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SCHOOL CATALOG

Date of Catalog Publication:

October 8, 2024

School Information

Name of School:

AI OWL (AI FOR ALL LLC)

Address of School:

AI OWL
91 South 30th Street
Newark, Ohio 43055

Certificate Registration Number:

School Calendar

Term Dates:

Term 1:

- Start Date: January 6, 2025 (Monday)
- End Date: April 28, 2025 (Monday)

Term 2:

- Start Date: May 5, 2025 (Monday)
- End Date: August 25, 2025 (Monday)

Term 3:

- Start Date: September 1, 2025 (Monday)
- End Date: December 22, 2025 (Monday)

Holidays:

Term 1: January 6, 2025 – April 28, 2025



- Martin Luther King Jr. Day: January 20, 2025 (Monday, Week 3)
- Presidents' Day: February 17, 2025 (Monday, Week 7)

Term 2: May 5, 2025 – August 25, 2025

- Memorial Day: May 26, 2025 (Monday, Week 4)
- Independence Day: July 4, 2025 (Friday, Week 9)

Term 3: September 1, 2025 – December 22, 2025

- Labor Day: September 1, 2025 (Monday, Week 1 — first day of term)
- Thanksgiving: November 27, 2025 (Thursday, Week 13)

Enrollment Dates:

Term 1: January 6, 2025 – April 28, 2025

- Enrollment Opens: November 1, 2024 (Friday)
- Enrollment Closes: December 20, 2024 (Friday)

Term 2: May 5, 2025 – August 25, 2025

- Enrollment Opens: March 1, 2025 (Saturday)
- Enrollment Closes: April 25, 2025 (Friday)

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- Enrollment Opens: July 1, 2025 (Tuesday)
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School Program:

Artificial Intelligence for Business

Total Number of Clock Hours: 30

Total Cost: \$2,750.00

- Comprising: Program Tuition: \$2,000.00 and Other Costs: \$750.00

Fee Payment Schedule

All students enrolled in AI FOR ALL LLC's "Artificial Intelligence for Business" program are required to pay 100% of their fees at least 24 hours before the commencement of the term in which they are enrolled. Failure to meet this payment deadline may result in the student being unable to attend classes or access course materials.

Course Sequence:

1. **AI101: Introduction to AI for Business Efficiency**

Clock Hours: 4

This course introduces students to the fundamentals of Artificial Intelligence (AI) and its applications in improving business efficiency. Students will explore how AI technologies can automate repetitive tasks, optimize processes, and reduce human error in various industries. Real-world case studies will demonstrate how AI is currently transforming business operations across multiple sectors.

2. **AI102: Programming with AI Tools**

Clock Hours: 4

Covers the basics of AI programming, focusing on popular programming languages such as Python and frameworks like TensorFlow. Students will learn to create simple AI-driven applications and automate routine business tasks. This course emphasizes hands-on experience with AI tools, enabling students to develop solutions for real-world business challenges.



3. **AI103: AI-Enhanced Communication and Marketing**

Clock Hours: 3

Explores the role of AI in revolutionizing communication and marketing strategies. Students will learn how AI-powered tools can automate content creation, personalize marketing campaigns, and improve customer engagement. By the end of the course, students will be able to implement AI-driven marketing strategies that enhance brand reach and engagement.

4. **AI104: Data Analytics with AI**

Clock Hours: 6

In this course, students will explore how AI is used in data analytics to generate insights and drive decision-making. The course covers AI tools for analyzing large datasets, predictive modeling, and trend forecasting. Students will also learn how to visualize data using AI-driven dashboards to communicate findings effectively.

5. **AI105: 3D Visual Design with AI Tools**

Clock Hours: 4

This course focuses on the use of AI in 3D visual design, particularly for industries such as architecture, engineering, and product development. Students will learn how to create and optimize 3D models using AI-driven design platforms and simulations, with an emphasis on practical applications in improving the design process.

6. **AI106: AI in Material Science and Product Development**

Clock Hours: 3

Covers how AI is transforming material science and product development. Students will explore AI-driven research and innovation in material discovery, rapid prototyping, and product testing. They will learn how AI tools can predict material behavior and accelerate the development of new products.

7. **AI107: Capstone Project: AI-Driven Business Solution**

Clock Hours: 6

In the capstone project, students will apply the skills learned throughout the



program to solve a real-world business problem using AI. They will collaborate with a local or regional business or municipality to design and implement an AI-driven solution that addresses specific operational challenges. The course culminates in a formal presentation of the project to both faculty and the partner organization.

Tuition Refund Policy:

AI for ALL LLC (DBA AI OWL) strives to provide clear and fair guidelines for student refunds. This policy explains the refund process for students who withdraw from their program.

Full Refund within Two Weeks:

Students who withdraw from their program within the first two weeks of the start date are eligible for a full refund, minus a \$100 administrative fee. The refund will be processed within 30 days of receiving the withdrawal request.

Clock Hour Refund Policy:

After the first two weeks of a course, students will be issued a refund based on the below Clock Hour Policy for Students:

This policy applies to all students enrolled in clock hour programs at AI for ALL LLC. Refunds are calculated based on the number of clock hours completed in each academic term, in compliance with the State of Ohio Board of Career Colleges and Schools regulations.

1. Refund Calculation by Academic Term

Refunds for tuition and refundable fees are determined by the percentage of the academic term completed upon withdrawal:

- **Withdrawal before 15% of the term is completed:**
 - The student is responsible for 25% of the tuition and refundable fees for the current academic term, plus the registration fee.
- **Withdrawal after 15% but before 25% of the term is completed:**
 - The student is responsible for 50% of the tuition and refundable fees for the current academic term, plus the registration fee.
- **Withdrawal after 25% but before 40% of the term is completed:**
 - The student is responsible for 75% of the tuition and refundable fees for the current academic term, plus the registration fee.
- **Withdrawal after 40% of the term is completed:**
 - The student is not entitled to a refund for the current academic term.



2. Special Consideration for Extenuating Circumstances

Students who withdraw due to documented illness, accidents, family death, or other uncontrollable circumstances may be eligible for special consideration. AI FOR ALL LLC may adjust the amount owed on a case-by-case basis.

