, and governance frameworks. All institutional authority flows from the Board.

2.2 Executive Leadership

The President serves as the chief executive officer of USILACS and is responsible, subject to Board oversight, for implementing Board-approved policies, overseeing institutional operations, academic administration, personnel, financial administration, regulatory and accreditation compliance, safeguarding implementation, grants and restricted funds, international operations, and other responsibilities assigned by the Board of Regents.

The Bylaws require, at minimum, a President, at least one Vice President, a Secretary, and a Treasurer. The Board may appoint additional officers and designate functional responsibilities as institutional needs require. Executive and administrative officers operate under Board authority and within formally adopted institutional policy.

2.3 Academic Oversight

Academic oversight is exercised through designated academic committees and institutional officers operating under Board authority.

Academic oversight responsibilities include curriculum approval, academic policy enforcement, instructional quality assurance, and academic integrity oversight.

No individual faculty member or external entity holds independent academic authority outside institutional governance structures.

Section 3: Programs and Admissions Overview

3.1 General Admissions Philosophy

USILACS admits students who demonstrate readiness for online instruction, academic rigor, and institutional expectations.

Admission decisions are based on documented eligibility, program suitability, institutional capacity, and completion of the required enrollment process. Applicants who meet published eligibility requirements are considered for admission, but admission remains subject to institutional review and approval. Admissions, enrollment, suspension, administrative-withdrawal, and academic decisions are administered in a nondiscriminatory manner consistent with applicable law and institutional policy.

3.2 Admissions Requirements by Program Level

Admissions requirements vary by program level and are published by the institution. The High School Equivalency Program is an online equivalency pathway for students who need to demonstrate high-school-level academic readiness; it is not a traditional high school diploma or a U.S. GED. Career Certificate Programs are short-format online programs offered at available 10-hour, 20-hour, and 40-hour levels; students may enter an available certificate level directly and are not required to complete a shorter certificate first. Associate Degree applicants must have completed high school or hold a recognized high school equivalency. Qualified students may enter Bachelor's Degree study directly without first earning an Associate Degree. Master's Degree applicants must hold an acceptable bachelor's degree and meet the admission requirements for the selected graduate program.

Current Career Certificate fields include AI Specialist, Cybersecurity, IT Tech Support, Social Media Management, HVAC Technician, Electrician, Plumbing, Professional Drafting, Graphic Design, Video Editing, Voiceover & Audio Production, Medical Billing & Coding, Medical Transcriptionist, Translation & Interpretation, and Automotive Technician. Available certificate levels may include 10-hour, 20-hour, and 40-hour programs, and students may enter an available level directly.

USILACS currently offers nine Associate Degree programs: Associate of Arts in Clerical Education; Associate of Science in Clerical Business Administration; Associate of Science in Clerical Information Technology; Associate of Science in Clerical Cybersecurity; Associate of Science in Clerical Healthcare Administration; Associate of Arts in Clerical Early Childhood Education; Associate of Arts in Clerical TESOL; Associate of Science in Clerical Digital Marketing; and Associate of Science in Clerical Technical Management. Each Associate Degree is a 60-credit, 20-course undergraduate program consisting of 8 General Education courses, 8 Core courses, and 4 Supporting courses. Associate Degrees do not use HESEAP® and do not use majors, minors, or electives. No Career Certificate is required for admission to any Associate Degree program, including the Associate of Science in Clerical Technical Management. The Associate of Science in Clerical Technical Management allows students to select one designated concentration: HVAC Technology, Electrical Technology, Plumbing Technology, Automotive Technology, or Professional Drafting.

Bachelor's Degree study is 120 credits and 40 courses. USILACS currently offers five Bachelor's degree families with eighteen approved majors/program variants: Bachelor of Arts in

Clerical Education – Psychology; Bachelor of Arts in Clerical Education – TESOL; Bachelor of Arts in Clerical Education – Language; Bachelor of Arts in Clerical Education – Online Education; Bachelor of Arts in Clerical Education – Instructional Design and Technology; Bachelor of Arts in Clerical Education – Early Childhood Education; Bachelor of Clerical Business Administration – Management; Bachelor of Clerical Business Administration – Marketing; Bachelor of Clerical Business Administration – Accounting; Bachelor of Clerical Business Administration – Project Management; Bachelor of Clerical Business Administration – Healthcare Administration; Bachelor of Clerical Business Administration – Digital Marketing; Bachelor of Clerical Business Administration – Human Resource Management; Bachelor of Science in Clerical Information Technology – Cybersecurity; Bachelor of Science in Clerical Information Technology – Information Systems; Bachelor of Arts in Clerical Counseling – Family; Bachelor of Arts in Clerical Social Science – Family Services; and Bachelor of Arts in Clerical Social Science – Childhood Development.

Current Master's Degree programs are 36-credit graduate programs and include M.S. Clerical Business Administration; M.S. Clerical Information Technology; M.S. Clerical Healthcare Administration; M.S. Clerical Project Management; M.A. Clerical Psychology; M.S. Clerical Counseling; M.A. Clerical Education – TESOL; M.S. Clerical Sales & Marketing; M.S. Clerical Social Work; and M.A. International Clerical Outreach Programs.

3.3 Enrollment and Registration

Enrollment is confirmed only after completion of all admissions requirements, acceptance of institutional policies, and satisfaction of financial obligations.

Course registration, access to instruction, and academic participation occur only after enrollment is formally confirmed by the institution.

Failure to complete required enrollment steps may result in delayed access or administrative withdrawal.

Section 4: Academic Policies

The following Academic Policies apply to all programs offered by USILACS, including High School Equivalency, Career Certificate, Associate Degree, Bachelor's Degree, and Master's Degree programs, except where a policy expressly applies only to a particular program level. These policies are institution-wide and are administered under the authority of the Board of Regents. The Student Handbook provides operational guidance and procedures that implement these standards; it does not supersede this Catalog.

