AMERICAN INTERCONTINENTAL UNIVERSITY™

# AIU® Online 2015

# Student Handbook

*The statements and policies set forth in this handbook (effective March 2015) are for informational purposes only and should not be construed as the basis of a contract between a student and this institution. While every effort is made to provide accurate and current information, the University reserves the right to change, without notice, any provision in this handbook without actual notice to individual students. Every effort will be made to keep students advised of any such changes. In case of any information that is inconsistent or contrary to the current American InterContinental University Online Catalog, the information found in the catalog is controlling and supersedes any information found in this handbook. It is especially important for each student to understand that it is the individual student's responsibility to keep apprised of current graduation requirements for her or his particular program of study. Students enrolled at the University agree to comply with the University's rules and regulations and to accommodate to any changes necessary. Information on changes will be available in the Student Affairs Department, AIU Online.*

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# President's Welcome

Dear Student:

It is a privilege to welcome you to the Online campus of American InterContinental University! I am pleased that you have chosen AIU to pursue your education and to promote your career. You will find that the entire faculty and staff of the University is focused on supporting you as you progress through your chosen academic program. Our industry current curriculum and attention to student service  separate us from more traditional academic institutions. I know that I speak for all of the faculty and staff at AIU Online when I say that we welcome the opportunity to work with you. We are always looking for ways to enhance your academic program and your individual learning experience. Please do not hesitate to contact any of us if you have any questions. Best wishes!

Sincerely,
George P. Miller, Ed.D.
President, AIU Online

# Vice President of Student Affairs' Welcome

Welcome to the American InterContinental University Online Campus student body!

All of us in Student Affairs are excited that you have chosen our University for your education. We are committed to assisting you in the achievement of your academic, professional and personal goals. Whether you are entering college for the very first time or are advancing your college education to a higher level, we value the trust you have placed in us and our University.

You are embarking on an exciting and challenging endeavor. Our programs deliver a high quality education designed to prepare you for career success. Learning from leaders with practical industry experience will give you the confidence to take on new and varied opportunities in your chosen field.

We look forward to your success as both a student and as a professional. By sharing your unique perspectives with your classmates through our interactive online learning environment you will help others grow as you grow. Should you have any questions know, that your Student Services Advisor is only a phone call away. We look forward to assisting you with any question you may have as you move through your college experience.

Best Wishes for Success!

Sincerely,
Betsy Balachandran
Vice President of Student Affairs

# Academic Information & Academic Team Processes

## AIU ONLINE LEARNING MODEL

AIU strives to provide students with the ability to adapt their skills and knowledge to meet the demands of a dynamic, team-based environment. The online learning model focuses heavily on concept formation and skill development through collaborative learning.

In order to meet the unique needs and modes of online learners, AIU Online utilizes a proprietary learning design known as the Integrated Learning Environment. The ILE represents the integration of:

- Technology and instructor-led instruction
- Anytime/anywhere learning and real-time interaction, support and feedback
- Self-directed and instructor-initiated instruction
- Competency-based vocational and academic skill development

## COURSE LEARNING OBJECTIVES

At the course level, Development Faculty utilize the master course outcomes, developed through the residential University curriculum process, and format or differentiate them into specific classifications. The development process uses Bloom's Taxonomy (Bloom, 1956) for classification of course objectives. They are:

- Knowledge – Define, identify, label, state, list, match
- Comprehension – Describe, generalize, paraphrase, summarize, estimate
- Application – Determine, chart, implement, prepare, solve, use, develop
- Analysis – Point out, differentiate, distinguish, discriminate, compare
- Synthesis – Create, design, plan, organize, generate, write
- Evaluation – Appraise, critique, judge, weigh, evaluate, select

## COURSE DELIVERY STRUCTURE

AIU Online follows the 10-week quarter system. At the undergraduate level, each quarter consists of two sessions of five-weeks each, or a single session of 10-weeks. Students focus on one to two courses in each session that comprises a full-time course load for the duration of the 10-week quarter. At the graduate level, students will take two 10-week courses each quarter. This is based on the adult learning theory that supports the belief that adult learners are more successful in focusing on two courses at a time. In addition, this structure allows a student to remain as a full-time student in the pursuit of his or her degree, but able to better focus on half the course load at a single time. Each course includes five learning units that consist of two to three learning events in each unit. Based on the learning model explained below, each learning event produces a learning product that is evaluated on an outcomes mastery model for learning assessment. To achieve a successful online learning experience, students can expect to spend 10-12 hours per week for course preparation. AIU Online five-week courses are delivered in a format based on the general structure outlined below:

## GRADED LEARNING EVENTS

Every course unit contains from one to three Learning Events (known traditionally as assignments). Instructions for each Learning Event are provided and each concludes with a deliverable product.

Deliverable products vary and may be in the form of a paper, a PowerPoint Presentation, programming code, an HTML Web page, a design, or any other authentic assessment measure that allows the student to demonstrate his/her mastery of the course outcome related to that unit of instruction. These deliverables are evaluated qualitatively for outcomes mastery using the stated course evaluation methods. Students have regular access to the course grade book through the course platform. Grading is organized according to the unit structure. Learning events should be each student's individual work unless designated as a group project. Students agree that by taking courses through AIU Online, all required papers may be subject to submission for textual similarity review for the detection of plagiarism. All submitted papers will be included as source documents in the reference database solely for the purpose of detecting plagiarism of such papers.

## INTELLIPATH

Some AIU Online courses now include intelli**path**, an adaptive learning system that provides you with a customized learning map built around your own unique knowledge base. With intelli**path**, you can skip over course content you already know and focus on what you need to learn, making learning more efficient. The platform consistently assesses your progress and updates your learning path based on your needs. intelli**path** also keeps both you and your professor informed on your progress, allowing for targeted outreach and coaching when and how you need it.

## GROUP PROJECTS

Each online course may include a group project that facilitates collaborative learning and teamwork. Group projects also adhere to a performance-based, authentic assessment of the students' mastery of course outcomes. Products of the collaborative group project are evaluated based on the instructor's evaluation of the demonstrated competencies.

## STUDENT SELF-ASSESSMENT

A Student Self-Assessment is included for every unit of instruction and is delivered within the course platform. Students can evaluate their understanding of each unit topic by answering true/false, multiple choice, or short answer questions. The Student Self-Assessment does not impact assignment or course grades, but is available to gauge a student's own learning progress.

## STUDENT SUPPORT RESOURCES

Each AIU Online Course contains access to the following supportive resources:

## COURSE INFORMATION

The Course Information tab includes the course description, course objectives, course materials list, the grading scale, instructor contact information, and other pertinent course-level information.

## PRESENTATION

Each unit includes a presentation of the unit concepts that supplements the material covered in the textbook chapters. The presentation format can vary from lecture notes to an interactive multimedia presentation.

## REAL-TIME CHAT

Instructors deliver at least one hour of real-time chat scheduled at varied times in a seven-day calendar week to accommodate diverse schedules. Students are not required to attend the real-time chats. The real-time chats focus on a specific topic(s) for each unit of the session. Real-time chats are not included in the course grade, however, each individual chat is archived, and they serve as valuable resources for learning and real-time interaction (especially for auditory learners).

## ASYNCHRONOUS DISCUSSION

Asynchronous discussions are tied to specific course Learning Events for each week of the five-week or ten-week session. Asynchronous chats are required and evaluated qualitatively by the Instructor.

## UNITS

Every course is organized according to the five week, five unit format, i.e., Unit 1, Unit 2, Unit 3, etc., or a ten week format in which each unit is two weeks in length (5 units total). Each week is identified by a specific Unit topic heading for each week of the session. For example, in a Sociology course it may appear as:

Unit 1: The Sociological Perspective

Unit 2: Society and Social Structure

Unit 3: Social Inequality

Unit 4: Social Institutions

Unit 5: Social Change

## INTEGRATED CONTENT

Some online courses include integrated electronic content from a text companion Web site, CD ROM, e-Books or other delivery device. This content is fully integrated into the related unit of instruction or Learning Event with instructions for its use and purpose.

## ANCILLARY CONTENT

Some online courses include ancillary electronic content found on a text companion Web site, CD ROM or other delivery device. When a student is referred to ancillary content, instructions on how and when to access the content is included in the unit and its use is identified.

## ASSESSMENT

Every unit includes an Assessment of the course outcomes identified for that unit. Assessments are authentic and evaluated by standardized rubrics for each unit. Assessments can include papers, projects, code, designs, schematics, or any other authentic assessment measure that allows the student to demonstrate his/her mastery of the course outcome related to that unit of instruction. All grading is done qualitatively based on the Grading Scale Qualitative Definitions. Certain lower level courses may be evaluated based on traditional assessment methods such as tests and quizzes. Students have regular access to the course grade book through the course platform. Grading is organized according to the unit structure.

## WEB RESOURCES

Every unit includes links to additional Web resources that serve as supplemental resources for the unit subject matter. These links are found within the particular unit for each week of the session and are not tied to a specific Presentation or Learning Event, but are identified as extra resources for the student's own use.

## LIBRARY

The AIU Online Library is accessible via the Library link at the top of each campus page. While some assignments specifically state that you should use the Library, you are encouraged to check the Library's resources for supporting information for all of the assignments in a course. Additionally, every course includes, at minimum, one online library activity tied to at least one Learning Event.

## LEARNING CENTER

The Learning Center is a destination on the Virtual Campus intended to facilitate and enhance student knowledge and learning skills by providing learning resources and supplemental instruction to AIU Online students. It offers Learning Labs, Tutoring, and Workshops.

The emphasis of the University Learning Centers is to provide academic support to a culturally diverse student body with varying educational needs, which includes support for all campus-based courses as well as provision of tutoring, and academic proficiency workshops.

## TECHNICAL SUPPORT SERVICES

Every course includes a link to access Technical Support Services on the Virtual Campus platform.

## STUDENTS REQUESTING REASONABLE ACCOMMODATIONS

Applicants for admission to the University or current students requesting an accommodation must complete the Student Request for Accommodation and have his or her health-care provider complete a Certification of Disability and Recommendations for Accommodation form. Students are also encouraged to complete the Authorization for Release of Medical Information form. Copies of these forms may be obtained from the School's ADA/504 Coordinator. Completed forms and supporting documentation must be submitted to the Coordinator at the email address below. To enable the University to evaluate an individual's needs, engage in an interactive process with him or her, and provide appropriate reasonable accommodations in a timely fashion, the University requests that students complete and submit the required forms and supporting documentation at least six (6) weeks before the first day of classes, or as soon as practicable under the circumstances. (Please refer to the Catalog, ADA /Section 504- Reasonable Accommodations Policy).

Individuals requesting an auxiliary aid or service will need to complete a Student Request for ADA/504 Accommodations. To enable AIU to provide an auxiliary aid or service in a timely manner, AIU requests that individuals complete and submit this form six weeks before the first day of classes, or as soon as practicable.

ADA/504 Coordinator Email: adspecialneeds@careered.com

## CLASS ATTENDANCE

The goal of the Online campus is to provide students with learning experiences that will assist them in reaching their dreams of a degree and a career. Students are expected to perform as professionals in their respective fields, which includes reporting to work regularly, on time, and prepared to contribute.

Research has shown that student attendance is directly related to success within a course. Students who attend and actively participate in a class are more likely to succeed. Students are expected to communicate with the respective faculty, in advance, when an absence will occur. It is at the discretion of the faculty member to accept late assignments or to allow make up work due to absences. To this end, each course syllabus clearly delineates expectations regarding absence notification of faculty by students, class participation and acceptance of late work.

Students are required to participate in an academically-related activity in each week of the quarter. This participation is captured and recorded as the Last Date of Attendance (LDA) in the student records system and updated with each consecutive academically-related activity. This provides a dynamic update to the LDA in the student's academic record for real-time monitoring of course participation throughout a quarter. In the event of a student-initiated or administrative withdrawal, the LDA is used as the official date of withdrawal.

Students who are absent from all registered classes for more than 15 calendar days, not including session break days, will be administratively withdrawn from the University and will not be allowed to return to any classes in the respective session.

Students may not drop a course after the end of the drop/add period, but should refer to the University's withdrawal polices and their Student Services Advisor for options. Students who stop attending class will receive an earned letter grade at the end of the term. Students who stop attending a class may receive an earned letter grade of W or A-F determined by the student's last date of class attendance.

## CLASS PARTICIPATION

In keeping with AIU's mission of providing students with a high quality education, classroom participation is extremely important. Since all of the classes are facilitated through chats and discussion boards, class participation is an integral part of the student's learning experience and grade. All students are encouraged to carefully read the Course Information section in each class and consult with their instructors.

## COURSE OVERLOAD

A course overload is based on course credits in a session, and qualifies as anything beyond the normal 9 credit hour academic load per session for undergraduate students or more than 12 hours per quarter for graduate students. Students wishing to carry additional hours above the normal academic load must have approval from the Vice President of Student Affairs, and the request must be submitted in writing to your Student Services Advisor. Students must have successfully completed one session and have a strong GPA and academic history to be eligible.

## GRADING SYSTEM AND APPLICATION OF GRADES AND CREDITS

Students should consult the University Catalog for information on the grading system and application of grades and credits.

## GRADE APPEAL PROCEDURE SUMMARY

A grade appeal is a situation where a grade received by a student for completion of a course is believed to be unjust or unfair by the student. Many grade appeals can be resolved simply through a discussion with the faculty member teaching the course. Therefore, students appealing a grade should begin the process by talking with the instructor of the course where the grade is in question. If after the discussion, the student believes he or she has received an arbitrary grade, not based upon the course information, the student can then begin the formal grade appeal procedure.