3. Refund Due to Program Revocation

If AI for ALL LLC's authorization for a program is revoked, enrolled students who cannot complete the program elsewhere will receive a full refund of tuition and fees paid. These refunds will first go to student aid lenders, if applicable.

4. Collection of Tuition and Fees

Collection procedures will comply with all relevant laws. AI for ALL LLC may withhold transcripts, prevent enrollment in new terms, or block graduation for students with unpaid tuition and fees, as outlined in the school catalog. However, students will not be prevented from completing an academic term in progress unless otherwise stated in the school's policies.

5. School Closure

In the event of school closure, AI for ALL LLC will release transcripts and academic records without imposing financial restrictions for unpaid tuition or fees. Any entity holding academic records on behalf of the school will follow the same policy and may only charge standard processing fees for records requests.

By enrolling in any clock hour program at AI for ALL LLC, students agree to this refund policy. For more information, please contact our administrative office.

Course Materials Policy:

Course Materials

Course materials may not be refundable. However, any paid course materials provided to the student will remain their property.

Contact Information:

How to Request a Refund

To request a refund, students must submit a formal withdrawal request. This request can be submitted in one of the following ways:

- Written notice to AI OWL, 91 S. 30th St., Newark, OH 43055



- Email to info@aiowl.org

Refunds will be processed within 30 days of the receipt of the withdrawal request.

Admission and Program Policy

1. Entrance Requirements

To be eligible for admission to the AI FOR ALL LLC "Artificial Intelligence for Business and Practical Applications" program, students must meet the following entrance requirements:

1. **Completed Application Form:**
Prospective students must submit a completed application form, available online or in person.
2. **High School Diploma or Equivalent:**
Applicants must provide proof of a high school diploma, GED, or an equivalent credential.
3. **Basic Computer Skills:**
Applicants must demonstrate fundamental computer skills, including proficiency with common software applications (e.g., Microsoft Office, Google Suite). Familiarity with coding is preferred but not required.
4. **Interest in Artificial Intelligence or Business Technology:**
Applicants should exhibit an interest in artificial intelligence, automation, or business technology, which may be demonstrated through a personal statement submitted with their application.
5. **English Proficiency (if applicable):**
Non-native English speakers must demonstrate proficiency in English through standardized tests such as TOEFL or IELTS, or through other recognized assessments.
6. **Non-refundable Application Fee:**
A non-refundable fee of \$50 must be submitted with the application.
7. **Access to a Computer and Internet:**
Students must have access to a computer and reliable internet connectivity to complete coursework and participate in any online components of the program.
8. **Optional Personal Interview:**
Depending on the applicant's background and experience, a personal interview may be required to assess readiness for the program. This interview will help assess the applicant's goals and suitability for the program.



2. Special Admission Requirements

In addition to the general entrance requirements, special admission requirements may apply to students under specific circumstances:

1. **Conditional Admission:**
Applicants who do not meet the minimum educational qualifications but demonstrate exceptional experience or skills relevant to AI, business, or technology may be admitted on a conditional basis. Such students will be required to complete a preparatory module or provide additional documentation of their experience.
2. **Transfer Students:**
Applicants who have completed relevant coursework or certifications from other institutions may apply for transfer credits. Transfer credits will be assessed on a case-by-case basis and must align with the program's learning objectives.
3. **Re-admission for Former Students:**
Students who have previously withdrawn or been dismissed from the program may apply for re-admission. Such applicants must submit a new application and explain how their circumstances have changed to ensure successful program completion.

3. Program Requirements

Students enrolled in the AI FOR ALL LLC "Artificial Intelligence for Business and Practical Applications" program are required to meet the following program requirements:

1. **Attendance:**
Regular attendance and active participation in all modules, labs, programming sessions, and group discussions are mandatory. Absenteeism beyond the allowable limit may result in academic penalties or dismissal from the program.
2. **Completion of Assignments:**
All assignments, including individual projects, group tasks, and practical labs, must be completed on time and to a satisfactory standard (minimum grade of 70%).
3. **Capstone Project:**
As part of the program, students must complete a Capstone Project, which includes partnering with a local business, nonprofit organization, or municipality to solve a real-world problem using AI.
4. **Ethics and Professionalism:**
Students must adhere to the institution's code of conduct, which includes maintaining ethical standards in the use of AI and professional behavior in all interactions with faculty, classmates, and project partners.



4. Graduation Requirements

To graduate from the AI FOR ALL LLC "Artificial Intelligence for Business and Practical Applications" program, students must meet the following criteria:

- 1. Successful Completion of Coursework:**
All modules within the 16-week program must be completed with a minimum passing grade of 70%. This includes assessments on theoretical knowledge, practical programming, data analytics, and business applications of AI.
- 2. Completion of Capstone Project:**
The capstone project, conducted in partnership with a local or regional entity, must be successfully completed and defended. The project should demonstrate the student's ability to solve a real-world problem using AI.
- 3. Mastery of AI Tools and Techniques:**
Students must demonstrate proficiency in AI tools, programming languages (e.g., Python, TensorFlow), and business applications covered in the program.
- 4. Collaboration and Communication:**
As part of the capstone project, students must demonstrate effective teamwork and professional communication with their partner organization and faculty.
- 5. Satisfactory Project Review:**
The capstone project must pass a final review by faculty and the partner organization, demonstrating technical effectiveness and real-world applicability.

Graduation will be based on both academic performance and the successful application of practical skills through the capstone project.

Policy Enforcement and Updates:

This policy is subject to periodic review and updates to ensure compliance with institutional goals and evolving industry standards. Students will be notified of any changes in policy.

Grading System for Programs

The grading system for AI FOR ALL LLC is designed to evaluate both theoretical knowledge and practical application of skills in artificial intelligence, business technology, and related fields. The system provides a comprehensive assessment of each student's performance across all modules, labs, and capstone projects, ensuring that graduates are well-prepared for AI-related roles.