4.1 Academic Governance and Authority

USILACS maintains sole academic authority over curriculum, instruction, assessment, grading, progression, and credential issuance. All academic decisions are governed by written policy, approved by the Board of Regents, and administered through designated institutional officers and committees.

No academic decision-making authority is delegated to third parties, partner organizations, faculty acting independently, or external entities. All instructional activity operates under institutional oversight and policy control.

4.2 Academic Calendar and Course Availability

USILACS operates on a continuous enrollment model with defined academic terms. Course availability, sequencing, and scheduling are determined by institutional academic planning and may vary by program.

The institution reserves the right to modify course availability, delivery timelines, and instructional sequencing when required for academic quality, regulatory compliance, or operational necessity. Such modifications do not reduce academic requirements or learning outcomes.

4.3 Academic Credit and Credit Hour Definition

USILACS awards academic credit in accordance with a clearly defined credit hour standard. One (1) semester credit hour represents a minimum of 45 hours of total student engagement, inclusive of instructional content, assigned learning activities, assessments, and independent study.

Academic credit-bearing courses carry a fixed credit value as published in the Academic Catalog. Credit values are not altered retroactively.

4.4 Course Progression and Sequencing

Students must satisfy the course sequence, prerequisite, and co-requisite requirements established for their program. A prerequisite may be satisfied through applicable USILACS coursework already completed or, for eligible Bachelor's Degree students, approved HESEAP® credit when the approved credit satisfies the applicable course requirement.

Students may not advance to subsequent required coursework until applicable prerequisite requirements have been satisfied through completed coursework, approved institutional credit, or another formally authorized academic determination.

4.5 Attendance and Academic Engagement

Because USILACS delivers instruction primarily through asynchronous online modalities, attendance is measured through documented academic engagement rather than physical presence.

Students are required to engage consistently with instructional materials, submit required assessments, and meet established academic deadlines. Failure to demonstrate ongoing academic engagement constitutes grounds for administrative action, including course failure or withdrawal.

4.6 Assessment and Evaluation

Student learning is evaluated through written assignments, examinations, projects, and other academic assessments aligned with stated course objectives.

All assessments are graded using institutionally approved criteria. Faculty and graders may not deviate from published evaluation standards.

USILACS requires institutional verification of academic mastery for academic credit awarded toward a credential. Applicable coursework previously completed through USILACS may carry forward when the same approved course satisfies a requirement in a later credential; such coursework is already complete, and the student does not pay tuition or a final examination fee for that completed course again. Standard final examinations are timed at 45 minutes and

require a passing score of 55%. Each standard final-examination access entitlement provides one attempt. If a student does not pass, each additional attempt must be obtained through the current exam-retake process and is subject to the applicable retake fee. No more than four total attempts, including the initial attempt, are permitted unless a formally authorized exception applies. Each of the four High School Equivalency examinations is timed at 45 minutes and permits up to four attempts under the current High School Equivalency examination policy.

HESEAP® (Higher Education Skills Equivalency Assessment Program) is a separate prior-learning evaluation available only to eligible Bachelor's Degree students and does not apply to Associate Degree or Master's Degree programs. When HESEAP credit is approved, normal tuition for the approved course is not charged, but the required final examination fee still applies and the student must pass the final examination for that course. HESEAP-approved prior learning is not the same as previously completed USILACS coursework that carries forward as already completed.

4.7 Grading System

USILACS utilizes a standardized grading system applied uniformly across all programs.

USILACS applies institutionally approved grading and passing standards. Undergraduate coursework requires a minimum passing grade of D unless otherwise specified, and graduate coursework requires a minimum grade of C for course credit. High School Equivalency, Career Certificate, examination, GPA, incomplete-grade, withdrawal, and grade-appeal procedures are further described in the Student Handbook and applicable program rules, which implement the standards stated in this Catalog.

Grades reflect demonstrated mastery of course learning outcomes. Grades are final once issued except for documented administrative error, an approved academic appeal, or an authorized correction resulting from a substantiated academic-integrity or records-integrity finding under Board-adopted policy.

4.8 Satisfactory Academic Progress (SAP)

All students must maintain Satisfactory Academic Progress to remain enrolled and eligible for course progression.

SAP is evaluated based on course completion, cumulative academic performance, and adherence to program timelines. Failure to maintain SAP results in academic warning, probation, or dismissal in accordance with institutional policy.

4.9 Academic Integrity

USILACS enforces a strict Academic Integrity policy. Academic dishonesty includes plagiarism, unauthorized assistance, falsification of academic records, misrepresentation of authorship, or misuse of artificial intelligence tools beyond permitted parameters.

Violations result in disciplinary action, up to and including course failure, suspension, or dismissal.

4.10 Use of Artificial Intelligence Tools

The use of artificial intelligence tools is permitted only when explicitly authorized and disclosed in accordance with institutional policy. Students remain fully responsible for the originality, accuracy, and integrity of all submitted work.

Undisclosed or unauthorized use of AI tools constitutes academic misconduct.

4.11 Academic Appeals

Students may submit a formal written academic appeal concerning grades or academic decisions.

Appeals must be submitted within published timeframes and are reviewed through established institutional procedures. Appeal decisions are final.

4.12 Academic Records

USILACS maintains official academic records for each student. Records are accurate, secure, and retained in accordance with institutional policy and applicable regulations.

Students may request official transcripts and academic documents through established administrative processes.

4.13 Graduation and Credential Conferral

Degrees, certificates, and other institutional credentials are conferred only upon verified completion of all applicable academic requirements, financial obligations, and administrative clearances.