To hold all parties, faculty and student alike, accountable and accurate to their statements, a written Grade Appeal Form is completed. This form is a formal written request asking the faculty member to reconsider the grade decision based upon the argument provided in writing on the Grade Appeal Form by the student.

The grade appeal procedure must be submitted and the final petition in the appeal procedure received by the Administrative Faculty Member or Program Chair no later than thirty (30) days into the term following the receipt of the grade. Grade appeals submitted later than the thirty (30) days as stated above can not be accepted and the final grade will remain as originally recorded.

## FORMAL GRADE APPEAL PROCEDURE

The formal grade appeal procedure follows the local campus academic chain of command. At each level of grade appeal review, if the student continues to believe the grade is unjust or unfair the student can appeal to the next level. Generally, the sequence is:

1. Appeal to the faculty member.
2. Appeal to the Program Chair for classes taken at a branch campus or Administrative Faculty Member for classes taken online.
3. Appeal to the Vice President of Academics (This is the final Grade Appeal level.)

A local Grade Appeal Form must be completed in order to file a formal Grade Appeal. The Grade Appeal Form may be obtained from the Program Chair at a branch campus. Students from the online (main) campus may obtain the form from a Student Services Advisor. The form should be completed and submitted according to the instructions provided on the form. The faculty member at a branch campus or designee of the Vice President of Academics at the online campus will respond in writing on the form or via email within 15 days. If after 15 days the Grade Appeal Form is not returned with a decision or request for additional information, the student may move the Grade Appeal to the second level. At the second level, a decision or request for additional information will be sent within 10 days. After a decision is rendered at the first level or the second level, the student has 30 days from the date of that decision to appeal it. If the Grade Appeal is moved to the third level, the Vice President of Academics will render a decision within 10 days and the decision is final.

## GRADE APPEALS AND THE ROLE OF THE UNIVERSITY APPEALS BOARD

Grade appeals may not be appealed to the Appeals Board except in cases where the student contends that University policies or procedures have been violated in attempting to resolve the grade appeal. In such cases, the student may appeal to the Appeals Board, in writing, either directly or through the Ombudsman, and must declare that he or she believes that University policies or procedures were not followed in resolution of the grade appeal.

The Appeals Board may rule in favor of the student, in which case the appeal is sent back to the Vice President of Academics with instructions to resolve the appeal by following University procedure, or the Appeals Board may deny the student's allegation of violation of University procedure at which case the appeal process ends.

To submit an issue to the Appeals Board, contact the campus Ombudsman at your campus to obtain a copy of the Student Appeal/Complaint Form. The completed form should be returned to the Ombudsman.

## WHO ASSIGNS GRADES?

Faculty members assign grades for the courses they teach based upon student performance. In the simplest of matters faculty professional judgment determines grades. Grades should not be assigned according to a vote of colleagues (though a Vice President of Academics may seek faculty advice in resolving a grade dispute). As long as faculty follow University policies for grading and do not violate other related policies, there is no reason to reverse a faculty assigned grade.

The role of the Appeals Board in grade appeals is to rule concerning whether University policy was followed in the grade appeals procedure. Though the Appeals Board, rules to assure university policy is followed in resolving a grade appeal, it is everyone's responsibility to assure university policy is followed during the grade appeal process.

In short, Academic Affairs determines grades based upon student work; the Appeals Board rules concerning the validity of the grade appeal process against University policy.

Faculty members are authorized to assign final grades for registered students in the faculty member's course. There are instances in which an authorized university representative other than the faculty member may assign a final grade for the student's record.

Parties authorized by the university to post a final grade for a student are the University Registrar and Registrar designees and Academic Affairs Representatives. For instances in which a final grade is posted by a party other than the faculty member, notification is provided to the faculty member to ensure awareness and transparency.

## INCOMPLETE GRADE PROCEDURE

To receive a grade of Incomplete (I) the student must petition, no later than the final day for the course to request an extension to complete the required course work. All course weeks at AIU end on Sunday at 11:59:59 PM CST. It is the responsibility of the student to know and comply with the due date for the submission of an incomplete grade request. If a student is unsure of the exact date the incomplete form must be submitted, they may speak with any of the following university staff: Academic Operations Coordinator (branch campus), Student Services Advisor, Student Services Manager, Student Manager Specialist, Instructor, or Program Chair. A determination is made by the instructor, in writing, as to whether an 'I' is granted. The instructor reviews the request and approves or rejects the student's request. Approved requests are routed to the Academic Affairs department and must include demonstration of the faculty member's awareness of the student's circumstances and desire for an incomplete. If request is denied, student can appeal to the Program Chair. The Student Services Advisor or Student Manager Specialist can assist the student with presenting an appeal. Any request for time beyond the standard incomplete time frame must be made to the Vice President of the Academic Affairs department.

In order to qualify for an incomplete, a student must be able to mathematically pass the class which include the potential scores earned for assignments to be submitted as part of the Incomplete duration. Faculty members reviewing an Incomplete request will conduct an analysis of the student's academic progress in the course.

Work approved for submission as part of the Incomplete must be completed within 2 weeks after the end of the session. If the student does not complete the work within the stipulated time, the incomplete will be converted to the letter grade earned and will affect the student's CGPA. Students in a potential graduate status are ineligible for an incomplete grade without the consent of the Vice President of Academic Affairs.

## LEAVE OF ABSENCE

An approved Leave of Absence (LOA) is a temporary interruption in a student's academic attendance for a specific period of time in an ongoing program.

A student attending American InterContinental University Online must submit a written request for a Leave of Absence (LOA) to the Registrar. Requests must be made in advance of the requested time off unless there have been unforeseen circumstances that prevented the student from making the request in advance.

- A standard LOA request must be made within 5 days of the student's Last Date of Attendance, or within the first 5 days of the term, if the student completed the prior term.
- The LOA request must be made in writing. If a phone request is received an interim approval may be made pending receipt of the signed request within 7 days.
- An extenuating circumstance LOA may be considered when there are unforeseen circumstances and the request is submitted after the 5 calendar day time frame. However, in all cases, the request must be received no later than 15 days.

If a student requests a Leave of Absence and is unable to submit the appropriate documentation within his allotted time frame, the student will be withdrawn for non-submission of required documentation.

Upon returning from LOA, the student must return to the same classes at the same point in the term as when the LOA began. If the LOA is effective midsession, then any previously earned grades will transition into the course upon return. At AIU, the LOA is a minimum of one quarter and cannot exceed 180 days. Students may request multiple LOAs, but the total number of days the student remains on LOA may not exceed 180 days during a consecutive 12-month time frame. Failure to return from an approved leave of absence will result in withdrawal from the school, and such action may have an impact on aid, loan repayment and exhaustion of the loan grace period. Students in a LOA status may not receive further financial aid disbursements until returning to active status. Contact the financial aid office for more information about the impact of a LOA on financial aid. The Student Advising Department is available to answer any other questions that may arise.

## COURSE WITHDRAWALS

Course withdrawals apply to eligible students requesting to withdraw from one five-week session in their program.

A student attending American InterContinental University Online must request and submit a written document for a course withdrawal through the Student Advising department. Requests must be made in advance of a session start or prior to the final week of a session.

- For withdrawals from a session before it begins, students must request and submit documentation prior to session start date
- For withdrawals from a current session, request and submission of documentation must occur within 15 days of the student's Last Date of Attendance (LDA)
- Part-time graduate level students are not eligible; full-time graduate students are only eligible for withdrawal from a single course in a term

If a student requests a course withdrawal and does not submit the appropriate documentation within the allotted time-frame, the student will no longer be eligible for the course withdrawal (prior to session start), or may be withdrawn for non-submission of the required documentation (for a session in-progress).

Upon returning from a course withdrawal, the student must return to the same course(s) from which they withdrew. Students are only eligible for a course withdrawal once per academic year and must have completed one full quarter (two five-week sessions) to request a course withdrawal. Financial aid and academics may be impacted by any course withdrawal. The Student Advising department must be contacted to initiate a course withdrawal request and to review implications, as well as to assist with the request and any questions that may arise.

## GRADUATE EXIT PROCESS

Each candidate for graduation will be reviewed through a process initiated by the University for clearance from the departments listed below. No student will be awarded a final degree until these clearances have been completed.

The exit process requires approval from the following areas:

- Student Affairs
- Student Finance Office
- Office of University Registrar
- Career Services

## GRADUATION FEE

### Undergraduate & Graduate Programs $150

A non-refundable graduation fee will be charged to the student's account after their final term. The graduation fee covers one diploma and diploma cover, two official university transcripts available at the student's request, and costs related to the production of the ground and virtual graduation ceremonies. In order to participate in a ground graduation ceremony, each eligible student must complete the entire registration process by the published deadline and purchase regalia before the commencement date. Students who do not register by the deadline and receive a registration confirmation from the university will forfeit the opportunity to participate in a ground graduation ceremony. Regardless of ceremony participation, all graduates will receive their diploma at their home address approximately 6-8 weeks following their final term (provided all financial, academic, and graduate file obligations are met). Students receiving the military tuition rate are exempt from the graduation fee.

## REQUEST FOR DUPLICATE DIPLOMA

If you would like to request additional reprints of your diploma, please contact the University Registrar at StudentRecords@aiunonline.edu

## PARTICIPATION IN THE GRADUATION CEREMONY

There are ground Commencement Ceremonies held each year, typically in the spring or summer at various AIU campuses. All students who have met the requirements below are encouraged to participate. Students interested in participating in the Commencement Ceremony location of their choice should register for the ceremony that coincides with the completion of their last academic term.

In order to participate in the ceremony, all candidates for the Associates, Bachelors and Masters degrees must have completed the full number of required credit hours within one full term for ground campuses or two calendar months for the online campus after the date of ceremony. Students planning to register for the Commencement Ceremony must be on track to satisfy all academic requirements of their program. Students who are in a withdrawn or dismissed status at the time of the ceremony are ineligible to participate in the Commencement Ceremony.

Students who do not complete the requirements of their program have not officially graduated from the university, regardless of ceremony participation.

All Online students, including those electing to participate in a ground Commencement Ceremony, are included in a virtual Commencement Ceremony. The virtual Commencement Ceremony is held after the end of each session, typically 2 weeks after the last day of class. Students will be automatically included in the virtual ceremony for the session they are scheduled to graduate. Once students receive the email invitation to the virtual ceremony, no adjustments will be made to the ceremony date if their completion date changes.

## REGISTRATION

Students who seek to transfer in credits are encouraged to ensure official transcripts are received prior to the first day of the second quarter/term and work with the Prior Learning Assessment Office to make schedule adjustments that will ensure courses are not repeated prior to receipt of the official transcripts. Any questions or concerns regarding registration procedures or schedule adjustments can be addressed by the Prior Learning Assessment Office.

## ACADEMIC PROGRAM CHANGES

Requests for changes to an academic program of study must be submitted in writing to the Academic or Student Affairs Departments and may require a new enrollment agreement. Program changes are processed at the Main Campus Student Records office after consultation with and approval from the Student Affairs Department. Program changes are processed at the close of the student's academic quarter only. A review of satisfactory academic progress is completed prior to finalization of the program change. Any student who is found to be in Financial Aid (Academic) Probation status prior to the completion of the program change will need to appeal their probationary status in order to be eligible to continue. Failure to appeal this status will result in withdrawal from the University.

## STUDENT ORIENTATION PROGRAM

New students participate in a mandatory orientation program at the beginning of their first term of study at AIU. The Orientation program is presented on the Virtual Campus and is designed to make transition into college life easier and more enjoyable. The topics in the online presentations are focused on an overview of American InterContinental University Online and Online Learning including a guided tour of the Virtual Campus, the features and functions of the Online classroom, and Learning Modules.

New students will be notified well in advance of the date and time of orientation for the term in which they plan to enroll. These presentations provide opportunities for the student to familiarize themselves with the Virtual Campus, online learning, and University policies.

# Student Affairs

## PURPOSE

The purpose of the Student Affairs Department at AIU Online is to assist a student with the adjustment and adaptation to Online Learning and to ensure students have the support needed to have a successful educational experience. In addition, services are provided to augment each student's objective to seek a quality education that will enhance his/her professional and personal goals. The Student Affairs Department provides a network of support services for students through advisement and guidance, which will create opportunities for personal growth.

Housed in the Student Affairs Department are: Vice President of Student Affairs, Director of Student Success, Managers of Student Services, Campus Director of Career Services, and Alumni Relations Manager.

As a new student, your dedicated Student Management Specialist can provide general guidance and assist you through your transition from orientation through your first class. They can help you with academic concerns, curriculum questions and other school-related subjects.

## ACADEMIC/STUDENT ADVISING SERVICES

The University has established a multi-level approach to see that academic and personal advising are addressed. Academic advisement/student advisement is a collaborative effort among Student Services Advisors and Academics.

1. Student Services Advisors are expected to advise students on problems related to individual class performance. Also, students are encouraged to discuss academic problems with their instructors.
2. Prior Learning Assessment Evaluators and/or Student Services Advisors provide academic advising during registration to assist students with the selection of courses appropriate for the student's specific goals and interests.
3. Student Services Advisors serve a group of students in capacity of "academic advisor of record."
4. Students are encouraged to take academic problems to the Managers of Student Services if individual advisors cannot address those problems.