Grading Scale



Percentage (%)	Letter Grade	Performance Level
90-100%	A	Excellent
80-89%	B	Above Average
70-79%	C	Satisfactory
60-69%	D	Below Satisfactory (conditional pass in certain cases)
Below 60%	F	Failing

Grade Descriptions

- **A (90-100%):**
Indicates exceptional performance in both theoretical and practical aspects of the program. Students earning this grade demonstrate thorough understanding, mastery of AI tools and techniques, and the ability to apply their skills effectively in real-world scenarios. They show excellent participation in labs and discussions and produce high-quality work in the capstone project.
- **B (80-89%):**
Represents above-average achievement, with a solid grasp of AI concepts and tools. Students achieving this grade perform well in labs and programming tasks, participate actively in discussions, and show strong teamwork in the capstone project. Their AI solutions for the capstone project are well-executed but may have minor areas for improvement.
- **C (70-79%):**
Reflects satisfactory performance, meeting the minimum required standards for each module and the capstone project. Students achieving a "C" grade have a basic understanding of AI principles, are proficient in the required tools, and can complete projects, but their work may lack the depth or innovation of higher-performing students. A grade of "C" is the **minimum passing grade** required for program modules and is considered sufficient for graduation.
- **D (60-69%):**
Denotes below-satisfactory performance, indicating that the student has struggled with some key areas of the program. Students earning a "D" may be given conditional passes for specific modules but will need additional support or remedial work to meet program expectations. Students with consistent "D" grades may be required to retake certain modules or receive academic advising.
- **F (Below 60%):**
Indicates failure to meet the program's academic and practical standards. Students with an "F" grade must retake the module or assignment to progress. A grade of "F" in any key module may result in dismissal from the program or require a plan for remediation.



Grading Components

- 1. Coursework and Assignments (40%):**
Includes weekly assignments, quizzes, theoretical assessments, and practical labs. Students will be graded on their understanding of AI concepts, their ability to write and debug code, and how well they analyze data.
- 2. Hands-on Labs and Group Work (20%):**
Active participation in labs and group projects is required. Students will be evaluated on their teamwork, problem-solving, and real-time application of AI tools and techniques.
- 3. Capstone Project (30%):**
This project is the culmination of the program, where students collaborate with a partner organization to develop an AI-driven solution for a real-world problem. The project will be graded on:
 - o Technical quality of the solution.
 - o Relevance to the partner's problem.
 - o Innovation and practical applicability.
 - o Presentation and defense of the project.
- 4. Professionalism and Participation (10%):**
Students are expected to actively participate in class discussions, demonstrate professional communication, and show initiative in group work and projects. This includes attendance and engagement with peers and faculty.

Satisfactory Grade Levels

To successfully progress through and complete the program, students must meet the following grade levels at different stages of their education:

- 1. Minimum Grade of 70% in Each Module:**
A passing grade of "C" (70%) is required in each module. Failure to achieve this grade in any module will require the student to retake the module or seek remediation.
- 2. Completion of Capstone Project with a Minimum Grade of 70%:**
The capstone project must be completed with a minimum grade of 70%, as it represents the practical application of all skills learned throughout the program. Failure to meet this threshold will result in the need to revise or repeat the project.
- 3. Overall Program GPA of 2.0 (on a 4.0 scale):**
Students must maintain a cumulative GPA of 2.0 or higher across all modules to graduate. Falling below this GPA will place the student on academic probation, and continued poor performance may result in dismissal.
- 4. Completion of All Program Requirements within Designated Time:**
Students are expected to complete the program, including all coursework and the capstone project, within the scheduled 16-week timeframe. Extensions may be granted on a case-by-case basis, but prolonged delays may affect the student's ability to graduate.



Retake and Remediation Policies

- **Module Retake:**
Students who receive a grade of "F" in any module may retake the module once. Retaking a module more than once may require special permission from the program director.
- **Capstone Project Revisions:**
Students who do not achieve the required 70% grade on their capstone project will be given feedback and a chance to revise and resubmit. Multiple failures on the capstone may lead to academic probation or program dismissal.

Student Attendance, Leave, and Disciplinary Policy

1. Student Leave, Absences, and Tardiness

At AI FOR ALL LLC, students are expected to maintain consistent attendance and punctuality to ensure success in the program. This policy outlines acceptable leave, handling of absences and tardiness, and the process for makeup work.

A. Leave of Absence Policy

1. **Formal Leave of Absence:**
Students may request a formal leave of absence due to medical, personal, or other significant reasons. The request must be submitted in writing and approved by the program director.
 - **Duration:** Leave may be granted for a period of up to 4 weeks, depending on individual circumstances.
 - **Documentation:** Supporting documentation (e.g., medical certificate) must be provided for medical leave.
 - **Course Continuity:** Students on leave will work with faculty to determine how they can resume coursework, including timelines for makeup assignments.
2. **Unapproved Leave of Absence:**
Students who are absent without prior approval for more than 7 consecutive days will be considered in violation of attendance policies and may face disciplinary actions, including possible termination from the program.

B. Absence Policy

1. **Notification of Absence:**
Students must notify their instructor and the program coordinator as soon as



- possible if they are unable to attend a class or lab session. For unexpected emergencies, notification should occur within 24 hours of the missed session.
- **Excused Absences:** Excused absences include medical emergencies, family emergencies, or other valid reasons approved by the program director.
 - **Unexcused Absences:** Absences without notification or valid reasons will be considered unexcused and may impact the student's grades.
2. **Attendance Threshold:**
Students are required to attend at least 85% of all scheduled classes and labs. Falling below this threshold without a valid reason may result in academic probation or dismissal from the program.

C. Tardiness Policy

1. **Punctuality Expectations:**
Students are expected to arrive on time for all classes, labs, and scheduled activities. Excessive tardiness, defined as arriving more than 10 minutes late three or more times, will be treated as an absence.
2. **Habitual Tardiness:**
Students with chronic tardiness (e.g., more than five occurrences in a term) may face disciplinary actions, including a reduction in participation grades or other penalties.

D. Makeup Work Policy

1. **Makeup Assignments:**
Students with excused absences will be allowed to make up missed coursework, labs, or exams. The timeframe for makeup work will be determined by the instructor but must generally be completed within one week of the student's return.
2. **Unexcused Absences and Makeup Work:**
Students with unexcused absences are not guaranteed the opportunity to complete makeup work and may receive a zero for missed assignments, labs, or exams.
3. **Missed Capstone Project Work:**
Students who miss significant portions of capstone project work due to an excused absence must work with their project group and faculty to develop a plan to complete their responsibilities. Unexcused absences from capstone work may jeopardize their ability to **receive a credential**.