Credentials are issued exclusively by USILACS and reflect the exact program and requirements completed.

4.14 Policy Review and Modification

Academic policies are reviewed periodically and may be revised by formal action of the Board of Regents. Approved revisions generally apply prospectively in accordance with Section 14.3 and are published through official institutional channels.

No informal or ad hoc policy modifications are permitted.

4.15 Academic Inactivity and Administrative Withdrawal

Students who fail to enroll or participate academically for one hundred twenty (120) consecutive calendar days may be administratively withdrawn and placed in inactive status. Administrative withdrawal for inactivity does not relieve financial obligations incurred under institutional tuition and refund policies. Reactivation and re-enrollment procedures are described in the Student Handbook and are administered consistently with this Catalog and current institutional policy.

Section 5: Admissions Policies

The following Admissions Policies apply to all programs offered by USILACS, except where a policy expressly applies only to a particular program level. These policies are institution-wide, formally adopted by the Board of Regents, and administered consistently under current institutional policy. Admissions decisions are governed by institutional policy and authorized administrative determination.

5.1 Institutional Admissions Authority

USILACS retains sole authority over all admissions decisions. No external entity, advisor, recruiter, faculty member, or third party has authority to grant admission, guarantee acceptance, or make binding representations regarding enrollment eligibility.

Admissions determinations are issued by authorized institutional officials and are based on documented eligibility criteria and institutional capacity. They are final subject to any appeal right expressly provided in Section 5.10 or other controlling institutional policy.

5.2 General Admission Eligibility

Applicants must meet all published eligibility requirements for the program to which they apply. Admission is granted only upon verification of eligibility, receipt of required documentation, and completion of all admissions steps as prescribed by the institution.

Admission is not automatic and is not guaranteed based on prior education, experience, payment, or advisor recommendation.

5.3 Program Suitability Determination

Before accepting an applicant, the Admissions Office reviews required educational documentation, published prerequisites, prior academic credentials where applicable, language proficiency where applicable, and readiness for online independent study. HESEAP requests are additionally reviewed by the HESEAP Review Committee. Admission may be denied or held for additional verification if documentation is incomplete, unverifiable, materially inconsistent, or does not establish program eligibility. Admission is granted only after USILACS determines that the applicant meets the applicable requirements and has a reasonable basis for successfully completing the selected course of study.

5.4 Educational Prerequisites

Applicants must satisfy the educational prerequisites, if any, applicable to the program sought. Associate Degree admission requires completion of high school or a recognized high school equivalency. No Career Certificate is required for admission to any Associate Degree program, including the Associate of Science in Clerical Technical Management. Qualified students may enter Bachelor's Degree study without first completing an Associate Degree. Master's Degree admission requires an acceptable bachelor's degree. Career Certificate applicants may enter an available 10-hour, 20-hour, or 40-hour certificate level directly when offered, subject to the requirements of the selected program.

When prior-education documentation is required for admission, acceptable records may include diplomas, transcripts, equivalency records, or other documentation accepted by USILACS. The institution may require credential evaluation, verification, or additional documentation when needed to confirm eligibility or educational equivalency.

5.5 Language Proficiency

Applicants must demonstrate sufficient proficiency in the language of instruction selected for their program in order to engage successfully in coursework, assessment, and academic communication.

The institution may require documentation, assessment results, or other evidence of language competency in the selected instructional language prior to admission or as a condition of continued enrollment. Where instruction is delivered in English, applicants may be required to demonstrate English language proficiency.

5.6 Admissions Documentation

Applicants are required to submit complete, accurate, and truthful information during the admissions process. Submission of false, misleading, or incomplete information constitutes grounds for denial of admission or administrative withdrawal, even after enrollment.

All admissions documentation becomes part of the student's official institutional record.

5.7 Conditional Admission

USILACS may grant conditional admission when limited documentation or additional verification is pending. Conditional admission is temporary and subject to revocation if conditions are not satisfied within the prescribed timeframe.

Failure to satisfy conditional requirements results in administrative withdrawal without academic credit.

5.8 Transfer Credit

USILACS does not grant transfer credit from external institutions in the conventional sense. Applicable coursework previously completed through USILACS may carry forward whenever the same approved course satisfies a requirement in a later USILACS credential, including applicable progression from Career Certificate to Associate, Bachelor's, or Master's study and from Associate to Bachelor's study. A completed USILACS course that carries forward is already complete; the student does not pay tuition or a final examination fee for that course again.

HESEAP® (Higher Education Skills Equivalency Assessment Program) is separate from completed USILACS coursework and is available only to eligible Bachelor's Degree students. For each course claimed through HESEAP, the student must provide a written explanation of relevant prior learning containing at least 20 words. Routine document upload is not required with the normal HESEAP response, although the HESEAP Review Committee may request additional information or verification during academic review. There is no charge to complete or revise HESEAP responses; a country-adjusted HESEAP Review Committee evaluation fee is required before formal academic review. Responses may be reviewed and edited until that evaluation fee is paid; after payment, the application is formally submitted and responses are normally locked unless the committee requests additional information. A blank or unsubmitted response means that no HESEAP credit is requested for that course and the course remains subject to normal tuition and the required final examination fee. The committee normally responds within 48 hours or less. When HESEAP credit is approved, normal course tuition is not charged, but the required final examination fee still applies and the student must pass the final examination.

HESEAP does not apply to Associate Degree or Master's Degree programs. USILACS does not accept transfer credit toward master's degree programs; all graduate coursework required for completion of a USILACS master's degree must be completed directly through USILACS. HESEAP determinations are governed by current institutional policy.

5.9 Readmission

Students who have withdrawn or been dismissed must apply for readmission in accordance with institutional procedures. Readmission is not guaranteed and may be subject to additional conditions.

Prior academic or conduct history is considered in all readmission decisions.