## ACADEMIC PLANNING AND STUDENT SUPPORT

AIU Online has academic planning services available to help students plan their degree program of study. Students enrolled in undergraduate degree programs, can work with a Prior Learning Assessment Evaluators to assist them in designing a coherent degree plan based on degree requirements and any opportunities for assessment of prior learning within the program. Prior Learning Assessment Evaluators primarily work with students during their first term at the University. During this time, the Prior Learning Assessment Evaluators will evaluate documents submitted for potential credit, advise students on other credit options they may be eligible for, and follow up on the submission of any required official documents. All questions regarding a student's transfer credit and other credit options may be directed to the Prior Learning Assessment Evaluators.

The Student Services Advisor is a resource to the student for the duration of their time at AIU Online and can assist with any issues a student might encounter. The assigned Student Services Advisor will work alongside the Prior Learning Assessment Evaluators to ensure that the student is well supported. After a degree plan is created and the requirements of the plan satisfied, the student will work primarily with their Student Services Advisor for the duration of their program until graduation.

Once the student has been scheduled into their program of study, the academic plan is available online under the "Academic's Menu" on the Virtual Campus. Utilizing the student user name and password given at entrance, students log into the Virtual Campus at http://mycampus.aiu-online.com. To view the academic plan, enter "Academics" and click on "Academic Plan". From this location, the complete student academic plan, schedule, and posted grades can be viewed online from anywhere at any time.

## CAREER SERVICES DEPARTMENT

Access to the Career Services Department is located on the Virtual Campus. It is our Mission that The Career Services Department at AIU Online offers an all-inclusive resource team designed to assist students with their career planning process. Our staff consists of skilled professionals who are dedicated to upholding the highest standards of excellence in student career development.

## CAREER SERVICES OFFERED

AIU Online students can benefit from Career Services for career planning assistance or career advancement before and after graduation.

- Career coaching and guidance
- Assistance with job search materials: applications, cover letters, resumes, thank you letters, etc.
- Interview preparation sessions
- Career resources on the Virtual Campus
- Help with the development of individual Career Action Plans
- The Career Services Department also can help you with Graduation and Alumni Association questions

# Campus Security Information and Disclosures for Prospective Students and Employees

## CAMPUS SECURITY INFORMATION

The school prepares a report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act). This report is prepared in cooperation with local law enforcement agencies. Nothing in the law shall be construed to permit a school to retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual with respect to the implementation of the Clery Act.

This report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by the school; and on public property within, or immediately adjacent to and accessible from, the campus (as applicable). The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters.

Each year, an e-mail notification is made to all enrolled students that provides the web link to access this report. Faculty and staff receive a similar notification.

All prospective students and employees may obtain a copy of the report from the University Ombudsman by calling (877) 701-3800 option 9 or by e-mailing ombudsman@aiuonline.edu.

## IMPROVEMENTS TO ACADEMIC PROGRAMS

The school reviews its academic programs on a regular basis to ensure relevancy with current employment requirements and market needs. As deemed appropriate, the school may change, amend, alter or modify program offerings and schedules to reflect this feedback. If you have questions about this process, contact the institution's education department.

## COPYRIGHT INFRINGEMENT

Students should be aware that the unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, is subject to civil and criminal liabilities. Penalties may include monetary damages, fines and imprisonment. The school prohibits the use of its computers and computer networks for the unauthorized downloading and uploading of copyright-protected material, or for maintaining or storing unauthorized copyright-protected material. Disciplinary action, up to and including expulsion from the school, will be taken against students who engage in unauthorized distribution of copyrighted materials using the school's information technology system.

## STUDENT DEMOGRAPHIC INFORMATION

Information about the composition of the students at our school is available on the College Navigator website (www.nces.ed.gov/collegenavigator). College Navigator is maintained by the U.S. Department of Education National Center for Educational Statistics. To view information about our school, enter our school name into the search tool. Here are a few highlights of information that you will find within the various sections:

- Enrollment: gender and race/ethnicity distribution of students
- Financial Aid: data regarding the various financial aid sources for students, including federal grants (Pell and SEOG)
- Retention/Graduation Rate: Retention rate of certificate- or degree-seeking, first-time, full-time, undergraduate students

The Career Services Department serves as a liaison between students and employers, serving the students by promoting the School to prospective employers. For additional information regarding employment services offered to students during and after enrollment, contact the Career Services Department staff.

## VACCINATIONS

Good health practices are encouraged for all students. However, the School does not require any specific vaccinations beyond those required by state and other laws as a condition for admission. Some programs may have specific requirements. Review the admissions requirements section of the catalog to determine whether this impacts your particular program. Students are encouraged to consult with their health care professional to discuss obtaining or updating vaccinations.

# Office of University Registrar

The primary purpose of the Office of the University Registrar is to support the educational mission of the American InterContinental University and to provide student-centered service to prospective students, current students and alumni. The Office of the University Registrar is located within the Academic Affairs Department of American InterContinental University. Divisions housed by the Office of the University Registrar include Prior Learning Assessment, Satisfactory Academic Progress (SAP), Student Records, Centralized Registrar Services, and various campus Registrars' offices. The Office of the University Registrar maintains accurate, confidential, and secure academic records pertaining to students and alumni and provides the following services:

- Official transcript evaluation for degree planning services
- Evaluates SAP on student population and provides communication about SAP statuses
- Student Directory Information Changes
- Transcript Requests
- Diploma Orders
- Deferments
- Enrollment Verifications

## PRIOR LEARNING ASSESSMENT

American InterContinental University (AIU) has a defined policy for the evaluation and awarding of college transfer credit, military transfer credit, advanced placement/standardized examinations, experiential learning, and professional training/certification credit. AIU recognizes that collegiate-level learning can take place outside of the college classroom or laboratory and remain relevant to AIU degree programs, consistent with AIU's academic policies and standards, and that adult learners generally have educational needs that differ from those of traditional college and university students. AIU's philosophy is a reflection of its mission, which is to foster educational success and meet the needs of a career-oriented, culturally diverse and geographically dispersed student body. The preparation of students academically, personally, and professionally for successful careers is the central focus of AIU's mission.

The procedures relative to the evaluation and awarding of Prior Learning Assessment (PLA) credit ensure that only collegiate-level, degree-applicable course work is eligible for transfer credit; that military transfer credit is considered only for demonstrated competencies deemed comparable to collegiate-level learning by the American Council on Education (ACE); that both proprietary and external advanced placement methods, standardized examinations, and professional training/certification credit represent and demonstrate collegiate-level learning; and that such demonstrated competencies are comparable to student learning outcomes at AIU and consistent with the University's academic policies and standards. AIU employs Prior Learning Assessment Evaluators, Faculty, and Subject Matter Experts in the evaluation of prior-learning credentials.

## TRANSCRIPT PROCEDURE AND REQUESTS FOR OFFICIAL TRANSCRIPTS

At the time of acceptance to AIU Online, undergraduate students will be enrolled as a Freshman, as defined by the Undergraduate Classification page in the Course Catalog, until a complete review and evaluation of their prior collegiate-level learning has taken place. AIU students must submit official transcripts from previously attended post-secondary institutions. AIU students submitting transcripts from international institutions must have an official evaluation from AACRAO (American Association of Collegiate Registrars and Admissions Officers), or from a

NARIC (National Academic Recognition Information Centre), NACES (National Association of Credential Evaluation Services, Inc.) or AICE (Association of International Credential Evaluators, Inc.) approved evaluation service on file with the University. The deadline for official transcripts and/or evaluations is prior to the first day of the second quarter/term of study.

Upon receipt of official transcript(s,) a final evaluation of all eligible transfer credit will be completed and the student's course schedule will be adjusted to reflect the approved transfer credit. The University requires that all official transcripts are on file and reviewed prior to the first day of the second quarter/term of study at AIU Online. In cases where the student's official transcript(s) is/are not received within the deadline stated above, review of transfer credit will be determined on an individual basis.

AIU Online will request the student's official transcripts at the time of acceptance. AIU Online understands that the receipt of transcripts requested from other institutions of higher learning may take time to receive. At the time of enrollment, students are asked to complete a Transcript Request Form to aid in the retrieval of outstanding transcripts without student involvement. Occasionally, additional assistance on the student's behalf is essential to retrieve transcripts when the efforts of the University are not successful in the retrieval process. Also, while some colleges and universities recognize the validity of an electronic signature as acceptable for use with transcript request forms, many institutions do not accept electronic signatures on transcript request forms. If during the application process, the school, which the student previously attended or currently attends, is known to require a physical or "wet" signature on the transcript request form, the student will be prompted to print a transcript request form, sign it, and fax or email the document to the University.

## MILITARY TRANSCRIPT

AIU Online may award credit for comparable courses or electives in a student's degree program upon evaluation of an official military transcript. AIU will request the student's official military transcript(s) at the time of acceptance. At the time of enrollment, students are asked to complete a Military Transcript Request Form to aid in the retrieval of outstanding transcripts without student involvement. Occasionally, additional assistance on the student's behalf is essential to retrieve transcripts when the efforts of the University are not successful in the retrieval process. Official transcripts are required to be on file prior to the first day of the second quarter/term of study.

For additional assistance regarding your military transcript, please contact the following:

**Army, Navy, Marine Corps and Coast Guard**

- Joint Services Transcript
- Visit the following website for information on how to request an official transcript: https://jst.doded.mil/smart/welcome.do

**Air Force**

- Community College of the Air Force
- Visit the following website for information on how to request an official transcript: http://www.au.af.mil/au/ccaf/transcripts.asp

## EXPERIENTIAL LEARNING

AIU Online may award 100-200 level credit for experiential learning that has been acquired through professional employment or employment-related career experiences in keeping with American Council on Education (ACE) and the Council for Adult and Experiential Learning (CAEL) recommendations.

Students who are interested in pursuing experiential learning options should first contact their Prior Learning Assessment Evaluator to determine eligibility. Once eligibility is determined, the Prior Learning Assessment Evaluators will work with the student to explain what the portfolio entails, discuss the potential credit award range, and provide resources and basic steps to get the student started. Once the student has completed his/her experiential learning portfolio, their Prior Learning Assessment Evaluators will provide specific steps on how and where to submit their portfolio for assessment. Once submitted, the portfolio is reviewed, and, if approved by Faculty Subject Matter Experts, the proficiency credit award (designated by a grade of "PR") is applied to the student's degree plan and posted by the Prior Learning Assessment Evaluator. The Prior Learning Assessment team is a continual resource to the student as they work their way through the creation of their portfolio.

## PROFESSIONAL TRAINING AND CERTIFICATION CREDIT

Students that have acquired formal training outside of the sponsorship of traditional credit granting institutions (including certificate training with officially documented clock hours or CEUs, or other company training) may be eligible for proficiency credit awards. If the training in question is documented, verifiable, and meets specified AIU course objectives, it may meet the requirements for an award of proficiency credit (designated by a grade of “PR”). Other clock hour or CEU programs and courses listed on an official institutional transcript may have a credit award based on appropriate credit conversions through the same internal review process. If a student has already completed professional training/certification, they should immediately contact their assigned Prior Learning Assessment Evaluators who can tell them if they possess the appropriate documentation and/or if they may be eligible for a proficiency credit award.

## CLEP EXAMINATIONS

The College-Level Examination Program (CLEP) is a national program of credit by examination to obtain recognition of college level achievement. Students should work with their Prior Learning Assessment Evaluators to determine which CLEP examination(s) would work best within their individual degree plan and consult http://www.collegeboard.com/ to find a CLEP examination center in their area. AIU Online awards academic proficiency credit for CLEP examination scores as recommended by the American Council on Education (ACE). Students must submit an official CLEP score report or have one mailed to the University Registrar Department. CLEP Examinations can be taken an unlimited number of times; however, once a test is failed, a student must wait six months before the same test can be retaken. If successfully completed, proficiency credit (designated by a grade of "PR") may be awarded for the respective course.

## AIU ACCELERATE™ ASSESSMENTS

AIU Accelerate assessments are offered to allow undergraduate students to demonstrate mastery in specific subject areas. A list of assessments can be found at www.aiuniv.edu/accelerate. To determine eligibility or to register for an assessment, a student should consult his/her assigned Prior Learning Assessment Evaluator. Once registered for the respective assessment, students will be scheduled for a seven day window of time to complete the assessment modules. The assessment can only be attempted once and must be taken at least one session prior to the start of the course. Students must score a minimum of 70 percent to pass the assessment. If successfully completed, proficiency credit (designated by a grade of "PR") may be awarded for the respective course.

## DSST EXAMINATIONS

DANTES Subject Standardized Tests (DSST) provide another option for students to demonstrate competencies for learning in non-traditional ways. Students who have previously taken a DSST exam and would like to have it considered for a proficiency credit award (designated by a grade "PR") should contact their Prior Learning Assessment Evaluator. Official DSST score sheets may be sent directly to the University Registrar Department. Students interested in pursuing DSST exams should work with their Prior Learning Assessment Evaluators to determine which exam(s) would be in their best interest to pursue. Additional information on study guides and examination options is available at http://www.getcollegecredit.com.

## ADVANCED PLACEMENT (AP) EXAMINATIONS

Advanced Placement (AP) Examinations provide students in degree programs the opportunity to complete college-level coursework while in high school. Students scoring a 3 or higher on the AP Exam who would like their scores considered for a proficiency credit award (designated by a grade of "PR") must submit an official AP score report to the University Registrar Department. The student's Prior Learning Assessment Evaluator will evaluate the score report for a credit award based on recommendations from the American Council on Education (ACE).

## STUDENT IDENTIFICATION CARD

Upon enrollment at AIU Online, students are issued an identification (ID) card that includes their AIU Online Student ID Number for reference. This card may provide students with access to local academic libraries for their studies and research at AIU Online. If a student ID card is lost or stolen, students are asked to contact studentid@aiuonline.edu.