2. Suspension or Termination for Unsatisfactory Performance, Attendance, or Disciplinary Issues

AI FOR ALL LLC is committed to maintaining a high standard of academic and professional conduct. Students may face suspension or termination from the program for unsatisfactory performance, attendance violations, or disciplinary issues. This section outlines the policies and procedures for addressing such issues.

A. Unsatisfactory Academic Performance

1. Academic Probation:

Students who fail to maintain a minimum grade of 70% in any module will be placed on academic probation. While on probation, students must work with their instructors to develop a plan for improvement. Failure to improve academic performance within a designated timeframe (typically four weeks) may result in suspension or dismissal from the program.

2. Failure of Capstone Project:

Students who fail to meet the required standards for the capstone project will be given one opportunity to revise and resubmit their project. Failure to pass the revised project may lead to termination from the program, making the student ineligible to **receive a credential**.

B. Unsatisfactory Attendance or Tardiness

1. Attendance Violations:

Students who fail to meet the 85% attendance requirement without valid reasons will be placed on attendance probation. Continued failure to attend classes or labs as required may result in suspension or termination from the program.

2. Excessive Tardiness:

Students with habitual tardiness, even after warnings and penalties, may face suspension. If the tardiness persists, it may lead to dismissal from the program, affecting the student's ability to **receive a credential**.

C. Disciplinary Issues

1. Code of Conduct:

Students are expected to uphold a high standard of professional and ethical behavior throughout the program. This includes respecting classmates, faculty, and partner organizations, and following the institution's code of conduct regarding academic honesty, professionalism, and the responsible use of AI technologies.

2. Disciplinary Actions:

Students may face suspension or termination for violations of the code of conduct, including but not limited to:

- Academic dishonesty (plagiarism, cheating).



- Unprofessional behavior in class, labs, or with project partners.
- Misuse of AI technology in a way that is unethical or violates privacy policies.
- Harassment, discrimination, or any form of misconduct.

3. **Progressive Discipline Process:**

AI FOR ALL LLC follows a progressive discipline process:

- **First Offense:** Verbal warning and counseling with the program coordinator or instructor.
- **Second Offense:** Written warning and mandatory meeting with program leadership.
- **Third Offense:** Suspension from the program, with conditions for reinstatement.
- **Final Offense:** Termination from the program, resulting in the inability to receive a credential.

D. Appeals Process Students who are suspended or terminated for any reason have the right to appeal the decision. The appeal must be submitted in writing to the program director within 7 days of the suspension/termination notification. The appeal will be reviewed by a committee, and a final decision will be provided within 14 days.

3. **Conditions of Re-Entrance for Students Dismissed or Suspended for Unsatisfactory Progress**

Students who are dismissed or suspended for unsatisfactory progress are not automatically eligible for re-entrance into the program. However, AI FOR ALL LLC offers a pathway for re-entrance under certain conditions.

A. Re-Entrance Eligibility

1. **Waiting Period:**

Students who have been dismissed due to unsatisfactory progress must wait at least one full term (16 weeks) before applying for re-entrance into the program. This waiting period allows students to reflect on their challenges and prepare for a fresh start.

2. **Completion of Improvement Activities:**

Before re-entrance is considered, students must complete specific improvement activities, which may include:

- **Academic Support:** Completion of preparatory coursework or workshops focused on areas where the student previously struggled (e.g., AI programming, data analytics).
- **Attendance Remediation:** Demonstration of commitment to attendance, such as providing a plan for reliable attendance and any necessary support systems.



- **Professional Development:** If dismissal was due to behavioral or conduct issues, the student may be required to complete professional ethics training or counseling to ensure their readiness to re-enter the program.

B. Application for Re-Entrance

1. Re-Entrance Application:

After the waiting period and completion of required improvement activities, the student may submit a re-entrance application to the program director. The application should include:

- A personal statement reflecting on the reasons for their prior dismissal and what they have done to address those issues.
- Evidence of any completed improvement activities (e.g., certificates, proof of attendance).
- A plan for how they will succeed if re-admitted to the program.

2. Re-Entrance Interview:

In some cases, a re-entrance interview may be required. This interview will assess the student's readiness to re-engage with the program, their understanding of the reasons for their prior dismissal, and their commitment to achieving success in the program.

C. Re-Admission Terms

1. Conditional Re-Admission:

If a student is granted re-entrance into the program, it may be on a conditional basis. The conditions will be clearly outlined in writing and may include:

- Required tutoring or academic support.
- Regular progress meetings with an academic advisor.
- A strict attendance plan, with limited allowance for future absences or tardiness.
- A probationary period for the first 4 weeks after re-entrance, during which the student's progress will be closely monitored.

2. Final Re-Admission Decision:

The decision to allow re-entrance will be made by a review committee consisting of faculty members and the program director. The decision is final and will be communicated to the student within 14 days of submitting the re-entrance application.

3. Failure to Meet Re-Admission Conditions:

If a re-admitted student fails to meet the conditions outlined during their second attempt in the program, they may be permanently dismissed with no option for further re-entrance.



Faculty and Administrators

Trace Johnson

Role: School Director and Primary Faculty

Location: Newark, Ohio

Qualifications:

- **Education:**
 - **Ohio State University** – Electrical Engineering (2013-2015)
 - **Central Ohio Technical College** – Electromechanical Engineering, Electronic Engineering, and Architectural Design (2011-2013)
 - **President, Phi Theta Kappa Honor Society**
 - **Recipient, Faculty Premier Scholarship**
 - **Participant, Italian Immersion Program**

Experience:

- **President & Founder**, AI FOR ALL LLC (2023 - Present)
- **President & Founder**, Building Logic LLC (2021 - Present)
- **President & Founder**, Blue Way Technologies LLC (2014 - Present)
- **Co-Founder**, The Somerset Builder's Club (2022 - Present)

AI Instruction Experience:

Trace's hands-on teaching approach is rooted in his own journey with AI, where he applied AI technologies in his multiple ventures—especially in Building Logic LLC, where he used AI to optimize modular home designs for energy efficiency. His unique blend of technical expertise and real-world entrepreneurship enables him to teach students not only the theoretical aspects of AI but also how to leverage AI for practical business solutions. His commitment to making AI accessible to all is a cornerstone of his teaching philosophy, inspiring students to push the boundaries of what AI can achieve in the business world.