5.10 Admissions Appeals

Applicants may submit a formal written appeal of an admissions decision when permitted by institutional policy. Appeals must be submitted within published timeframes and are reviewed administratively.

Admissions appeal determinations are final.

5.11 Policy Review and Enforcement

Admissions policies are enforced uniformly and reviewed periodically by the Board of Regents. Approved revisions generally apply prospectively in accordance with Section 14.3 and are published through official institutional channels.

No informal exceptions or waivers are permitted.

Section 6: Tuition, Fees, and Financial Policies

The following Tuition, Fees, and Financial Policies apply to all USILACS programs, except where a published financial rule applies only to a particular program or payment option. Board-adopted institutional policy and this Catalog govern the institution's tuition, fee, payment-plan, refund, and other financial rules. The official Terms and Conditions, Tuition Access Portal, and enrollment materials implement those rules and provide applicable enrollment-specific pricing, payment terms, and disclosures. The Student Handbook provides operational guidance but does not modify these financial rules.

6.1 Institutional Authority Over Tuition and Fees

USILACS retains sole authority to establish, publish, and revise tuition rates, fees, and payment structures. Tuition and fees are approved by the Board of Regents and published through official institutional channels.

No employee, advisor, recruiter, or third party is authorized to modify tuition, waive fees, or make binding financial representations outside published policy.

6.2 Tuition Structure

Tuition is assessed using the current country-based tuition pricing according to program level, credential type, enrollment status, and payment option, as published on the official USILACS website and in institutional enrollment materials. A student's actual tuition may also reflect applicable previously completed USILACS coursework and, for eligible Bachelor's Degree students, approved HESEAP® credit.

When an applicable USILACS course has already been completed and satisfies a requirement in a later credential, the student does not pay tuition or a final examination fee for that course again. For HESEAP-approved Bachelor's Degree credit, normal course tuition is not charged, but the required final examination fee still applies. Current tuition and fee amounts are published through the official Tuition Access Portal and enrollment materials in effect at the time of enrollment, subject to Board-adopted policy and this Catalog.

6.3 Fees

USILACS may assess mandatory institutional fees, including but not limited to application or admission fees, HESEAP Review Committee evaluation fees, required final examination fees

where applicable, exam retake fees, payment-plan administration fees, technology fees, document processing fees, credential issuance fees, certified-copy or replacement-document fees, and apostille or legalization service fees.

All fees are disclosed through official institutional channels. Non-refundable fees include HESEAP fees, application and admission fees, apostille and legalization service fees, exam retake fees, certified-copy or replacement-document fees, and administrative or processing fees, except when otherwise required by law or expressly stated in current institutional policy.

6.4 Payment Obligations

Students are financially obligated for all tuition and fees incurred upon enrollment. Enrollment constitutes acceptance of all financial policies.

Failure to satisfy financial obligations may result in administrative holds, suspension of academic access, withholding of transcripts or credentials, or administrative withdrawal.

6.5 Payment Methods and Scheduling

USILACS accepts approved payment methods as published by the institution. Students may pay the applicable tuition in full or, when available, use an approved interest-free monthly payment plan. Current monthly payment plans include a 10% Payment Plan Administration Fee, subject to the published terms in effect at the time of enrollment.

Under the current payment-plan structure, the student pays an initial 25% of the payment-plan total and the remaining 75% is divided into equal monthly payments over the selected available term. Participation in a payment plan does not alter refund eligibility or other institutional financial policies. No diploma, transcript, certificate, degree, or other official academic credential will be issued until all tuition, fees, installment balances, and other financial obligations have been paid in full.

Failure to comply with an approved payment schedule constitutes nonpayment and triggers administrative action.

6.6 Refund Policy

USILACS maintains an equitable prorated tuition refund policy administered uniformly. A student may cancel enrollment within three working days after accepting the enrollment agreement and receive a refund of amounts paid, less only lawful charges for nonreturnable books or supplies already used. Because tuition is assessed on a program basis, a student who withdraws during the first 40% of the applicable published enrollment period receives a prorated tuition adjustment based on the portion of that period elapsed. After more than 40% has elapsed, no additional tuition refund is due unless required by law. Payment-plan students receive the same calculation. Refunds due are issued within 30 days after USILACS determines withdrawal. For Florida students, nonrefundable admission and registration fees will not exceed \$150 in total. Other nonrefundable fees must be disclosed and are subject to applicable law.

6.7 Withdrawal and Financial Responsibility

Voluntary withdrawal is effective on the date USILACS receives the student's written withdrawal request through an authorized channel. Administrative withdrawal is dated from institutional records, including the student's last documented academic activity or other reliable evidence of when active participation ceased. Students remain responsible only for amounts due after application of the refund policy. Preparation, printing, shipment, or delivery of an educational document does not eliminate any refund otherwise required.

Failure to participate academically does not constitute withdrawal and does not relieve financial responsibility.

6.8 Financial Dismissal

Students on payment plans must remain current. Under the current Terms and Conditions, accounts more than 30 days past due may result in suspension of academic access, and continued non-payment may result in administrative withdrawal.

Reactivation or re-enrollment after suspension, inactivity, or administrative withdrawal is not automatic and remains subject to institutional review. USILACS may require satisfaction of outstanding financial obligations, updated records and forms, agreement to current policies, current program requirements, and any applicable reactivation, course-access, examination, technology, document-processing, administrative, or re-enrollment fees.

6.9 Third-Party Payments

When tuition or fees are paid by a third party, the student remains responsible for compliance with all institutional policies. Failure of a third party to remit payment does not relieve the student of financial obligation.

6.10 Tuition Changes and Notification

USILACS reserves the right to revise tuition rates and fees prospectively. Changes are published in advance and apply only to future enrollments or enrollment periods, as determined by institutional policy.