## REQUESTING YOUR AIU TRANSCRIPT

AIU understands the importance of students obtaining University transcripts and allows students to request official transcripts once proof of high school graduation (for undergraduate students) or proof of baccalaureate (for graduate students) is on file. However, students will not be granted requests for transcripts if any financial obligations have not been satisfied at the University. Requests for transcripts must be in writing and contain the following information: name (while attending), student ID number, program of study, approximate dates of attendance and mailing instructions. Incomplete or missing information could result in processing delays.

## OFFICIAL TRANSCRIPTS

Transcript requests are fulfilled through Parchment Exchange, a leading company in secure transcript fulfillment. If you have an outstanding balance preventing release of transcript, AIU will not be able to issue your official transcript. Transcript requests can be made at www.parchment.com. Additional information on all transcript services can be found on the Virtual Campus.

## TRANSFER PROGRAM BETWEEN CAMPUSES

Students wishing to transfer among the AIU Campuses must meet all of the requirements as stated in the AIU Course Catalog. To obtain the necessary forms and timeline to apply for transfer, students must contact the Registrar's Office at the campus which they are interested in transferring to.

## INTERNATIONAL TRANSCRIPTS

Students at AIU Online are required to have on file all official transcripts for any institutions of higher education previously attended. This is required for all transcripts, including transcripts from international secondary schools and/or institutions of higher education. International institutions must be licensed or officially recognized by the Education Department or Ministry of the country where the institution is in operation to be eligible for transfer of credit or degree status. While the University Registrar Department makes every attempt to review the eligibility of international transcripts in-house, it is the student's responsibility to ensure that AIU Online has received all documents needed to make this assessment up to and including a transcript evaluation. Because of the time it can take for an evaluation to be completed by one of the approved institutions, AIU Online recommends students to begin the evaluation process at the time of enrollment.

In the event that the international institution's transcript was not translated by the institution into English, the student must provide an official copy of an English translation prepared by a recognized academic translation service. Translation service information is available from the University Registrar Department. The translations and/or evaluations are prepared at the student's expense.

Several transcript evaluation services are available to students. AIU Online recommends the service of Educational Perspectives; however, the service remains the student's choice. Acceptable evaluations may only come from evaluation services that are a member of NACES (National Association of Credential Evaluation Services, Inc. or AICE (Association of International Credential Evaluators, Inc.). AIU Online will consider evaluations and/or recommendations directly from AACRAO (American Association of Collegiate Registrars and Admissions Officers).

Following is a sample listing of such organizations:

- AACRAO; Office of International Education Services (OIES)
- A2Z Evaluations, LLC
- Academic Credentials Evaluation Institute, Inc.
- Academic Evaluations Services, Inc.
- American Education Research Corporation
- Center for Applied Research, Evaluations & Education, Inc.
- Education International, Inc.
- Educational Credential Evaluators, Inc. (ECE)
- Educational Perspectives, nfp.
- Educational Records Evaluation Services, Inc. (ERES)
- e-ValReports
- Evaluation Service, Inc. (ESI)
- Foreign Academic Credential Service, Inc.
- Foreign Credential Evaluations, Inc
- The Foreign Educational Document Service
- Foundation for International Services, Inc.
- Global Credential Evaluators, Inc.
- Globe Language Services, Inc.
- Global Services Associates, Inc.
- International Academic Credential Evaluators, Inc.
- International Consultants of Delaware, Inc.
- International Education Research Foundation, Inc.
- International Evaluation Services
- Josef Silny & Associates, Inc. International Education Consultants
- Lisano International
- SDR Educational Consultants, Inc.
- SpanTran Evaluation Services
- Transcript Research
- World Education Services, Inc. (WES)

1. Academic Credentials Evaluation Institute, Inc.
   Fax: (310) 275-3528

2. American Education Research Corporation
   P.O. Box 996
   West Covina, CA 91793-0996
   Phone: (626) 339-4404
   Fax: (626) 339-9081
   Email:aerc@verizon.net

3. Academic Evaluation Services, Inc.
   5620 E. Fowler Ave., Suite E
   Tampa, FL 33617
   Phone: (813) 374-2020
   Fax: (813) 374-2023
   email: info@aes-edu.org
   http://www.aes-edu.org

4. A2Z Evaluations, LLC
   216 F Street, #29
   Davis, CA 95616
   Phone: 530-400-9266
   email: info@A2Zeval.com
   http://www.A2Zeval.com

5. Center for Applied Research, Evaluations, & Education, Inc.
   P.O. Box 18358
   Anaheim, CA 92817
   Phone: (714) 237-9272
   Fax: (714) 237-9279
   email: eval_caree@yahoo.com
   http://www.iescaree.com

6. Education International, Inc.
   29 Denton Road
   Wellesley, MA 02482
   Phone: (781) 235-7425
   Fax: (781) 235-6831
   email: edint2@verizon.com
   http://www.educationinternational.org

7. Educational Credential Evaluators, Inc.
   P.O. Box 514070
   Milwaukee, WI 53203-3470
   Phone: (414) 289-3400
   Fax: (414) 289-3411
   email: eval@ece.org
   http://www.ece.org

8. Educational Perspectives, nfp.
   P.O. Box 618056
   Chicago, IL 60661-8056
   Phone: (312) 421-9300
   Fax: (312) 421-9353
   email: info@edperspective.org
   http://www.edperspective.org

9. Educational Records Evaluation Service, Inc.
   601 University Avenue, Suite 127
   Sacramento, CA 95825
   Phone: (916) 921-0790
   Fax: (916) 921-0793
   email: edu@eres.com
   http://www.eres.com

10. e-ValReports
    3213 W. Wheeler St., #287
    Seattle, WA 98199
    Phone: (206) 257-4249
    Fax: (206) 687-7944
    email: brad@e-valreports.com
    http://www.e-valreports.com

11. Evaluation Service, Inc.
    333 W. North Avenue, #284
    Chicago, IL 60610
    Phone: (847) 477-8569
    Fax: (312) 587-3068
    email: info@evaluationservice.net
    http://www.evaluationservice.net

12. Foreign Academic Credential
Service, Inc.
P.O. Box 400
Glen Carbon, IL 62034
Phone: (618) 656-5291
Fax: (618) 656-5292
http://www.facsusa.com

13. Foreign Educational Document Service
P.O. Box 151739
San Diego, CA 92175
Phone: (619) 265-5810
email: info@documentservice.org
http://www.documentservice.org

14. Foundation for International Services, Inc.
505 5th Avenue South, Suite 101
Edmonds, WA 98020
Phone: (425) 248-2255
Fax: (425) 248-2262
email: info@fis-web.com
http://www.fis-web.com

15. Global Credential Evaluators, Inc.
P.O. Box 9203
College Station, TX 77842-9203
Phone: (800) 707-0979
Fax: (979) 690-6342
email: gce@gceus.com
http://www.gceus.com or
http://www.gcevaluators.com

16. Globe Language Services, Inc.
305 Broadway Ste. 401
New York, NY 10007
Fax: (212) 693-1489

17. Global Services Associates, Inc.
409 North Pacific Coast Highway, # 393
Redondo Beach, CA 90277
Phone: (310) 828-5709
Fax: (310) 828-5709
email: info@globaleval.org
http://www.globaleval.org

18. International Academic Credential
Evaluators, Inc.
P.O. Box 2465
Denton, TX 76202-2465
Phone: (940) 383-7498
Fax: (940) 382.4874
email: staff@iacei.net
http://www.iacei.net

19. International Consultants of Delaware, Inc.
3600 Market Street, Suite 450
Philadelphia, PA 19104
Phone: (215) 243-5858
http://icdeval.com

20. International Education Research
Foundation, Inc.
P.O. Box 3665
Culver City, CA 90231-3665
Phone: (310) 258-9451
Fax: (310) 342-7086
email: information@ierf.org
http://www.ierf.org

21. Josef Silny & Associates, Inc.
International Education Consultants
7101 S.W. 102 Avenue
Miami, FL 33173
Phone: (305) 273-1616
Fax: (305) 273-1338
Fax: (305) 273-1984 (Translations)
email: info@jsilny.com
http://www.jsilny.com

22. Lisano International
P.O. Box 407
Auburn, AL 36831-0407
Phone: (334) 745-042523.

23. SDR Educational Consultants, Inc.
    2600 Gessner, Suite 270
    Houston, Texas 77080
    Phone: (713) 460-3525
    Fax: (713) 460-5344
    Email: info@sdreducational.org

24. SpanTran Educational Services, Inc.
    2400 Augusta Drive, Suite 451
    Houston, TX 77057
    Phone: (713) 266-8805
    Fax: (713) 789-6022
    email: info@spantran-edu.org
    http://www.spantran-edu.org

25. World Education Services, Inc.
    P.O. Box 5087
    Bowling Green Station
    New York, NY 10274-5087
    Phone: (212) 966-6311
    Fax: (212) 739-6100
    email: info@wes.org
    http://www.wes.org

The Admissions Department should inform students who may have pursued postsecondary educational study internationally that the applicant's assistance may be required in requesting these documents. The student is required to request translation for any non-English documents and is responsible for all translation costs incurred.

If it is impossible for the institution the student previously attended to release a document, the student may be requested to send official records (such as student certified copies of transcripts or grade reports) to the University Registrar Department for verification. After the documents are authenticated, the original documents will be returned to the student.

# Financial Services & Scholarship Information

In addition to the sources of student funding outlined in the AIU Online Catalog, following are additional funding sources available for student degree programs at AIU Online:

## ALTERNATIVE LOANS

Alternative educational loans (private loans) are available for students to use to fund their education at AIU Online. Alternative loans are available from a variety of lenders and vary in repayment options and interest rates. Alternative loans may be used to fully fund a student's degree program or to bridge the gap between federal financial aid annual limits and the institutional cost. Please contact the Financial Aid Department for more information.

## CASH PAYMENT OPTIONS

AIU Online allows students the opportunity to make arrangements to pay for either a portion of their program or their entire program by check, money order, Visa, Mastercard, Discover, American Express, or Money Gram (wire). A financial aid advisor will work with each student to establish a payment plan and draft a promissory note that the student will be required to sign.

## EMPLOYER REIMBURSEMENT PROGRAM

The Employer Reimbursement Program is designed to enable students to maximize the benefit of the tuition reimbursement programs offered by their employer. AIU Online will work with students to minimize or even eliminate the out-of-pocket cost to the student while they are awaiting reimbursement from their employer. With appropriate authorization and documentation, AIU Online can bill the student's employer directly.

## PROGRAM FINANCING POLICY STATEMENT

Students are responsible for all charges as published in the AIU Online Tuition Fees Schedule. Arrangements for payment of all charges must be made prior to the first day of each quarter session. AIU Online reserves the right to remove a student from class or administratively withdraw the student from the University at any point in time for not fulfilling their financial obligations to the University defined as follows:

- Student has not made satisfactory payments on any outstanding payment plans or balance
- Student has not satisfactorily completed or provided all required University documents
- Students who participate in an Employer Reimbursement Program or are paying cash for all or a portion of their education are responsible for all amounts as noted in the signed Promissory Note
- All financial obligations must be met in order to qualify for graduation
- Requests for transcripts will not be honored if any outstanding charges are not paid
- In the event of withdrawal from the University, all outstanding balances must be paid at the time of the withdrawal

## INSTITUTIONAL REFUND POLICY

An academic quarter consists of two 5-week sessions or one 10-week session. In the event that a student withdraws or is withdrawn from all classes during the quarter, the date from which tuition adjustments will be calculated is the last date of attendance. Tuition will be adjusted according to the following schedule:

| Week of the Quarter | Students Enrolled in 5-week Sessions | | Students Enrolled in 10-week Sessions |
|---|---|---|---|
| **Student's Last Date of Attendance** | **1st Session Tuition Refund** | **2nd Session Tuition Refund** | **Quarter Refund** |
| During the first week of instruction of the program* | 100% | 100% | 100% |
| During the first academic week | 80% | 100% | 90% |
| During the second academic week | 60% | 100% | 75% |
| During the third academic week | 40% | 100% | 50% |
| During the fourth academic week | 0% | 100% | 50% |
| During the fifth academic week | 0% | 100% | 50% |
| During the sixth academic week | 0% | 0% | 0% |
| During the seventh academic week | 0% | 0% | 0% |
| During the eighth academic week | 0% | 0% | 0% |
| During the ninth academic week | 0% | 0% | 0% |
| During the tenth academic week | 0% | 0% | 0% |

* This applies to a new student's right to cancel in the first week of their program quarter of attendance only.

To support students and facilitate learning, students are provided with early access to the session's course(s). The new session is generally available on the Friday before the session's official start date. When the Friday early access date falls on a national holiday, students are generally provided access on the Wednesday or Thursday before the first day of the new session. This early access period is not included in the official course session and does not count towards a student's attendance in the course. Students who participate in an academically related activity in advance of the new session's start date, will not have their course participation recorded as a Last Date of Attendance (LDA). Students enrolled in online courses are required to participate in an academically related activity on multiple days throughout each week of the official course session.

## REFUND POLICY FOR ALABAMA RESIDENTS ONLY

In the event that a student withdraws or is withdrawn from all classes during the quarter, a pro rata refund will be made on all unearned tuition which will be based on the student's last date of recorded attendance, divided by the total days in the University's quarter.

**Hypothetical Refund Example:**

At the time of the last day of recorded attendance, the student has been charged $3,000 in tuition for the quarter, and has attended 28 of the total 70 days (42 days remaining in the quarter). Tuition charges will be reduced by $1,800 (42/70 times $3000). The student is responsible for $1200.