Notices and Statements



Notice Concerning Filing a Complaint

Students have the right to file a complaint with the Ohio State Board of Career Colleges and Schools. Complaints can be directed to:

Ohio SBCCS
30 East Broad Street, Suite 2481, Columbus, OH 43215
Toll-free: 1-877-275-4219

Notice of Accreditation

AI for ALL LLC, as of the date of this publication, has received no institutional and/or programmatic accreditation approvals for any of its programs.

Notice of Scholarships and Grants

AI for ALL LLC, as of the date of this publication, does not award any form of scholarship, grant, and/or financial assistance to students.

Notice of Previous Credit

AI for ALL LLC, as of the date of this publication, does not grant credit for previous education, training, or experience.

Notice of State and Federal Aid Programs

AI for ALL LLC, as of the date of this publication, does not list standards of academic progress for the purposes of federal and state aid programs.



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Artificial Intelligence

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Course Sequence:

1. **AI101: Introduction to AI for Business Efficiency**

Clock Hours: 4

This course introduces students to the fundamentals of Artificial Intelligence (AI) and its applications in improving business efficiency. Students will explore how AI technologies can automate repetitive tasks, optimize processes, and reduce human error in various industries. Real-world case studies will demonstrate how AI is currently transforming business operations across multiple sectors.

2. **AI102: Programming with AI Tools**

Clock Hours: 4

Covers the basics of AI programming, focusing on popular programming languages such as Python and frameworks like TensorFlow. Students will learn to create simple AI-driven applications and automate routine business tasks. This course emphasizes hands-on experience with AI tools, enabling students to develop solutions for real-world business challenges.



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Clock Hours: 3

Explores the role of AI in revolutionizing communication and marketing strategies. Students will learn how AI-powered tools can automate content creation, personalize marketing campaigns, and improve customer engagement. By the end of the course, students will be able to implement AI-driven marketing strategies that enhance brand reach and engagement.

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Clock Hours: 6

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Clock Hours: 4

This course focuses on the use of AI in 3D visual design, particularly for industries such as architecture, engineering, and product development. Students will learn how to create and optimize 3D models using AI-driven design platforms and simulations, with an emphasis on practical applications in improving the design process.

6. **AI106: AI in Material Science and Product Development**

Clock Hours: 3

Covers how AI is transforming material science and product development. Students will explore AI-driven research and innovation in material discovery, rapid prototyping, and product testing. They will learn how AI tools can predict material behavior and accelerate the development of new products.

7. **AI107: Capstone Project: AI-Driven Business Solution**

Clock Hours: 6

In the capstone project, students will apply the skills learned throughout the



program to solve a real-world business problem using AI. They will collaborate with a local or regional business or municipality to design and implement an AI-driven solution that addresses specific operational challenges. The course culminates in a formal presentation of the project to both faculty and the partner organization.

Tuition Refund Policy:

AI for ALL LLC (DBA AI OWL) strives to provide clear and fair guidelines for student refunds. This policy explains the refund process for students who withdraw from their program.

Full Refund within Two Weeks:

Students who withdraw from their program within the first two weeks of the start date are eligible for a full refund, minus a \$100 administrative fee. The refund will be processed within 30 days of receiving the withdrawal request.

Clock Hour Refund Policy:

After the first two weeks of a course, students will be issued a refund based on the below Clock Hour Policy for Students:

This policy applies to all students enrolled in clock hour programs at AI for ALL LLC. Refunds are calculated based on the number of clock hours completed in each academic term, in compliance with the State of Ohio Board of Career Colleges and Schools regulations.

1. Refund Calculation by Academic Term

Refunds for tuition and refundable fees are determined by the percentage of the academic term completed upon withdrawal:

- **Withdrawal before 15% of the term is completed:**
 - The student is responsible for 25% of the tuition and refundable fees for the current academic term, plus the registration fee.
- **Withdrawal after 15% but before 25% of the term is completed:**
 - The student is responsible for 50% of the tuition and refundable fees for the current academic term, plus the registration fee.
- **Withdrawal after 25% but before 40% of the term is completed:**
 - The student is responsible for 75% of the tuition and refundable fees for the current academic term, plus the registration fee.
- **Withdrawal after 40% of the term is completed:**
 - The student is not entitled to a refund for the current academic term.



2. Special Consideration for Extenuating Circumstances

Students who withdraw due to documented illness, accidents, family death, or other uncontrollable circumstances may be eligible for special consideration. AI FOR ALL LLC may adjust the amount owed on a case-by-case basis.

3. Refund Due to Program Revocation

If AI for ALL LLC's authorization for a program is revoked, enrolled students who cannot complete the program elsewhere will receive a full refund of tuition and fees paid. These refunds will first go to student aid lenders, if applicable.

4. Collection of Tuition and Fees

Collection procedures will comply with all relevant laws. AI for ALL LLC may withhold transcripts, prevent enrollment in new terms, or block graduation for students with unpaid tuition and fees, as outlined in the school catalog. However, students will not be prevented from completing an academic term in progress unless otherwise stated in the school's policies.

5. School Closure

In the event of school closure, AI for ALL LLC will release transcripts and academic records without imposing financial restrictions for unpaid tuition or fees. Any entity holding academic records on behalf of the school will follow the same policy and may only charge standard processing fees for records requests.

By enrolling in any clock hour program at AI for ALL LLC, students agree to this refund policy. For more information, please contact our administrative office.

Course Materials Policy:

Course Materials

Course materials may not be refundable. However, any paid course materials provided to the student will remain their property.

Contact Information:

How to Request a Refund

To request a refund, students must submit a formal withdrawal request. This request can be submitted in one of the following ways:

- Written notice to AI OWL, 91 S. 30th St., Newark, OH 43055



- Email to info@aiowl.org

Refunds will be processed within 30 days of the receipt of the withdrawal request.