6.11 Financial Appeals

Students may submit a formal written financial appeal when permitted by institutional policy. Appeals must be submitted within published timeframes and are reviewed administratively.

Financial appeal determinations are final.

6.12 Policy Enforcement and Review

Tuition and financial policies are enforced uniformly and reviewed periodically by the Board of Regents. Approved revisions generally apply prospectively in accordance with Section 14.3 and are published through official institutional channels.

No informal waivers, exceptions, or retroactive adjustments are permitted.

Section 7: Student Conduct and Disciplinary Policies

The following Student Conduct and Disciplinary Policies apply to students enrolled in USILACS programs as applicable. These policies are institution-wide, formally adopted by the Board of Regents, and enforced consistently. They are implemented through the Student Handbook, Terms and Conditions, and other authorized institutional procedures. The Catalog remains controlling on the institutional standards stated here.

7.1 Institutional Authority and Scope

USILACS maintains exclusive authority to establish, interpret, and enforce standards of student conduct. These standards apply to all academic, administrative, and institutional interactions, including online activity, communications, assessments, and use of institutional systems.

Student conduct policies apply regardless of location, modality, or delivery format.

7.2 Standards of Student Conduct

Students are required to conduct themselves with integrity, honesty, respect, and professionalism in all institutional interactions.

Prohibited conduct includes, but is not limited to:

- Academic dishonesty or misconduct
- Disruptive or abusive behavior
- Harassment, intimidation, or threats
- Misuse of institutional systems or records
- Submission of false or misleading information
- Failure to comply with institutional policies or directives

7.3 Reporting and Review of Conduct Violations

Alleged violations of student conduct standards are reviewed administratively by designated institutional officials.

USILACS reserves the right to initiate a conduct review based on reported, observed, or documented behavior. Anonymous reports may be considered at the institution's discretion.

7.4 Disciplinary Actions

When a violation is substantiated, USILACS may impose disciplinary action proportionate to the severity of the conduct. Disciplinary actions may include, but are not limited to:

- Written warning
- Academic penalty
- Course failure
- Suspension
- Dismissal

Disciplinary decisions are administrative determinations and are not contractual negotiations.

7.5 Immediate Administrative Action

USILACS may impose immediate temporary protective or administrative measures, including suspension of academic access, system-access restrictions, no-contact directives, or other proportionate interim measures, when a student's conduct presents an immediate risk to a person, academic integrity, institutional systems, operations, or the learning environment.

Interim action may be taken before completion of the full review when warranted and is not a final finding of misconduct. Final dismissal or other final disciplinary action is imposed through the applicable review and response process unless a binding legal requirement requires otherwise.

7.6 Due Process

USILACS provides students with notice of alleged violations and an opportunity to submit a written response.

Disciplinary proceedings are administrative in nature and are not judicial hearings. The institution is not required to adhere to courtroom standards of procedure or evidence.

7.7 Appeals of Disciplinary Decisions

Students may submit a formal written appeal of a disciplinary decision when permitted by institutional policy.

Appeals must be submitted within published timeframes and are reviewed administratively. Appeal decisions are final.

7.8 Effect of Disciplinary Action

Disciplinary action may affect academic standing, enrollment status, eligibility for credentials, and access to institutional services.

Dismissal for conduct violations may be permanent and may preclude readmission.

7.9 Policy Enforcement and Review

Student conduct policies are enforced uniformly and reviewed periodically by the Board of Regents. Approved revisions generally apply prospectively in accordance with Section 14.3 and are published through official institutional channels.

No informal exceptions or discretionary waivers are permitted.

Section 8: Faculty and Instructional Staff

The following Faculty and Instructional Staff policies apply uniformly to all instructional personnel engaged by USILACS. These policies are institution-wide, formally adopted by the Board of Regents, and enforced consistently across all programs and delivery modalities.

8.1 Faculty Qualifications

USILACS employs faculty and instructional staff who meet qualifications appropriate to the level, content, and rigor of the courses they teach.

Faculty qualifications are determined by a combination of earned academic credentials, relevant professional experience, demonstrated subject matter expertise, and instructional competency, consistent with institutional standards and accreditation expectations.

All faculty credentials are verified and documented prior to assignment of instructional duties.

8.2 Faculty Appointment and Oversight

Faculty and instructional staff are appointed by the institution under the authority of the Board of Regents or its designated officers.

USILACS retains sole authority over faculty selection, assignment, evaluation, and continuation of instructional engagement. Faculty do not possess independent academic authority outside institutional policy and oversight.

8.3 Faculty Responsibilities

Faculty and instructional staff are responsible for:

- Delivering instruction in accordance with approved curricula and course objectives
- Evaluating student work using institutionally approved assessment criteria
- Maintaining academic integrity and enforcing academic policies
- Providing timely and professional academic feedback
- Complying with all institutional policies, procedures, and directives

Faculty may not alter course requirements, grading standards, learning outcomes, or academic policies without formal institutional approval.

8.4 Instructional Standards and Conduct

Faculty are required to conduct themselves with professionalism, objectivity, and respect in all instructional and institutional interactions.

Instructional conduct must support an orderly, ethical, and academically sound learning environment. Faculty are subject to institutional review and corrective action for failure to comply with instructional standards or institutional policy.

8.5 Faculty Evaluation and Accountability

USILACS evaluates faculty performance through administrative review, instructional outcomes, and compliance with institutional standards.

The institution reserves the right to suspend, reassign, or terminate faculty engagement when instructional quality, policy compliance, or institutional integrity is compromised.

8.6 Use of External or Contracted Instructors

When external or contracted instructors are utilized, they are subject to the same qualification standards, oversight, and policy requirements as other instructional staff.