## REFUND POLICY FOR GEORGIA RESIDENTS ONLY

In accordance with state student refund policy guidelines, Georgia residents attending the AIU Online campus are under the State of Georgia Refund Policy.

An academic quarter consists of two 5-week sessions or one 10-week session. In the event that a student withdraws or is withdrawn from all classes during the quarter, the date from which tuition adjustments will be calculated is the last date of attendance.

| Week of the Quarter | First Session of the Student's Quarter | Second Session of the Student's Quarter | 10-week Course Program |
|---|---|---|---|
| Student's Last Date of Attendance | Tuition Refund | Tuition Refund | Tuition Refund |
| During the first week of instruction of the program* | 100% | 100% | 100% |
| During the first academic week | 80% | 100% | 90% |
| During the second academic week | 60% | 100% | 75% |
| During the third academic week | 40% | 100% | 50% |
| During the fourth academic week | 0% | 100% | 50% |
| During the fifth academic week | 0% | 100% | 50% |
| During the sixth academic week | 0% | 0% | 0% |
| During the seventh academic week | 0% | 0% | 0% |
| During the eighth academic week | 0% | 0% | 0% |
| During the ninth academic week | 0% | 0% | 0% |
| During the tenth academic week | 0% | 0% | 0% |

*This applies to a new student's right to cancel in the first week of their program quarter of attendance only.

## REFUND POLICY FOR WISCONSIN RESIDENTS ONLY

In the event that a student withdraws or is withdrawn from all classes during the quarter, refunds of tuition and fees will be calculated according to the following schedule:

| Week of the Quarter | Student's Quarter |
|---|---|
| **Student's Last Date of Attendance** | **Tuition Refund** |
| During the first week of instruction of the program* | 100% |
| During the first academic week | 90% |
| During the second academic week | 80% |
| During the third academic week | 70% |
| During the fourth academic week | 60% |
| During the fifth academic week | 50% |
| During the sixth academic week | 40% |
| During the seventh academic week | 0% |
| During the eighth academic week | 0% |
| During the ninth academic week | 0% |
| During the tenth academic week | 0% |

*This applies to a new student's right to cancel in the first week of their program quarter of attendance only.

## REFUND POLICY FOR MARYLAND RESIDENTS ONLY

In the event that a student withdraws or is withdrawn from all classes during the quarter, refunds of tuition and fees will be calculated according to the following schedule:

| Week of the Quarter | Student's Quarter |
|---|---|
| **Student's Last Date of Attendance** | **Tuition Refund** |
| During the first week of instruction of the program* | 100% |
| During the first academic week | 90% |
| During the second academic week | 80% |
| During the third academic week | 60% |
| During the fourth academic week | 40% |
| During the fifth academic week | 20% |
| During the sixth academic week | 20% |
| During the seventh academic week | 0% |
| During the eighth academic week | 0% |
| During the ninth academic week | 0% |
| During the tenth academic week | 0% |

*This applies to a new student's right to cancel in the first week of their program quarter of attendance only.

A refund due to a Maryland student shall be based on the date of withdrawal or termination and paid within 60 days from the date of withdrawal or termination.

# General Policies

## ACCESS POLICY TO VIRTUAL CAMPUS FACILITIES

Students who are currently enrolled, have completed orientation, and are in good standing with the University have access to all available areas of the Virtual Campus. Alumni of AIU Online are welcome to utilize Learning Labs and portions of the Library after graduation; but will no longer be permitted to enter areas of the Virtual Campus such as the virtual classroom. All prospective students, and students not currently enrolled, must seek special permission from the University to view and/or utilize any of the above resources. Alumni are allowed and encouraged to utilize the Career Services Department for career assistance.

## CAMPUS HOURS OF OPERATION

The Virtual Campus and Technical Support are available to students 24 hours a day, 7 days a week. The main campus switchboard is accessible 7:00 am to 7:00 pm, Monday through Thursday, and 7:00 am to 5:00 pm on Friday. All times noted are Central Standard Time (CST).

## COMMUNICATION

AIU Online stresses open communication between the faculty, staff, and all students as an essential component of a successful relationship between the University and its students. Students are encouraged to address their questions and concerns to the faculty or staff member directly involved. However, if at any time a student feels that further discussion is required, he/she is welcome to contact the appropriate member of the AIU Online campus Administration.

- The Program Chair and Vice President of Academics, concerning curriculum and course content
- The Vice President of Financial Aid, concerning financial aid
- Director of Student Accounts, concerning student accounts
- The Vice President of Student Affairs, concerning student development, health and disability services and student records
- The Vice President of Academics, concerning the course delivery methodology, specific academic policies or issues, or faculty performance issues not addressed to the student's satisfaction by the pertinent Education Supervisor
- The Vice President of Admissions, concerning admission and enrollment
- The Vice President of Student Management, concerning your first classroom experience
- The Campus Director of Career Services, concerning career counseling and employment assistance issues
- The Ombudsman, concerning the provision of student information about University policies, regulations, and procedures and also works to guide students through the University grievance process for effective conflict resolution

Any other concerns or overriding issues related to student satisfaction may also be addressed with the Vice President of Academics (for faculty and classroom issues), Vice President of Student Affairs (issues involving other students), and the campus President (for administrative issues). Good communication among all parties will result in the efficient and effective operation of the program and maximum benefit to the learning process.

To facilitate an effective response, it is suggested that students identify the following information in their requests:

- Detailed question, concern, or purpose of any requested meeting
- If a meeting is requested, please include suggested times that are convenient
- Student's class and session

## COURSE MATERIALS

Students use various required course materials including text books, electronic books (e-Books), supplies, and software in online courses. Words of Wisdom, LLC, provides a custom suite of these required materials to students on behalf of AIU Online. Costs for these materials are not charged separately and are considered part of the total degree program costs. Students being charged the military tuition rate will have the cost of their books waived. At the University's discretion, books may be delivered in an electronic (e-Book) or standard textbook format. Students not wishing to use e-Books are responsible for any additional charges associated with purchasing standard text books.

Every effort is made to ensure that these materials are delivered on time using express courier delivery and tracking services. The shipping address to which a student's course materials will be sent is verified by Words of Wisdom, LLC shortly before each session, offering students the opportunity to verify and/or update his/her shipping address. Please note that incomplete, incorrect and PO Box addresses could delay receipt of course materials. If course materials are not received within one business day before the session starts, the student should contact Words of Wisdom, LLC. Students shall be responsible for following warning labels placed on software, and following all installation and use instructions provided by software manufacturers.

As AIU Online degree programs continue to grow, the University is dedicated to leveraging new technology to enhance its degree program delivery. In an effort to move toward this new and exciting area, select AIU Online courses will use e-Books.

e-Books are electronic versions of standard text books which offer significant advantages to AIU's online students that include readability, portability, availability, and efficiency. This technology makes things possible that could never be attempted with traditional standard text books.

Students enrolled in e-Book courses will be required to accept the e-Book policy located on the Virtual Campus, which states that the student agrees that by accessing e-Books provided as course material by AIU Online, he or she will abide by the terms and conditions of the e-Book Agreement, which states that the Student will not copy, alter, or reproduce their e-Books in any form with the intent of distributing or selling any part of the content, directly or indirectly and that the Student understands that these are security requirements necessary to protect e-Book copyrights.

AIU Online course materials cannot be returned for credit. In addition, there is currently no "buy-back" program in place which allows students to sell their books back to Words of Wisdom or to AIU Online at the end of a session.

## HOLIDAY SCHEDULE

Online students are not expected to log into their courses during an official holiday and instructors do not maintain any course requirements, chat sessions, or office hours on official University holidays. Since certain holidays fall within an identified quarter break period, they are therefore not indicated on the academic calendar since classes are not held during break periods.

AIU Online makes every effort to accommodate any conflicts that may result from scheduled course chats or other University activities scheduled on a student's required observance of a religious holiday. Notification of any such conflicts must be made in writing to the Managers of Student Services at least seven calendar days in advance of the observance.

## NATURAL DISASTER PROCESS

In the event of a natural disaster in a student's local area that impacts his/her ability to attend classes and/or complete coursework, a student is required to contact his/her Student Services Advisor or the Student Affairs Department for further instruction.

## OFFICE OF THE OMBUDSMAN (GRIEVANCE AND APPEALS PROCEDURES)

The Ombudsman staff is responsible for answering student inquiries and serving as a liaison between the student and the University departments where communication has broken down or is not yielding resolution. The staff provides students with information about University policies, regulations, and procedures. If problems occur, an Ombudsman staff member initiates a resolution of such problems and guides students through the University's Grievance Procedure.

You can reach the AIU Office of the Ombudsman at 877-221-5800, option 6, or by email at ombudsman@aiuonline.edu. The Ombudsman for AIU Online is Issac George.

## STUDENT ASSISTANCE CENTER

The Student Assistance Center is the University's real-time portal where students can submit their departmental inquiries or suggestions via the Virtual Campus. Student Assistance is another way for you to gain additional assistance with any departmental question or concern that you may have at AIU Online.

The Student Assistance Center is located on the Virtual Campus under the Academics tab. Students may select the appropriate department to address their inquiry.

## VIRTUAL CAMPUS

The Virtual Campus provides the ability to access a variety of information online including:

- Academic Information – schedules, grade history, course offerings, download and printout forms
- Account balances and billing activity
- Financial Aid, including types of financial aid available, instructional step-by-step "how to apply" process, FAFSA application, and more
- University personnel profile
- Campus contacts
- Online version of the Student Handbook

The University encourages AIU Online students to become familiar with the Virtual Campus. The Virtual Campus is where important announcements and other information relevant to students, are posted.

The login process requires the student to enter their Username and Password. For more information, contact AIU Online Technical Support, (877-221-5800 Option 2).

# Sexual harassment in higher education is Illegal

Everyone has the right to attend a college or university free from sexual harassment. The Illinois Human Rights Act ("Act") makes it unlawful for teachers, professors, facility members and other employees of colleges and universities to sexually harass their students. The Act specifically prohibits unwelcome advances or conduct of a sexual nature, and requests for sexual favors of students by an executive, faculty member, administrative staff member, or teaching assistant. The Act covers all public or private universities, colleges, community colleges, junior colleges, business schools, and vocational schools.

**Examples of Sexual Harassment in Higher Education:**

1) a professor who continually makes jokes of a sexual nature in the classroom;
2) a registration advisor who tells a student he or she might be able to get into a class if the student dates the advisor;
3) an admissions officer who tells a prospective student that the advisor will put in a "good word" for the prospective student if he or she dates the advisor;
4) a financial assistance advisor who tells a student that "if you have sex with me, I can look out for scholarships for you;"
5) a teaching assistant who promises a student a better grade if the student does not resist any inappropriate touching or sexual advances.

**Protection Against Retaliation:** It is also unlawful for a teacher or professor, or for the college or university to retaliate against a student because the student reported sexual harassment, participated in an investigation of sexual harassment, or because the student filed a charge of discrimination with the Illinois Department of Human Rights.

**What to Do:** Any student who believes he or she is being subjected to sexual harassment or retaliated against should contact the Illinois Department of Human Rights for further information or to file a charge. Students may contact the Department by calling the Department at 312-814-6200 (Chicago) or 217-785-5100 (Springfield), 866-740-3953 (TTY); or by visiting the Department's website at www.illinois.gov/dhr. Any charge alleging sexual harassment in higher education must be filed within 180 days of the alleged incident(s). Charge forms are available on the Department's website at the following link: http://www2.illinois.gov/dhr/FilingaCharge/Documents/CIS_SXH.PDF.

Any student who believes he or she is being subjected to sexual harassment or retaliated against should report the incident(s) to:

the Deputy Title IX Coordinator - Issac George

A student may obtain a copy of the educational institution's internal complaint policy by contacting:

the Deputy Title IX Coordinator - Issac George

If the sexual conduct is criminal in nature, students should also report the incident to the local law enforcement agency.

# It's never okay.

**For immediate help**
**call 312-814-6200 or 217-785-5100.**

**The Department may be reached at:**

**CHICAGO OFFICE**
100 W. Randolph Street, 10th Floor
Intake Unit
Chicago, IL 60601
(312) 814-6200
(866) 740-3953 (TTY)

**SPRINGFIELD OFFICE**
222 South College, Room 101-A
Intake Unit
Springfield, IL 62704
(217) 785-5100
(866) 740-3953 (TTY)

**MARION OFFICE**
2309 West Main Street, Suite 112
Intake Unit
Marion, IL 62959
(618) 993-7463
(866) 740-3953 (TTY)

**The charge process may be initiated by completing the form at:**
**http://www.illinois.gov/dhr**

**State of Illinois**
Department of Human Rights

ILLINOIS DEPARTMENT OF
Human Rights

*By Authority of the State of Illinois 052013-ENGSHED*

# Computing and Network Resources

## ACCEPTABLE USE OF COMPUTING AND NETWORK RESOURCES POLICY

American InterContinental University Online provides Computing and Network resources to a large number of faculty, staff, and students. As members of the AIU community, and in accordance with the Acceptable Use of Computing and Network Resources Policy, all users have the responsibility to use these resources in an effective, efficient, ethical, and legal manner. Ethical and legal standards that apply to Computing and Network resources derive directly from standards of common sense and common courtesy that apply to the use of any shared resource.

AIU's Computing and Network resources are intended to support AIU's educational and corporate mission. All members of the American InterContinental University community who use computing and network resources are responsible for the integrity of those resources. University information technology resources are to be used in a manner that is consistent with the instructional, research, and administrative objectives of AIU, including use for study, instruction, research, the discharge of official university business, and other university-sanctioned activities. Use of computer and network resources is limited to members of the American InterContinental University community. Users of these resources are expected to act responsibly to maintain the integrity of the University Computing and Network resources.