Admission and Program Policy

1. Entrance Requirements

To be eligible for admission to the AI FOR ALL LLC "Artificial Intelligence" program, students must meet the following entrance requirements:

- 1. Completed Application Form:**
Prospective students must submit a completed application form, available online or in person.
- 2. High School Diploma or Equivalent:**
Applicants must provide proof of a high school diploma, GED, or an equivalent credential.
- 3. Basic Computer Skills:**
Applicants must demonstrate fundamental computer skills, including proficiency with common software applications (e.g., Microsoft Office, Google Suite). Familiarity with coding is preferred but not required.
- 4. Interest in Artificial Intelligence or Business Technology:**
Applicants should exhibit an interest in artificial intelligence, automation, or business technology, which may be demonstrated through a personal statement submitted with their application.
- 5. English Proficiency (if applicable):**
Non-native English speakers must demonstrate proficiency in English through standardized tests such as TOEFL or IELTS, or through other recognized assessments.
- 6. Non-refundable Application Fee:**
A non-refundable fee of \$50 must be submitted with the application.
- 7. Access to a Computer and Internet:**
Students must have access to a computer and reliable internet connectivity to complete coursework and participate in any online components of the program.
- 8. Optional Personal Interview:**
Depending on the applicant's background and experience, a personal interview may be required to assess readiness for the program. This interview will help assess the applicant's goals and suitability for the program.



2. Special Admission Requirements

In addition to the general entrance requirements, special admission requirements may apply to students under specific circumstances:

1. **Conditional Admission:**
Applicants who do not meet the minimum educational qualifications but demonstrate exceptional experience or skills relevant to AI, business, or technology may be admitted on a conditional basis. Such students will be required to complete a preparatory module or provide additional documentation of their experience.
2. **Transfer Students:**
Applicants who have completed relevant coursework or certifications from other institutions may apply for transfer credits. Transfer credits will be assessed on a case-by-case basis and must align with the program's learning objectives.
3. **Re-admission for Former Students:**
Students who have previously withdrawn or been dismissed from the program may apply for re-admission. Such applicants must submit a new application and explain how their circumstances have changed to ensure successful program completion.

3. Program Requirements

Students enrolled in the AI FOR ALL LLC "Artificial Intelligence" program are required to meet the following program requirements:

1. **Attendance:**
Regular attendance and active participation in all modules, labs, programming sessions, and group discussions are mandatory. Absenteeism beyond the allowable limit may result in academic penalties or dismissal from the program.
2. **Completion of Assignments:**
All assignments, including individual projects, group tasks, and practical labs, must be completed on time and to a satisfactory standard (minimum grade of 70%).
3. **Capstone Project:**
As part of the program, students must complete a Capstone Project, which includes partnering with a local business, nonprofit organization, or municipality to solve a real-world problem using AI.
4. **Ethics and Professionalism:**
Students must adhere to the institution's code of conduct, which includes maintaining ethical standards in the use of AI and professional behavior in all interactions with faculty, classmates, and project partners.



4. Graduation Requirements

To graduate from the AI FOR ALL LLC "Artificial Intelligence" program, students must meet the following criteria:

1. **Successful Completion of Coursework:**
All modules within the 16-week program must be completed with a minimum passing grade of 70%. This includes assessments on theoretical knowledge, practical programming, data analytics, and business applications of AI.
2. **Completion of Capstone Project:**
The capstone project, conducted in partnership with a local or regional entity, must be successfully completed and defended. The project should demonstrate the student's ability to solve a real-world problem using AI.
3. **Mastery of AI Tools and Techniques:**
Students must demonstrate proficiency in AI tools, programming languages (e.g., Python, TensorFlow), and business applications covered in the program.
4. **Collaboration and Communication:**
As part of the capstone project, students must demonstrate effective teamwork and professional communication with their partner organization and faculty.
5. **Satisfactory Project Review:**
The capstone project must pass a final review by faculty and the partner organization, demonstrating technical effectiveness and real-world applicability.

Graduation will be based on both academic performance and the successful application of practical skills through the capstone project.

Policy Enforcement and Updates:

This policy is subject to periodic review and updates to ensure compliance with institutional goals and evolving industry standards. Students will be notified of any changes in policy.

Grading System for Programs

The grading system for AI FOR ALL LLC is designed to evaluate both theoretical knowledge and practical application of skills in artificial intelligence, business technology, and related fields. The system provides a comprehensive assessment of each student's performance across all modules, labs, and capstone projects, ensuring that graduates are well-prepared for AI-related roles.

Grading Scale



Percentage (%)	Letter Grade	Performance Level
90-100%	A	Excellent
80-89%	B	Above Average
70-79%	C	Satisfactory
60-69%	D	Below Satisfactory (conditional pass in certain cases)
Below 60%	F	Failing

Grade Descriptions

- **A (90-100%):**
Indicates exceptional performance in both theoretical and practical aspects of the program. Students earning this grade demonstrate thorough understanding, mastery of AI tools and techniques, and the ability to apply their skills effectively in real-world scenarios. They show excellent participation in labs and discussions and produce high-quality work in the capstone project.
- **B (80-89%):**
Represents above-average achievement, with a solid grasp of AI concepts and tools. Students achieving this grade perform well in labs and programming tasks, participate actively in discussions, and show strong teamwork in the capstone project. Their AI solutions for the capstone project are well-executed but may have minor areas for improvement.
- **C (70-79%):**
Reflects satisfactory performance, meeting the minimum required standards for each module and the capstone project. Students achieving a "C" grade have a basic understanding of AI principles, are proficient in the required tools, and can complete projects, but their work may lack the depth or innovation of higher-performing students. A grade of "C" is the **minimum passing grade** required for program modules and is considered sufficient for graduation.
- **D (60-69%):**
Denotes below-satisfactory performance, indicating that the student has struggled with some key areas of the program. Students earning a "D" may be given conditional passes for specific modules but will need additional support or remedial work to meet program expectations. Students with consistent "D" grades may be required to retake certain modules or receive academic advising.
- **F (Below 60%):**
Indicates failure to meet the program's academic and practical standards. Students with an "F" grade must retake the module or assignment to progress. A grade of "F" in any key module may result in dismissal from the program or require a plan for remediation.