No instructional services may be delivered outside institutional supervision or policy control.

8.7 Policy Review and Enforcement

Faculty and instructional staff policies are reviewed periodically and may be revised by formal action of the Board of Regents. Approved revisions generally apply prospectively in accordance with Section 14.3 and are published through official institutional channels.

No informal exceptions or discretionary waivers are permitted.

Section 9: Student Services and Support

The following Student Services and Support policies apply uniformly to all students enrolled in any USILACS program. These policies are institution-wide, formally adopted by the Board of Regents, and enforced consistently. The Student Handbook provides practical procedures for accessing these services and support resources.

9.1 Academic Advising

USILACS provides academic advising to support students in understanding program requirements, course sequencing, academic policies, and institutional procedures.

Academic advising is informational in nature. Advisors do not grant academic exceptions, modify degree requirements, or make binding academic or financial decisions on behalf of the institution.

9.2 Technical Support

USILACS provides technical support related to access and use of the learning management system and institutional platforms.

Students are responsible for maintaining access to required technology and for reporting technical issues in a timely manner through official support channels. Technical difficulties do not automatically excuse academic nonperformance.

9.3 Student Communication and Support Access

USILACS maintains official communication channels for academic, administrative, and student support matters.

Students are responsible for monitoring institutional communications and responding within required timeframes. Failure to do so may result in missed deadlines or administrative action.

9.4 Accessibility and Accommodations

USILACS provides reasonable accessibility and accommodations to qualified students with disabilities in accordance with applicable law and Board-adopted institutional policy.

Requests for accommodations must be submitted through the institution's designated process. Appropriate supporting information may be requested when reasonably required under current policy. Approved accommodations generally operate prospectively, do not automatically alter prior academic requirements or results, and do not alter essential academic standards or learning outcomes.

9.5 Student Records Assistance

Students may receive assistance regarding access to their academic records, transcripts, and enrollment documentation through established administrative processes.

Record requests are subject to verification, processing timelines, and applicable fees as published by the institution.

9.6 Limitations of Student Services

Student services are provided to support academic participation but do not guarantee academic success, course completion, or credential attainment.

Student services provided in connection with academic enrollment do not constitute guaranteed employment placement or professional legal representation. Consistent with its charitable mission, USILACS may separately provide lawful non-legal practical assistance relating to education, documentation, relocation, visa processes, work authorization procedures, or international transition where such assistance is actually offered. Such assistance is administrative or educational in nature and is not represented as legal advice or legal representation unless provided by a person authorized by law to provide those services.

9.7 Policy Review and Enforcement

Student services policies are enforced uniformly and reviewed periodically by the Board of Regents. Approved revisions generally apply prospectively in accordance with Section 14.3 and are published through official institutional channels.

No informal exceptions or discretionary waivers are permitted.

Section 10: Student Records and Privacy

The following Student Records and Privacy policies apply uniformly to all students enrolled in any USILACS program. These policies are institution-wide, formally adopted by the Board of Regents, and enforced consistently. The Student Handbook provides student-facing procedures for records requests, account security, and privacy-related responsibilities.

10.1 Records Management

USILACS maintains official student records for each enrolled student. Official records include, but are not limited to, admissions documents, academic history, grades, assessments, financial records, and credential documentation.

Student records are created, maintained, and retained in accordance with institutional policy and applicable legal and regulatory requirements.

10.2 Accuracy and Integrity of Records

USILACS is responsible for maintaining accurate and complete student records. Students are responsible for providing accurate information and for promptly notifying the institution of errors or changes to personal information.

The institution may correct administrative or clerical errors in student records at any time. Corrections do not require student consent when made to ensure record accuracy.

10.3 Access to Student Records

Students may request access to their official academic records through established institutional procedures.

Access is subject to identity verification, processing timelines, and applicable fees. The institution may limit access to records when permitted by law or institutional policy.

10.4 Privacy and Confidentiality

USILACS protects the confidentiality of student records and limits disclosure to authorized individuals and entities.

USILACS maintains a Privacy & Cookie Policy governing the collection, use, retention, and protection of personal information in connection with institutional systems. The institution implements reasonable administrative, technical, and physical safeguards designed to protect student information. USILACS also utilizes third-party technology platforms to deliver instruction and administer services; use of such systems may be subject to applicable third-party terms and privacy practices.

Student information is disclosed only as permitted or required by law, accreditation standards, or institutional policy. Unauthorized disclosure of student information is prohibited.

10.5 Third-Party Access and Disclosures

USILACS may disclose student information to third parties as required for academic administration, regulatory compliance, credential processing, or legal obligation.

When disclosure is permitted, the institution limits information shared to what is necessary for the stated purpose.

10.6 Records Retention

Student records are retained for defined periods in accordance with institutional retention schedules.

Certain records, including transcripts and credential documentation, are retained permanently. Other records may be destroyed after retention requirements are met.

10.7 Student Responsibilities Regarding Privacy

Students are responsible for safeguarding their login credentials and for protecting access to institutional systems.

USILACS is not responsible for privacy breaches resulting from a student's failure to secure personal access information.

10.8 Policy Review and Enforcement

Student records and privacy policies are enforced uniformly and reviewed periodically by the Board of Regents. Approved revisions generally apply prospectively in accordance with Section 14.3 and are published through official institutional channels.

No informal exceptions or discretionary waivers are permitted.

Section 11: Financial Information

The following Financial Information policies apply uniformly to all students enrolled in any USILACS program. These policies are institution-wide, formally adopted by the Board of Regents, and enforced consistently. The Student Handbook provides practical guidance for student account responsibilities and payment-related communications but does not alter the financial rules stated in this Catalog.

11.1 Tuition and Fees Disclosure

USILACS publishes current tuition rates and mandatory fees through official institutional channels, including the USILACS website and enrollment materials.