In no event shall AIU be liable for any damages, whether direct, indirect, special or consequential, arising out of the use of information technology resources (i.e., the Internet, campus servers, etc.), accuracy or correctness of databases or information contained therein or related, directly or indirectly, to any failure or delay of access to information technology resources. Use of any information obtained via the Internet is at the users own risk. AIU reserves the right to remove user access to information technology resources to prevent further unauthorized activity as specified in this document.

It is the objective of AIU to maintain access for its community to local, national and international sources of information and to provide an atmosphere that encourages legal/ethical access to knowledge and sharing of information. Further, it is the policy of AIU that the Computing and Network resources will be used by members of its community in accordance with policy and regulations established by AIU, and applicable laws. In accordance with the above policies, AIU works to create an intellectual environment in which students, staff, and faculty may feel free to create and to collaborate with colleagues both at AIU and at other institutions, without fear that the products of their intellectual efforts will be violated by misrepresentation, tampering, destruction and/or theft. Access to the Computing and Network resource infrastructure both within AIU and beyond the campuses, sharing of information, and security of the intellectual products of AIU, all require that each and every user accept responsibility to protect the rights of the community.

AIU's Computing and Network resources must not be used to produce, view, store, replicate, or transmit harassing, obscene, or offensive materials. This includes, but is not limited to, material from the Internet, screen savers, etc. In addition, printed copies of such material, including those from magazines, are not permitted in the school. (See also the section in this handbook, Student Code of Conduct –Offensive Materials.)

Students are responsible for backing up their data to media such as memory stick, CD, ZIP, or floppy disk, or other future storage media the University may offer and support.

Note: As a user of AIU provided resources, AIU reserves the right to view/investigate your data.

Please be sensitive to the inherent limitations of shared network resources. No computer security system can absolutely prevent a determined person from accessing stored information that they are not authorized to access.

Students are expected to promote efficient use of network resources consistent with the instructional, research, public service and administrative goals of the University. Show consideration for others and refrain from engaging in any use that would interfere with their work or disrupt the intended use of network resources. Students should especially avoid wasteful and disruptive practices, such as sending chain letters, broadcast messages or unwanted material. Email and other network resources may not be used for commercial purposes or for personal financial gain.

## EMAIL POLICY

The following guidelines apply to the use of email at AIU campuses. Failure to follow these established guidelines could lead to administrative action or withdrawal from AIU Programs. If AIU students and faculty conduct unethical and illegal practices, AIU administration will take swift action against all violators to enforce the highest quality standards for the welfare of students and faculty.

Access to and the responsible use of information technology resources is essential to the pursuit and achievement of excellence at the American InterContinental University. The University encourages appropriate use of email to enhance productivity through the efficient exchange of information in furtherance of quality education and the campus mission.

Use of these resources must be consistent with these goals. As a responsible member of the University community you are expected to act in accordance with the following general guidelines based on common sense, common decency, and civility applied to the networked computing environment.

Messages sent as electronic mail should meet the same standards for distribution or display as if they were tangible documents or instruments. Identify yourself clearly and accurately in all electronic communications. Concealing or misrepresenting your name or affiliation to dissociate yourself from responsibility for your actions is never appropriate. Alteration of the source of electronic mail, message or posting is unethical and possibly illegal.

While the University has no interest in regulating the content of electronic mail, it cannot guarantee the privacy or confidentiality of electronic documents. Good judgment dictates the creation only of electronic documents that may become available to the public. Respect the rights of others. Do not send abusive, threatening, or harassing materials.

## GUIDELINES FOR USE OF COMPUTING AND NETWORK RESOURCES

AIU expects all students to be responsible users of Computing and Network resources. Failure to act responsibly may result in restricted access and could lead to withdrawal. In addition, AIU will not hesitate to report potentially illegal activities to the appropriate authorities. AIU's policies concerning the unauthorized use of computer resources include, but are not limited to the following:

- Users are responsible for use of all of their accounts. No one should attempt to use another person's password and/or user name. Users will be held accountable if others abuse the system in their name.
- Users must not attempt to modify system resources, interfere with other users or system operations, or circumvent the limits and permissions associated with their accounts.
- The technology resources may not be used for any form of commercial solicitation or advertising or solicitation of donations to charitable causes or organizations without proper authorization from AIU.
- Technology resources may not be used to view, produce, store, replicate, or distribute harassing or obscene material (see below for more details).

## HARDWARE AND SOFTWARE REQUIREMENTS FOR AIU ONLINE PROGRAMS

In order to have a quality learning experience in your online courses, AIU Online requires that your primary computer (the computer used to access course materials and on which you will be required to install course-specific software) meets or exceeds the following specifications:

### Students Accessing Courses Online

| Item | Minimum | Recommended |
|---|---|---|
| **Operating System** | Windows XP SP3 | Windows 7 |
| **Processor** | Pentium 1GHz *** | Pentium 1GHz *** |
| **RAM Memory** | 1GB | 1 GB (without 1 GB of RAM Contextual Spelling will be turned off in Word) |
| **Hard drive space available** | 6GB | 10GB |
| **Media Devices** | DVD, USB Port 2.0 | DVD, USB Port 2.0 |
| **Audio card** | Sound Blaster compatible 16-bit sound card | Sound Blaster compatible 16-bit sound card 128mb VRAM |
| **Audio device** | Headset or speakers | Headset or speakers |
| **Display/video card** | Capable of 1024x768 resolution and 16-bit color | Capable of 1024x768 resolution and 32-bit color |
| **Internet Connection** | Broadband/DSL | Broadband/DSL |
| **Word processing** | Microsoft Office 2007* | Microsoft Office 2010* |
| **Web Browser**** | Internet Explorer 9.0 / Firefox 11 / Google Chrome 18 | Internet Explorer 9.0 or greater / Firefox 11 / Google Chrome 18 |

**Additionally, please refer to Notes section at the end of this section.**

### Students in Fine Arts Degree Programs

| Item | Minimum | Recommended |
|---|---|---|
| **Operating System** | Windows XP Pro SP3 or Mac OS X 10.6.8 | Windows 7 SP1 or Mac OS X 10.7 |
| **Processor** | PC: Intel Core®2 Duo or AMD Phenom® II processor or Mac: Multicore Intel processor with 64-bit support | PC: Intel Core®2 Duo or AMD Phenom® II processor or Mac: Multicore Intel processor with 64-bit support |
| **RAM Memory** | 4 GB | 8 GB (note if using a PC, this requires a 64-bit system) |
| **Hard drive space available** | 25 GB | 30 GB |
| **Media Devices** | DVD, USB Port 2.0, Digital Camera [12 Mega Pixels (JPEG) with 3x zoom] Must also have way to transfer images to computer, Wacom Bamboo Pen 500 GB External or Cloud Storage | DVD, USB Port 2.0, Digital Camera [12 Mega Pixels (JPEG) with 3x zoom] Must also have way to transfer images to computer, Wacom Bamboo Pen & Touch 1 TB External or Cloud Storage |
| **Audio card** | Sound Blaster compatible 16-bit sound card | Sound Blaster compatible 16-bit sound card |
| **Audio device** | Headset or speakers | Headset or speakers |
| **Display/video card** | Capable of Direct X 1,280x900 display with 32-bit video card and 512MB of VRAM | Capable of Direct X 1,280x900 display with 32-bit video card and 512MB of VRAM |
| **Internet Connection** | Broadband/DSL | Broadband/DSL This software will not operate without activation. Broadband Internet connection and registration are required for software activation, validation of subscriptions, and access to online services. |
| **Word processing** | Microsoft Office 2007* | Microsoft Office 2010* |
| **Web Browser**** | Internet Explorer 9.0 / Firefox 11 / Google Chrome 18 | Internet Explorer 9.0 or greater / Firefox 11 / Google Chrome 18 |

**Additionally, please refer to Notes section at the end of this section.**

### Students in Information Technology Degree Programs

| Item | Minimum | Recommended |
|---|---|---|
| **Operating System** | Windows XP Pro SP3 | Windows 7 |
| **Processor** | Pentium 2 GHz*** | Pentium 2.6 GHz*** |
| **RAM Memory** | 2 GB | 2 GB |
| **Hard drive space available** | 50 GB | 100 GB |
| **Media Devices** | DVD-ROM Drive / 5400RPM hard drive, USB Port 2.0<br>BIT Student Only – Web camera with minimum 640x480 resolution | DVD-ROM Drive / 5400RPM hard drive, USB Port 2.0<br>BIT Student Only – Web camera with minimum 640x480 resolution |
| **Audio card** | Sound Blaster compatible 16-bit sound card | Sound Blaster compatible 16-bit sound card |
| **Audio device** | Headset with microphone or speakers with built-in or separate microphone | Headset with microphone or speakers with built-in or separate microphone |
| **Display/video card** | Capable of 1024x768 resolution and 32-bit color | Capable of 1024x768 resolution and 32-bit color 128mb of VRAM |
| **Internet Connection** | Broadband/DSL | Broadband/DSL |
| **Word processing** | Microsoft Office 2007* | Microsoft Office 2010* |
| **Web Browser**** | Internet Explorer 9.0 / Firefox 11 / Google Chrome 18 | Internet Explorer 9.0 or greater / Firefox 11 / Google Chrome 18 |

**Additionally, please refer to Notes section at the end of this section.**

**Notes:**

1. Students are required to have regular access to a computer that meets or exceeds the minimum specifications for online courses.
2. *All students are provided with Microsoft Office during their first session of attendance.
3. **Netscape, Opera, AOL, and other proprietary browsers are not supported by AIU Online Technical Support. Google Chrome must be manually configured to allow full utilization of tools. Please review the supporting help documents accessed within the Virtual Campus.
4. *** Equivalent or better x86 architecture processors are supported.
5. Adobe Acrobat Reader and the Flash Player are complimentary downloads that need to be installed in order to access features in the Virtual Campus.
6. For those who may access courses from their place of employment as well as the Military: Organizations and the Military often place restrictions on the type of content allowed through the organization's firewall or network security. This may affect your ability to access your online courses from work and is beyond AIU Online's ability to predict or control.
7. Macintosh is currently only supported for use in the AIU Online Bachelor of Fine Arts Program.
8. Master of Education with specialization in Instructional Design and Technology must use a Windows-based PC. The software required for this program will not work on non-Windows-based PC computers.

## SOFTWARE CODE OF ETHICS

Unauthorized duplication of copyrighted computer software violates the law and is contrary to AIU's standards of conduct. We disapprove of such copying and recognize the following principles as a basis for preventing its occurrence:

- We will neither engage in nor tolerate the making or using of unauthorized software copies under any circumstances
- We will only use legally acquired software on our computers
- We will comply with all license or purchase terms regulating the use of any software we acquire or use
- We will enforce strong internal controls to prevent the making or using of unauthorized software copies, including effective measures to verify compliance with these standards and appropriate disciplinary measures for violation of these standards

## STUDENT LOGIN USER NAME AND PASSWORD

Each student is assigned a user name and password to log into the Virtual Campus. Students use their user name and password to access the AIU Online Virtual Campus and Online Courses. Contact Technical Support for assistance if any login problems occur.

## STUDENT SOFTWARE AGREEMENT

The student agrees to abide by the terms and conditions of all Software and End User License Agreements that are in place or required for each piece of software issued and used for their specific degree program. This includes, but is not limited to, products provided by Adobe, Lectora, Macromedia, Microsoft and others not listed here that may have been or shall be provided at any future period by CEC, its schools, subsidiaries or affiliates. Operating System and Application software made available to online students is due in part to American InterContinental University Online's parent organization, Career Education Corporation, which has purchased the Microsoft Campus Agreement Student Option for all its affiliated schools. This contract is renewed annually at Career Education Corporation's discretion. Career Education Corporation is extending students the "right to use" during the term of the agreement. Students do not own the license or the CDs; rather they are leasing the license and CDs from Career Education Corporation for the term of the agreement.

The rights granted herein pertain only to those Microsoft software products provided by American InterContinental University Online or its authorized fulfillment provider and are subject to the terms and conditions of the Microsoft Campus Agreement Student Option.

Students will be required to remove the Software from their personal machines immediately upon the earlier of (a) any event, with the exception of graduation, which causes them to no longer to be a student of American InterContinental University Online or (b) expiration of the Campus Subscription Enrollment licensed period. If students graduate during the agreement period, the Software license will convert to a perpetual license (meaning the student will then own the Software) as verified in the Student License Confirmation. Under this Agreement, students will:

- Abide by the license agreement associated with this Software;
- Understand that no technical support is provided by Career Education Corporation, its schools, subsidiaries or affiliates;
- Understand the minimum specifications to run the Software as listed;
- Understand that the student will be required to remove the software from their personal Machine immediately upon the earlier of (a) any event, with the exception of graduation, which causes the student to no longer be a student of the institution or (b) expiration of the Campus Subscription Enrollment licensed period;

- Understand that if Career Education Corporation does not renew the Student Option Agreement, then the student must delete or remove the Software licensed under this Agreement from their computer at the time the agreement expires or is terminated;
- Understand that if the student graduates from a Career Education Corporation affiliated school during the agreement term, the Software license will convert to a perpetual license (meaning the student will have full ownership of the software);
- Understand that it is the student's responsibility to contact the institution to obtain the Student License Confirmation, which is proof of Software ownership, prior to graduation;
- Understand that it is their responsibility to safeguard all student software media distributed to them by Career Education Corporation, its schools, subsidiaries or affiliates against loss, damage or any other event which may render the media unavailable or unusable.
- *Understand that media is only allowed to be distributed one time per the terms set forth in the Microsoft Campus Agreement. The method of distribution is dependent upon the software and could be physical media or electronic download.*

## TECHNICAL SUPPORT SERVICES AND HOURS

Technical Support is available 24 hours a day 365 days a year.

| | | |
|---|---|---|
| Email | support@aiuonline.edu | 24 hours a day |
| Call | Call 1-877-221-5800 | 24 hours a day |
| Online Tech Support* | http://mycampus.aiu-online.com/support | 24 hours a day |

When contacting AIU Online Technical Support there are a few things to have ready that will help the technician troubleshoot a problem.