Grading Components

- 1. Coursework and Assignments (40%):**
Includes weekly assignments, quizzes, theoretical assessments, and practical labs. Students will be graded on their understanding of AI concepts, their ability to write and debug code, and how well they analyze data.
- 2. Hands-on Labs and Group Work (20%):**
Active participation in labs and group projects is required. Students will be evaluated on their teamwork, problem-solving, and real-time application of AI tools and techniques.
- 3. Capstone Project (30%):**
This project is the culmination of the program, where students collaborate with a partner organization to develop an AI-driven solution for a real-world problem. The project will be graded on:
 - Technical quality of the solution.
 - Relevance to the partner's problem.
 - Innovation and practical applicability.
 - Presentation and defense of the project.
- 4. Professionalism and Participation (10%):**
Students are expected to actively participate in class discussions, demonstrate professional communication, and show initiative in group work and projects. This includes attendance and engagement with peers and faculty.

Satisfactory Grade Levels

To successfully progress through and complete the program, students must meet the following grade levels at different stages of their education:

- 1. Minimum Grade of 70% in Each Module:**
A passing grade of "C" (70%) is required in each module. Failure to achieve this grade in any module will require the student to retake the module or seek remediation.
- 2. Completion of Capstone Project with a Minimum Grade of 70%:**
The capstone project must be completed with a minimum grade of 70%, as it represents the practical application of all skills learned throughout the program. Failure to meet this threshold will result in the need to revise or repeat the project.
- 3. Overall Program GPA of 2.0 (on a 4.0 scale):**
Students must maintain a cumulative GPA of 2.0 or higher across all modules to graduate. Falling below this GPA will place the student on academic probation, and continued poor performance may result in dismissal.
- 4. Completion of All Program Requirements within Designated Time:**
Students are expected to complete the program, including all coursework and the capstone project, within the scheduled 16-week timeframe. Extensions may be granted on a case-by-case basis, but prolonged delays may affect the student's ability to graduate.



Retake and Remediation Policies

- **Module Retake:**
Students who receive a grade of "F" in any module may retake the module once. Retaking a module more than once may require special permission from the program director.
- **Capstone Project Revisions:**
Students who do not achieve the required 70% grade on their capstone project will be given feedback and a chance to revise and resubmit. Multiple failures on the capstone may lead to academic probation or program dismissal.

Student Attendance, Leave, and Disciplinary Policy

1. Student Leave, Absences, and Tardiness

At AI FOR ALL LLC, students are expected to maintain consistent attendance and punctuality to ensure success in the program. This policy outlines acceptable leave, handling of absences and tardiness, and the process for makeup work.

A. Leave of Absence Policy

1. **Formal Leave of Absence:**
Students may request a formal leave of absence due to medical, personal, or other significant reasons. The request must be submitted in writing and approved by the program director.
 - **Duration:** Leave may be granted for a period of up to 4 weeks, depending on individual circumstances.
 - **Documentation:** Supporting documentation (e.g., medical certificate) must be provided for medical leave.
 - **Course Continuity:** Students on leave will work with faculty to determine how they can resume coursework, including timelines for makeup assignments.
2. **Unapproved Leave of Absence:**
Students who are absent without prior approval for more than 7 consecutive days will be considered in violation of attendance policies and may face disciplinary actions, including possible termination from the program.

B. Absence Policy

1. **Notification of Absence:**
Students must notify their instructor and the program coordinator as soon as



- possible if they are unable to attend a class or lab session. For unexpected emergencies, notification should occur within 24 hours of the missed session.
- **Excused Absences:** Excused absences include medical emergencies, family emergencies, or other valid reasons approved by the program director.
 - **Unexcused Absences:** Absences without notification or valid reasons will be considered unexcused and may impact the student's grades.
2. **Attendance Threshold:**
Students are required to attend at least 85% of all scheduled classes and labs. Falling below this threshold without a valid reason may result in academic probation or dismissal from the program.

C. Tardiness Policy

1. **Punctuality Expectations:**
Students are expected to arrive on time for all classes, labs, and scheduled activities. Excessive tardiness, defined as arriving more than 10 minutes late three or more times, will be treated as an absence.
2. **Habitual Tardiness:**
Students with chronic tardiness (e.g., more than five occurrences in a term) may face disciplinary actions, including a reduction in participation grades or other penalties.

D. Makeup Work Policy

1. **Makeup Assignments:**
Students with excused absences will be allowed to make up missed coursework, labs, or exams. The timeframe for makeup work will be determined by the instructor but must generally be completed within one week of the student's return.
2. **Unexcused Absences and Makeup Work:**
Students with unexcused absences are not guaranteed the opportunity to complete makeup work and may receive a zero for missed assignments, labs, or exams.
3. **Missed Capstone Project Work:**
Students who miss significant portions of capstone project work due to an excused absence must work with their project group and faculty to develop a plan to complete their responsibilities. Unexcused absences from capstone work may jeopardize their ability to **receive a credential**.

2. Suspension or Termination for Unsatisfactory Performance, Attendance, or Disciplinary Issues

AI FOR ALL LLC is committed to maintaining a high standard of academic and professional conduct. Students may face suspension or termination from the program for unsatisfactory performance, attendance violations, or disciplinary issues. This section outlines the policies and procedures for addressing such issues.

A. Unsatisfactory Academic Performance

1. Academic Probation:

Students who fail to maintain a minimum grade of 70% in any module will be placed on academic probation. While on probation, students must work with their instructors to develop a plan for improvement. Failure to improve academic performance within a designated timeframe (typically four weeks) may result in suspension or dismissal from the program.

2. Failure of Capstone Project:

Students who fail to meet the required standards for the capstone project will be given one opportunity to revise and resubmit their project. Failure to pass the revised project may lead to termination from the program, making the student ineligible to **receive a credential**.

B. Unsatisfactory Attendance or Tardiness

1. Attendance Violations:

Students who fail to meet the 85% attendance requirement without valid reasons will be placed on attendance probation. Continued failure to attend classes or labs as required may result in suspension or termination from the program.