Published tuition and fee information is subject to change in accordance with institutional policy. Students are responsible for reviewing and understanding applicable charges prior to enrollment.

11.2 Tuition Assessment

Tuition is assessed using the current country-based tuition pricing based on program level, credential type, enrollment status, and payment option. Applicable previously completed USILACS coursework is not charged again when the same completed course satisfies a later credential requirement. For eligible Bachelor's Degree students, approved HESEAP® credit may reduce normal course tuition, while the required final examination fee for an HESEAP-approved course still applies.

Tuition obligations are established upon enrollment under the pricing and payment terms then in effect and are not contingent upon academic performance, course completion speed, or individual circumstances. Current personalized pricing is published through the Tuition Access Portal and official enrollment materials.

11.3 Payment Responsibility

Students are responsible for full payment of all tuition and fees incurred in accordance with published financial policies.

Failure to meet financial obligations may result in administrative holds, suspension of academic access, withholding of transcripts or credentials, administrative withdrawal, or financial dismissal.

11.4 Refund Policy Overview

USILACS administers the equitable prorated refund policy stated in Section 6.6. Refund eligibility is based on the portion of the applicable published enrollment period elapsed, including the three-working-day cancellation right and the 40% program-proration standard. Payment-plan students receive the same refund calculation as students who pay in full. Refunds due are issued within 30 days after USILACS determines withdrawal. Nonrefundable fees are disclosed and remain subject to applicable law, including the \$150 limit on nonrefundable admission and registration fees for Florida students. Preparation, printing, shipment, or delivery of an educational document does not eliminate any refund otherwise required.

11.5 Financial Holds and Withholding

The institution may withhold transcripts, credentials, or other academic documents when financial obligations remain outstanding.

Release of withheld documents occurs only after full satisfaction of all financial obligations.

11.6 Third-Party Payments

When tuition or fees are paid by a third party, the student remains responsible for compliance with all institutional financial policies.

Failure of a third party to remit payment does not relieve the student of financial responsibility.

11.7 Policy Review and Enforcement

Financial information policies are enforced uniformly and reviewed periodically by the Board of Regents. Approved revisions generally apply prospectively in accordance with Section 14.3 and are published through official institutional channels.

No informal waivers, exceptions, or retroactive adjustments are permitted.

Section 12: Graduation and Completion

The following Graduation and Completion policies apply uniformly to all students enrolled in any USILACS program. These policies are institution-wide, formally adopted by the Board of Regents, and enforced consistently. The Student Handbook explains the student-facing completion and credential-processing procedures that implement these requirements.

12.1 Completion Requirements

Students are eligible for graduation or program completion only after verified fulfillment of all published academic requirements for their program. Completion requirements include, but are not limited to:

- Successful completion of all required coursework, examinations, and program requirements
- Achievement of required academic standing and Satisfactory Academic Progress
- Resolution of all administrative and financial obligations

USILACS does not require a separate program-level exit examination. Standard final examinations require a minimum score of 55% to pass. The minimum cumulative GPA for degree completion is 1.00 for undergraduate degree programs and 2.00 for master's degree programs. High School Equivalency and Career Certificate programs have no separate cumulative GPA requirement unless a program-specific rule expressly states otherwise. No requirement may be waived without formal institutional approval.

12.2 Verification of Completion

USILACS verifies completion through an administrative review of academic records and institutional requirements.

Verification must be completed before any credential is issued. Participation in commencement or recognition activities, if offered, does not constitute completion or credential conferral.

12.3 Credential Issuance

Degrees, diplomas, certificates, and other institutional credentials are issued exclusively by USILACS upon verified completion of all applicable requirements.

Credentials reflect the exact program, level, and title completed as approved by the institution. No credential is issued provisionally or conditionally.

12.4 Timing of Credential Conferral

Credentials are conferred in accordance with institutional processing schedules following verification of completion.

Processing timelines may vary based on administrative review, document preparation, and applicable legal or regulatory requirements.

12.5 Replacement and Reissuance of Credentials

Requests for replacement or reissuance of credentials are subject to identity verification, institutional procedures, and applicable fees.

USILACS reserves the right to deny reissuance when records are incomplete, unresolved obligations exist, or fraud is suspected.

12.6 Policy Review and Enforcement

Graduation and completion policies are enforced uniformly and reviewed periodically by the Board of Regents. Approved revisions generally apply prospectively in accordance with Section 14.3 and are published through official institutional channels.

No informal exceptions, retroactive adjustments, or discretionary waivers are permitted.

Section 13: Institutional Safeguarding, Ethics, and Protected Reporting

USILACS maintains institution-wide standards designed to protect students, children, beneficiaries, personnel, volunteers, and other persons who interact with the institution. This section states the public institutional commitments that apply across academic and charitable activities. Detailed implementation requirements are contained in formally adopted standalone policies and procedures.

13.1 Safeguarding and Protection Standards

USILACS is committed to conducting its programs with respect for human dignity, safety, appropriate professional boundaries, nondiscrimination, and protection from abuse, exploitation, harassment, neglect, trafficking, forced labor, and other prohibited conduct. Safeguarding responsibilities apply to institutional personnel and, where applicable, contractors, volunteers, partners, and other representatives.

13.2 Protection from Sexual Exploitation and Abuse (PSEA)

Sexual exploitation and sexual abuse by any Regent, officer, employee, faculty member, contractor, volunteer, partner, agent, or other person acting on behalf of USILACS are prohibited. No person associated with USILACS may exploit educational authority, economic influence, access to assistance, or a position of trust or power for sexual purposes or condition education, grades, scholarships, employment-related assistance, documentation support, housing, transportation, or other benefits upon sexual activity, personal favors, or improper consideration.