1. Write down a few notes pertaining to what you were doing or trying to do when the error occurred.
2. Write down what the error message was that you received.
3. Have ready your login account information (when contacting by phone).
4. Provide us with your phone number and email address so we may contact you if we lose connection and to follow up with your problem.

### How to get Help Online:

* Online Tech Support is available through the Virtual Campus Support link on the upper navigation menu. Once there, click on any of the following options to:

**F.A.Q. –** Review regularly updated Frequently Asked Questions

**Create a Ticket –** Request help online by filling out a short form and submitting it to a Technical Support Representative who will respond to the problem or request

**Live Chat –** Use the online chat features and receive answers to questions in real time

# Academic Resources and Support Services

## LIBRARY

### AIU Library Purpose and Goals

The central purpose of the American InterContinental University Libraries is to support the institution's mission to prepare students academically, personally, and professionally for successful careers. The Libraries, along with the administration of the University, is dedicated to providing library and information materials, services, and instruction to the students of American InterContinental University.

### Features of the AIU Online Library

- Access to full text library research databases: The Library subscribes to a variety of research resources relevant to the subjects of study offered at AIU Online. These sources include current news, subject-specific scholarly journals and reference resources, historical articles, and more.
- Carefully selected links to websites organized by subject area.
- A choice of methods, including email, voice mail, and instant messaging, by which to contact the librarian with reference question.
- Periodic access to trial resources: which allow students to "try out" databases the Library is considering.

### Resources/Services for Students

- The Library provides access to published full-text articles from journals, magazines and newspapers. In addition, the library subscribes to several collections of e-Books and reference collections. The collection is continually evaluated for quality and relevancy. Students are encouraged to give feedback on trial sources and new sources throughout the term and are alerted of changes in the Library's collections and services.
- The Library provides students and faculty assistance in finding, evaluating, and correctly citing information from the Library collections and the internet. This assistance is provided both in library-created instructional materials, such as multimedia presentations and "grab and go" handouts, and assistance at point of student need via email, instant messaging and phone.
- Additional opportunities for classroom-based library and information literacy instruction are offered each term, both at the request of individual instructors and as a part of the instruction calendar in the Library. These tours or classes are held in real time via a web classroom, and include screen and file sharing, and real time interaction with the Library and internet.

The Library's electronic resources can be accessed via the World Wide Web 24 hours a day. If you would like to request assistance in using the AIU Online Library or in locating information, please do not hesitate to contact the Library Director at Librarydirector@aiuonline.edu. The AIU Online Library staff can also be reached via email at librarian@aiuonline.edu and by telephone at (877) 221-5800, Ext. 15721.

## LEARNING CENTER

### AIU Learning Center Purpose and Goals

- The Learning Center is a destination on each AIU campus intended to facilitate and enhance student knowledge and learning skills by providing learning resources and supplemental instruction to AIU students.
- The emphasis of the University Learning Centers is to provide academic support to a culturally diverse student body with varying educational needs, which includes support for all campus-based courses as well as provision of tutoring, and academic proficiency workshops.

### Resources/Services for Students

- The Tutoring program is an appointment-based system in which eligible students may register for an appointment with a subject-matter expert, and is available for a variety of courses at AIU. Tutoring appointments are available on a limited basis, and registration is first-come, first-served. The Tutoring program is intended for students who have specific questions about concepts in courses they are currently taking. Students unable to secure tutoring appointments are advised to take advantage of their instructors' office hours, as these hours also provide students with opportunities to ask questions and seek guidance. For more information about tutoring services, visit your campus Learning Center.
- Workshops are offered throughout the academic year. These special events are designed to help students increase their academic skills regarding certain concepts or practices; provide exposure to cultural and civic activities; or provide engaging activities for special holiday events. Workshops add to the holistic learning experience of students attending the AIU.
- Students at the AIU Online campus have access to Learning Labs, which are structured like an online classroom and provide students with a risk-free environment in which to explore, practice, and study. Labs feature a variety of resources, including live chats with experts, discussion boards, multimedia presentations, practice tasks, and reference collections. No appointment is needed to use a Lab. Learning Labs can be used at a student's own pace. Students may use as few or as many of a Lab's features as needed. Labs are broad in scope and may be of use to students who desire additional exposure to a subject without a specific need in mind, as well as students who have specific questions. Learning Labs are available during school breaks, although the facilitated aspects of Labs, such as live chats, are typically active only while school is in session.

# Student Code of Conduct

## HONOR CODE

The administration and faculty believe strongly in the concept of an Honor System. This belief is based on the knowledge that in competitive professional environments, primary emphasis is placed on originality and integrity of ideas and work. All members of the AIU academic community, including faculty, students, and administration, are expected to assist in maintaining the integrity of the University, which includes reporting incidents that violate the University policy on Academic Integrity. Also to this end, students are expected to adhere to the Honor Pledge, which reads as follows:

***"As a student of American InterContinental University Online, I pledge that all coursework (discussion board postings, individual projects, individual contributions for group projects, and Intellipath) submitted by me, will be original and solely the results of my own efforts."***

## ACADEMIC INTEGRITY VIOLATION: UNIVERSITY POLICY

This policy applies to all students attending the University.

| Violation Levels for Undergraduate Students | Number of Violations | Penalization | Communication to the student |
|---|---|---|---|
| Instructional Management | n/a | none | Direct communication by the faculty member |
| Egregious* | 1 | Zero (0) on assignment | Email communication from Academic Services Management |
| Egregious* | 2 | Zero (0) on assignment and an administrative "F" grade for the course | Direct communication by Academic Services Management |
| Egregious* | 3 | Zero (0) on assignment, an administrative "F" grade for the course, and withdrawal from the University | Email communication from Vice President of Academics |

*Academic Services may investigate any academic integrity issue which is reported and at its discretion may create and review an academic integrity case for immediate withdrawal wherein the penalization for the first violation may be leveled up due to the severity of an offense.

| Violation Levels for Graduate Students | Number of Violations | Penalization | Communication to the student |
|---|---|---|---|
| Instructional Management | n/a | none | Direct communication by the faculty member |
| Egregious* | 1 | Zero (0) on assignment and an administrative "F" grade for the course | Email and Direct communication by Academic Services Management |
| Egregious* | 2 | Zero (0) on assignment, an administrative "F" grade for the course, and withdrawal from the University | Email communication from Vice President of Academics |

*Academic Services may investigate any academic integrity issue which is reported and at its discretion may create and review an academic integrity case for immediate withdrawal wherein the penalization for the first violation may be leveled up due to the severity of an offense.

## DEFINITION OF "INSTRUCTIONAL MANAGEMENT" ACADEMIC INTEGRITY VIOLATION

Any situation below is applicable.

- It does not include enough original thought for an authentic assessment of student capability
  - Paper contains in-text citations and references at the end of the material, but bears a high percentage within the TurnitIn® Report.
- It does not include distinction of directly quoted information, and/or does not include citations, but does have references used.
  - Paper contains reference list at the end of the material, but does not include in-text citations.
- It does not include references used, but does include distinction of directly quoted information, and/or does not include citations.
  - Paper contains in-text citations within the paper, but does not contain a reference list.
- It does not include distinction of directly quoted information, and/or does not include citations, and/ or references for sources used.
  - Paper contains no in-text citations within the paper or references at the end of the material.

## DEFINITION OF "EGREGIOUS" ACADEMIC INTEGRITY VIOLATION:

- It has been purchased (e.g., www.Brainmass.com)
- It includes false references (e.g., student cites work as coming from Stephen Ambrose's *Citizen Soldiers* but material really comes from www.wikipedia.com/military.)
- It is another student's assignment (from AIU or any other institution)
  - In the entirety, it would be egregious and responded to by Academic Services
  - In part, it would be egregious with apparent paraphrasing/wordsmithing and with the same sources (i.e. though it is possible students use the same sources the students' writing style and mechanics should differ)
- Using unauthorized notes during an examination as prompts or cues to improve one's score
- Using unauthorized electronic devices during an examination
- Having someone else take an examination in a student's place

- Copying from another student's examination
- Submitting a term paper or project that was not the result of the student's own efforts, but the result of someone else's efforts and passed off as the submitter's own work
- Having someone else rewrite a rough draft
- Sharing/giving graded or ungraded work to another student
- Handing in as original work sketches, artwork, projects, examinations, costumes, etc. that were designed, prepared or completed by someone else
- The University takes all violations very seriously. As such, any occurrence that is found and is not covered by the above stated policy will be reviewed by Academic Services
- Use of a retired assignment component (e.g., statistics data set, previous versions of assignments from the same or different classes, etc.) without having previously attempted a particular course

All violations are cumulative across campuses. After three (3) violations at the undergraduate level, a student may be withdrawn from the University. After two (2) violations at the graduate level, a student may be withdrawn from the University. Violations do not carry over from the undergraduate level to the graduate level. In the event that a blended learner or campus transfer is found in violation of the Academic Integrity Policy, the home campus Academic and Student Affairs departments would be made aware of all infractions of the Academic Integrity Policy. The home campus will determine the enrollment status and penalty level. The home campus is defined as the campus of the student's current, active enrollment.

For the Online Campus only: Each facilitator should include a rubric of writing and citation criteria as part of the class expectations posted to the course. Assessments of writing and citation should be based on the posted rubric. *Please note that exclusive use of similarity scores as criteria for identifying possible violations of academic integrity is inappropriate.* Students are to be assessed based on content and contextual use of sources. Program Chairs and Lead Faculty will present additional information as part of recurring faculty meetings.

## ACADEMIC INTEGRITY APPEAL PROCEDURE SUMMARY

An academic integrity appeal is initiated when a sanction imposed by the Office of Academic Integrity for an assignment or assignments found to be in violation of the academic integrity policy is believed to be unjust or unfair by the student. Therefore, in matters where a student wishes to appeal, the student initially confers with a staff member in the Office of Academic Integrity to clarify the basis for the finding of a violation. Following the discussion, if the student believes the decision was unjust or unfair the student can initiate the formal academic integrity appeal procedure.

## FORMAL ACADEMIC INTEGRITY APPEAL PROCEDURE

At each level of review, if the student continues to believe the decision rendered is unjust or unfair, he or she may appeal to the next level. The formal academic integrity appeal procedure follows the local campus academic chain of command as listed below:

1. Appeal to a staff member of the Office of Academic Integrity.
2. Appeal to the Program Chair for classes taken at a branch campus or Administrative Faculty Member for classes taken online.
3. Appeal to the Vice President of Academics (This is the final appeal level.)

At the first level, students from the online (main) campus should send an email to the Office of Academic Integrity within 30 days after the decision is rendered to appeal the academic integrity sanction. Students from a branch

campus should contact the Program Chair. If the matter remains unresolved, the student may escalate the appeal within seven (7) days after the decision from the staff member is sent to the Administrative Faculty Member for classes taken online and to the Program Chair for classes taken at a branch campus. If the matter remains unresolved, the student may then appeal to the Vice President of Academics within seven (7) days after the decision from the Administrative Faculty Member is sent in the form a letter explaining why the student disagrees with the finding of a violation and including information that would warrant a change in the finding. The decision of the Vice President of Academics is final.

## ACADEMIC INTEGRITY APPEALS AND THE ROLE OF THE UNIVERSITY APPEALS BOARD

Academic integrity appeals may not be appealed to the Appeals Board except in cases where the student contends that University policies or procedures have been violated in attempting to resolve the appeal. In such cases, the student may appeal to the Appeals Board, in writing, either directly or through the Ombudsman, and must declare that he or she believes that University policies or procedures were not followed in resolution of the academic integrity appeal.

The Appeals Board may rule in favor of the student, in which case the appeal is sent back to the Vice President of Academics with instructions to resolve the appeal by following University procedure, or the Appeals Board may deny the student's allegation of a violation of University procedure in which case the appeal process ends.

## STUDENT CONDUCT CODE

### Overview

As noted in the AIU Online catalog, AIU Online is an academic community committed to the educational and personal growth of its students. Behavior that infringes upon rights, safety or privileges, or that impedes the educational process is unacceptable and may lead to sanctions up to and including expulsion from the University.

AIU Online believes strongly in promoting the development of personal, professional, and social responsibility. AIU Online also believes in a humanistic approach to discipline conducive to academic pursuits. However, AIU Online recognizes that its responsibility for the protection of personal and institutional rights and property is a primary focus of the disciplinary process.

Therefore, University administration reserves the right to develop any policy or take any action(s) deemed appropriate to maintain the safety and well-being of any or all students. Student conduct offenses may be related to persons, property, campus operations, and welfare, health or safety of students, faculty and staff.

Students are encouraged to share personal experiences while participating in classes at AIU Online. However, students must be aware that should he/she disclose to any AIU Online faculty members or staff information that may cause harm to themselves or others, faculty members and staff are required to report such information to the Student Services Advisor or Director of Student Success.