2. Excessive Tardiness:

Students with habitual tardiness, even after warnings and penalties, may face suspension. If the tardiness persists, it may lead to dismissal from the program, affecting the student's ability to **receive a credential**.

C. Disciplinary Issues

1. Code of Conduct:

Students are expected to uphold a high standard of professional and ethical behavior throughout the program. This includes respecting classmates, faculty, and partner organizations, and following the institution's code of conduct regarding academic honesty, professionalism, and the responsible use of AI technologies.

2. Disciplinary Actions:

Students may face suspension or termination for violations of the code of conduct, including but not limited to:

- Academic dishonesty (plagiarism, cheating).



- Unprofessional behavior in class, labs, or with project partners.
- Misuse of AI technology in a way that is unethical or violates privacy policies.
- Harassment, discrimination, or any form of misconduct.

3. **Progressive Discipline Process:**

AI FOR ALL LLC follows a progressive discipline process:

- **First Offense:** Verbal warning and counseling with the program coordinator or instructor.
- **Second Offense:** Written warning and mandatory meeting with program leadership.
- **Third Offense:** Suspension from the program, with conditions for reinstatement.
- **Final Offense:** Termination from the program, resulting in the inability to receive a credential.

D. Appeals Process Students who are suspended or terminated for any reason have the right to appeal the decision. The appeal must be submitted in writing to the program director within 7 days of the suspension/termination notification. The appeal will be reviewed by a committee, and a final decision will be provided within 14 days.

3. **Conditions of Re-Entrance for Students Dismissed or Suspended for Unsatisfactory Progress**

Students who are dismissed or suspended for unsatisfactory progress are not automatically eligible for re-entrance into the program. However, AI FOR ALL LLC offers a pathway for re-entrance under certain conditions.

A. Re-Entrance Eligibility

1. **Waiting Period:**

Students who have been dismissed due to unsatisfactory progress must wait at least one full term (16 weeks) before applying for re-entrance into the program. This waiting period allows students to reflect on their challenges and prepare for a fresh start.

2. **Completion of Improvement Activities:**

Before re-entrance is considered, students must complete specific improvement activities, which may include:

- **Academic Support:** Completion of preparatory coursework or workshops focused on areas where the student previously struggled (e.g., AI programming, data analytics).
- **Attendance Remediation:** Demonstration of commitment to attendance, such as providing a plan for reliable attendance and any necessary support systems.



- **Professional Development:** If dismissal was due to behavioral or conduct issues, the student may be required to complete professional ethics training or counseling to ensure their readiness to re-enter the program.

B. Application for Re-Entrance

1. Re-Entrance Application:

After the waiting period and completion of required improvement activities, the student may submit a re-entrance application to the program director. The application should include:

- A personal statement reflecting on the reasons for their prior dismissal and what they have done to address those issues.
- Evidence of any completed improvement activities (e.g., certificates, proof of attendance).
- A plan for how they will succeed if re-admitted to the program.

2. Re-Entrance Interview:

In some cases, a re-entrance interview may be required. This interview will assess the student's readiness to re-engage with the program, their understanding of the reasons for their prior dismissal, and their commitment to achieving success in the program.

C. Re-Admission Terms

1. Conditional Re-Admission:

If a student is granted re-entrance into the program, it may be on a conditional basis. The conditions will be clearly outlined in writing and may include:

- Required tutoring or academic support.
- Regular progress meetings with an academic advisor.
- A strict attendance plan, with limited allowance for future absences or tardiness.
- A probationary period for the first 4 weeks after re-entrance, during which the student's progress will be closely monitored.

2. Final Re-Admission Decision:

The decision to allow re-entrance will be made by a review committee consisting of faculty members and the program director. The decision is final and will be communicated to the student within 14 days of submitting the re-entrance application.

3. Failure to Meet Re-Admission Conditions:

If a re-admitted student fails to meet the conditions outlined during their second attempt in the program, they may be permanently dismissed with no option for further re-entrance.



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Faculty and Administrators

Trace Johnson

Role: School Director and Primary Faculty

Location: Newark, Ohio

Qualifications:

- **Education:**
 - **Ohio State University** – Electrical Engineering (2013-2015)
 - **Central Ohio Technical College** – Electromechanical Engineering, Electronic Engineering, and Architectural Design (2011-2013)
 - **President, Phi Theta Kappa Honor Society**
 - **Recipient, Faculty Premier Scholarship**
 - **Participant, Italian Immersion Program**

Experience:

- **President & Founder**, AI FOR ALL LLC (2023 - Present)
- **President & Founder**, Building Logic LLC (2021 - Present)
- **President & Founder**, Blue Way Technologies LLC (2014 - Present)
- **Co-Founder**, The Somerset Builder's Club (2022 - Present)

AI Instruction Experience:

Trace's hands-on teaching approach is rooted in his own journey with AI, where he applied AI technologies in his multiple ventures—especially in Building Logic LLC, where he used AI to optimize modular home designs for energy efficiency. His unique blend of technical expertise and real-world entrepreneurship enables him to teach students not only the theoretical aspects of AI but also how to leverage AI for practical business solutions. His commitment to making AI accessible to all is a cornerstone of his teaching philosophy, inspiring students to push the boundaries of what AI can achieve in the business world.

Notices and Statements



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Notice Concerning Filing a Complaint

Students have the right to file a complaint with the Ohio State Board of Career Colleges and Schools. Complaints can be directed to:

Ohio SBCCS
30 East Broad Street, Suite 2481, Columbus, OH 43215
Toll-free: 1-877-275-4219

Notice of Accreditation

AI for ALL LLC, as of the date of this publication, has received no institutional and/or programmatic accreditation approvals for any of its programs.

Notice of Scholarships and Grants

AI for ALL LLC, as of the date of this publication, does not award any form of scholarship, grant, and/or financial assistance to students.

Notice of Previous Credit

AI for ALL LLC, as of the date of this publication, does not grant credit for previous education, training, or experience.

Notice of State and Federal Aid Programs

AI for ALL LLC, as of the date of this publication, does not list standards of academic progress for the purposes of federal and state aid programs.