13.3 Child Protection

USILACS prohibits child abuse, child sexual exploitation, grooming, sexual activity with children, trafficking of children, exploitative child labor, neglect, and other conduct inconsistent with child safety. For institutional safeguarding purposes, a child is a person under eighteen (18) years of age unless a higher protective standard is required by applicable law or funding conditions.

13.4 Anti-Trafficking, Forced Labor, and Exploitation

USILACS prohibits trafficking in persons, sex trafficking, forced labor, involuntary servitude, debt bondage, exploitative recruitment, commercial sexual exploitation connected to institutional

activities, improper withholding of identity or immigration documents, prohibited recruitment fees, materially false recruitment representations, and other conduct that supports or advances trafficking or exploitation.

13.5 Reporting, Complaints, and Non-Retaliation

Students and other persons may report good-faith concerns involving safeguarding, harassment, discrimination, trafficking, academic misconduct, fraud, corruption, financial misconduct, conflicts of interest, retaliation, unethical conduct, or other material violations of law or institutional policy through designated institutional reporting channels. Retaliation against a person who makes a good-faith report, participates in an investigation, or makes a legally protected disclosure is prohibited. Reports may be handled confidentially or anonymously where permitted and practicable.

13.6 Investigations, Confidentiality, and Corrective Action

USILACS maintains procedures for prompt, impartial, and appropriately confidential review of material complaints and allegations. Information is shared on a legitimate need-to-know basis or when disclosure is required or appropriate for safety, referral, investigation, accreditation, funding, governmental reporting, law enforcement, child protection, or other lawful purposes. Substantiated misconduct may result in academic, employment, contractual, administrative, or other corrective action and may be reported to competent authorities when required.

13.7 Faculty, Staff, Contractor, and Representative Conduct

Faculty, staff, advisors, contractors, volunteers, and other institutional representatives are expected to maintain professional boundaries, protect confidential information, avoid conflicts of interest, act honestly, refrain from harassment and exploitation, safeguard institutional assets and records, and comply with the USILACS Code of Conduct and other formally adopted policies applicable to their roles.

13.8 Fraud, Corruption, Bribery, and Ethical Stewardship

USILACS prohibits fraud, theft, embezzlement, bribery, kickbacks, corruption, falsification of records, diversion or misuse of funds, misuse of restricted funds, intentional misrepresentation to donors or governmental agencies, and concealment of material misconduct. Institutional resources, grants, restricted funds, and charitable assets are to be administered only for authorized purposes and under applicable financial and internal-control requirements.

13.9 Related Institutional Policies

The Board of Regents maintains or requires formal policies addressing, as applicable, safeguarding/PSEA and child protection; Code of Conduct; anti-trafficking and forced labor; anti-fraud and anti-corruption; whistleblower protection and non-retaliation; complaints and investigations; conflicts of interest and related-party transactions; human-resources screening and training; grant and restricted-fund management; internal financial controls; procurement; partner and subrecipient due diligence; document retention; privacy and data protection; nondiscrimination; academic integrity; student grievances; accessibility and accommodations; and other policies required by law, accreditation, grants, donors, UN partnership requirements, or federal-award conditions.

Section 14: Catalog Policies

The following Catalog Policies apply uniformly to all students enrolled in any USILACS program. These policies are institution-wide, formally adopted by the Board of Regents, and enforced consistently. They govern the use, interpretation, and revision of the Academic Catalog.

14.1 Catalog Authority

This Academic Catalog constitutes an official institutional document of USILACS and serves as the controlling public reference for academic programs, admissions standards, academic policies, tuition and financial rules, student conduct standards, graduation requirements, and other student-facing matters addressed in this Catalog. It is subordinate to applicable law, the Articles of Incorporation, the USILACS Bylaws, and formally adopted Board of Regents policies. The Student Handbook implements the Catalog through practical procedures and operational guidance and may not supersede or contradict it.

In the event of a conflict between informal communications and the Academic Catalog, the Catalog governs.

14.2 Policy Applicability

All policies contained in this Catalog apply to all students unless explicitly stated otherwise.

Use of USILACS websites, platforms, academic systems, and institutional services is subject to the institution's official Terms and Conditions, which implement applicable institutional policy and address payment obligations, refund eligibility, limitations of liability, and institutional disclaimers. Terms and Conditions may not supersede this Catalog or higher governing authority.

Enrollment constitutes acceptance of the policies, requirements, and conditions set forth in the Academic Catalog, together with applicable Terms and Conditions and authorized procedures in the Student Handbook. The Student Handbook, Terms and Conditions, website content, enrollment materials, FAQs, and other administrative guidance may not contradict or supersede this Catalog or higher governing authority.

14.3 Catalog Revisions

USILACS reserves the right to revise, amend, or discontinue a policy, program, course, fee, or requirement contained in this Catalog through authorized institutional action and Board of Regents approval when required. Approved revisions generally apply prospectively unless applicable law, regulation, accreditation requirements, contractual obligations, safety concerns, or the terms of the authorized revision require otherwise. Revisions are published through official institutional channels.

14.4 Limitation of Reliance

The Academic Catalog is not a contract and does not create contractual rights beyond those expressly stated.

USILACS does not guarantee continuous availability of any specific course, program, instructor, or instructional format.

14.5 Governing Law and Jurisdiction

All matters arising from or relating to this Academic Catalog are governed by the laws of the State of Florida, without regard to conflict-of-law principles.

Jurisdiction for any dispute arising from institutional policies or enrollment is limited to the appropriate courts of the State of Florida unless otherwise required by law.

14.6 Effective Date

This edition of the Academic Catalog is effective September 1, 2026. Board-approved revisions and conforming corrections take effect on the date specified in the applicable approval or revision notice and remain in effect until superseded by a subsequent edition.