Courteous behavior and professional conduct, appropriate to a professional environment, is to be displayed at all times. Inappropriate conduct and/or communication, violations of the University's Academic Honesty policy, or violations of the Computing and Network Use policy will not be tolerated and may be a cause for sanctions or withdrawal.

Every student is subject to federal and state law and respective county and city ordinances. The conviction of a student for any criminal offense which interferes with the orderly operation of the University or which the Administration feels would endanger members of the University community shall be subject to disciplinary action.

Infringements of the Student Code of Conduct are handled by the AIU Online Director of Student Success. Conduct decisions made by the Director of Student Success may be appealed to the Appeals Board for review.

## Student Conduct Code Offenses

### *A. Offenses Related to Persons*

An offense related to a person is committed when a student:

1. Intentionally or knowingly and without authority or consent, limits or restricts the freedom of a person to move about in a lawful manner.
2. Threatens (by any means), intimidates or uses physical or sexual force in a manner that endangers the health or safety of another person or which reasonably causes another person to be fearful of physical or emotional harm.
3. Intentionally harasses another person. Harassment includes, but is not limited to, impeding another persistently or wronging or bothering another persistently.
4. Engages in any activity related to other persons which is prohibited by law or court order.

### *B. Offenses Related to Property*

An offense related to property is committed when a student:

1. Knowingly and without consent or authorization possesses, removes, uses, misappropriates, or sells the property or services of another person or of the University.
2. Intentionally or negligently damages or destroys property owned or in the possession of another person or of the University.
3. Obtains the property of another person by misrepresentation or deceptive means.
4. Enters or uses the facilities or property of another person or the University without consent or authorization.
5. Commits a computer-related offense.

### *C. Offenses Related to the Operation of the University*

An offense related to the operation of the University is committed when a student:

1. Engages in illegal, obscene or indecent conduct on University property or at University sponsored events.
2. Forges, alters, possesses, duplicates, or uses documents, records, keys or identification without consent or the authorization of appropriate University officials.
3. Fails without just cause to comply with the lawful order of a University official acting in the lawful performance of his/her duties and authority.
4. Engages in solicitation in or on University property or involving the use of University property unless such solicitation is approved by appropriate University officials.
5. Intentionally acts to impair, interfere with, or obstruct the orderly conduct, processes, and functions of the University.

### *D. Offenses Related to Welfare, Health or Safety*

An offense related to welfare, health or safety is committed when a student:

1. Uses, possesses, or manufactures, without University authorization, firearms, explosives, weapons, unregistered fireworks, illegal chemical or biological agents or other dangerous articles or substances injurious to persons or property.

2. Falsely reports a fire, activates emergency warning equipment, or communicates false information regarding the existence of explosives or hazardous materials on University property.
3. Abuses, removes, or damages fire and safety equipment; fails to vacate a building or facility when a fire alarm is activated.
4. Fails to leave a building, streets, walks, driveways or other facilities of the University when directed to do so by an official of the University having just cause to so order.
5. Uses, possesses, distributes, sells, or is under the influence of alcohol, narcotics, hallucinogens, dangerous drugs, or controlled substances, except as permitted by law.

## DISREGARD OF THE STUDENT CONDUCT CODE: PENALTIES AND PROCEDURES

Courteous behavior and professional conduct, appropriate to a business environment, is to be displayed at all times. Inappropriate conduct will not be tolerated, and may be a cause for withdrawal.

The President has full power and authority to prescribe rules and regulations to govern student life and to take emergency measures to protect the health and safety of students and/or university employees. The President has responsibility for administering discipline regarding student conduct, which will be exercised through the established procedures stated below as prescribed or approved by the President.

Every student is subject to federal and state law and respective county and city ordinances. The conviction of a student for any criminal offense, which interferes with, the orderly operation of the University or which the administration feels would endanger members of the University community shall be subject to disciplinary action.

Note: The President reserves the right to develop any policy or take any action(s) deemed appropriate to maintain the safety and well being of any or all students.

## STUDENT RIGHTS AND RESPONSIBILITIES OF ASSEMBLY

The University recognizes the rights of all students to seek knowledge, debate ideas, form opinions, and freely express their views. But that right must not interfere with the same rights and freedoms of others. Also, the University recognizes the right of freedom of assembly, but student gatherings must not disrupt or interfere with the operation of the institution. Any recognized student organization, after receiving approval of time and space from a member of the campus senior administration may hold group meetings in campus facilities.

## FREEDOM OF EXPRESSION

The University believes in freedom of expression as defined by the Constitution of the United States. The existing laws, state and federal, insofar as applicable to institutions, shall be observed. Freedom of expression carries with it the responsibility for seeing that the essential order of the University is preserved. The basic freedom of students to hear, write, distribute, and act upon a variety of thoughts and beliefs is respected. The President of the University has the final responsibility relating to all materials published or distributed on campus; however, he or she may exercise this authority and responsibility through a staff or faculty member.

Note: Display of unauthorized posters, flyers, advertisements, etc. is not permitted.

## POLICY AND PHILOSOPHY ON DRUG AND ALCOHOL USE
## DRUG AND ALCOHOL ABUSE PREVENTION

AIU Online believes strongly in emphasizing the development of each individual's acceptance of his/her own personal, professional and social responsibility. The University also believes in providing an atmosphere that is conducive to academic pursuits. In recognition that personal problems such as the use of alcohol and drugs adversely affect the development of an individual and his/her academic pursuits, AIU Online has developed a drug and alcohol prevention program in order to ensure a drug-free environment.

This program is distributed on an annual basis to all faculty, staff, and students of AIU Online. Additionally, copies can be obtained from the Student Affairs Department.

As a matter of policy, the University prohibits the manufacture and unlawful possession, use and sale of illegal drugs and supports the enforcement of Federal and State drug laws and prohibits the possession, use and sale of alcoholic beverages and supports the enforcement of the State underage drinking laws. The aforementioned substances refer to alcohol and to all illegal substances with the exception of prescribed medication to an individual under the care of a physician. In addition, the Drug and Alcohol Abuse Prevention Information is distributed annually to all students and employees of the University.

## HEALTH RISKS OF DRUGS AND ALCOHOL

Alcohol. Alcohol consumption causes a number of changes in behavior and physiology. Even low doses significantly impair judgment, coordination, and abstract mental functioning. Statistics show that alcohol use is involved in a majority of violent behaviors on college campuses, including acquaintance rape, vandalism, fights, and incidents of drinking and driving. Continued abuse may lead to dependency, which often causes permanent damage to vital organs and deterioration of a healthy lifestyle.

Cannabis (Marijuana, Hashish). The use of marijuana may impair or reduce short-term memory and comprehension, alter sense of time, and reduce coordination and energy level. Users often have a lowered immune system and an increased risk of lung cancer. The active ingredient in marijuana, THC, is stored in the fatty tissues of the brain and reproductive system for a minimum of 28 to 30 days.

Hallucinogens. Lysergic acid (LSD), mescaline, and psilocybin cause illusions and hallucinations. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even when use has ceased. Phencyclidine (PCP) affects the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries.

Cocaine/Crack. Cocaine users often have a stuffy, runny nose and may have a perforated nasal septum. The immediate effects of cocaine use include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature, followed by depression. Crack, or freebase rock cocaine, is extremely addictive and can cause delirium, hallucinations, blurred vision, severe chest pain, muscle spasms, convulsions, and even death.

Amphetamines. Amphetamines can cause a rapid or irregular heartbeat, tremors, loss of coordination, collapse, and death. Heavy users are prone to irrational acts.

Heroin. Heroin is an opiate drug that causes the body to have diminished pain reactions. The use of heroin can result in coma or death due to a reduction in heart rate.

## SUPPORT SERVICE REFERRALS

***Hotlines/Self-help Support Groups***

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

| | |
|---|---|
| Abortion Services and Information | (877) 477-6246 |
| AIDS | (800) 590-2437 |
| Al-Anon for Families of Alcoholics | (800) 344-2666 |
| Alcohol & Drug Abuse Hotline | (800) 729-6686 |
| Alcohol and Drug Addiction | (800) 992-4414 |
| Alcohol and Drug Helpline | (800) 821-4357 |
| American Foundation for Suicide Prevention | (888) 333-AFSP (2377) |
| CDC AIDS Info | (800) 342-2437 |
| Cocaine Anonymous | (800) 347-8998 |
| Families Anonymous | (800) 736-9805 |
| Families of Alcohol/Drug Abusers | (888) 418-0031 |
| Family Support Network (families and children with special needs) | (800) TLC 0042 |
| Gay & Lesbian National Hotline | (888) 843-4564 |
| Narcotics Referral Hotline | (800) 711-6375 |
| National Child - At Risk Hotline | (800) 792-5200 |
| National Child Abuse Hotline | (800) 422-4453 |
| National Council on Alcoholism and Drug Dependence Hopeline | (800) 622-2255 |
| National Domestic Violence Hotline | (800) 799-7233 |
| National Drug and Alcohol Abuse Treatment Referral | (800) 662-HELP (4357) |
| National Help Line for Alcohol and Substance Abuse | (800) 784-6776 |
| National Mental Health Association | (800) 969-NMHA (6642) |
| National Sexual Assault Hotline | (800) 656-HOPE (4673) |
| National Suicide Prevention Lifeline | (800) 273-8255 |
| National US Child Abuse Hotline | (800) 422-4453 |
| Planned Parenthood Hotline | (800) 230-PLAN (7526) |
| Poison Control | (800) 222-1222 |
| Spencer Recovery Center | (800) 252-6465 |
| United Way | (847) 884-8186 |

# Student Clubs and Organizations

While participating in any Student Club or Student Organization activity through the AIU Online Virtual Campus and Virtual Commons all students are bound by the Student Code of Conduct detailed above.

## USE OF IMAGES AND WORKS

As stated in the Student Enrollment Agreement, AIU Online may use his/her name voice, image, likeness, and biographical facts, and any materials produced as a student while enrolled at AIU Online, without any further approval or payment, unless prohibited by law. Further, the University reserves the right to forego permission to tape, photograph, record his or her voice, conversation and sounds for use in any manner or medium in connection with any advertising, publicity or other information relating to AIU Online. The University will credit the student for all published submissions.

## OFFENSIVE MATERIALS

AIU Online's professional environment requires that all students respect the following policy concerning offensive materials:

AIU's Information Systems or other resources must not be used to produce, view, store, replicate, or transmit harassing, obscene, or offensive materials. This includes, but is not limited to, material from the Internet, screen savers, etc.

As in the workplace, there is "zero-tolerance" for any students who violate this policy, and immediate withdrawal may result. Students must recognize that personal opinions as to what constitutes "offensive material" may vary but the following details describe what is typically understood to be offensive. Staff or students using AIU Online facilities who find materials being displayed to be offensive have a duty to act assertively by informing University personnel.

Offensive material includes, but is not limited to the following:

- Pornographic, nude, semi-nude or other similarly lewd images
- Material displaying excessively violent or graphic content
- Material of racist or similarly demeaning content
- Any material that in general is understood to be socially and/or culturally offensive

## STUDENT ACTIVITY OFFERINGS

Student activities provide opportunities for valuable experiences outside of the virtual classroom. American InterContinental University Online offers several student activities that work to foster personal and professional growth. These activities or workshops are voluntary and are generally scheduled for the break weeks. Examples of past programming include:

- Time Management
- Career Opportunities
- Learning Styles

Although it is challenging to form student organizations in the online environment, AIU Online supports the development of extracurricular activities. Students are always free and encouraged to discuss ideas for organizational opportunities with their advisors. AIU Online will always advocate the formulation of an extracurricular environment that enriches the student experience and promotes opportunities for higher learning.

## HONOR SOCIETIES

### Alpha Phi Sigma: The National Criminal Justice Honor Society

Advisor: Richard Holloway, *University Program Dean, Criminal Justice*
Faculty Advisor: Eddie Gordon, *Program Chair, Criminal Justice*

**Purpose**

The purpose of this society shall be to promote academic excellence through the recognition of scholarship for students of the criminal justice field; and to encourage the development of professional and personal leadership and provide opportunities for service to the community and the profession.

**Membership**

Undergraduate students shall be enrolled in an institution represented by a chapter of Alpha Phi Sigma. They must have declared a major, minor, or equivalent in the criminal justice or related field, have completed three full time semesters or its equivalent. They must attain a minimum GPA of 3.2 on a 4.0 scale in their cumulative and criminal justice classes; rank in the top 35% of their class. A minimum of four courses of the above course work shall be in the criminal justice field.

Graduate students shall be enrolled in a graduate program in criminal justice or related field; have completed four courses; have a minimum GPA of 3.4 on a 4.0 scale or rank in the upper 25% of their class. Three of the four courses can be counted from the students undergraduate work, if the student attained a 3.4 GPA or higher in those courses.

Students enrolled in Law schools must have completed their first academic year with a GPA of 2.5 or above, on a 4.0 scale.

Membership into Alpha Phi Sigma is by invitation only, and students who accept their invitation to join must pay a one-time fee of $50.

### Beta Pi Chapter Online of Kappa Beta Delta

Faculty Advisor: Dr. Cynthia Solari, *Business Program Chair*

**Purpose**

The purposes of this society shall be to encourage and recognize scholarship and accomplishment among students of business, management, and administration; and to encourage and promote aspirations toward personal and professional improvement and a life distinguished by honorable service to humankind. This organization is exclusively for charitable and educational purposes.

**Membership**

Membership shall be limited to those of high scholarship and of good moral character. Kappa Beta Delta does not discriminate on the basis of age, color, disability, national origin, political affiliation, race, religion or gender in the administration of membership or other programs. Candidates for associate degrees must rank in the upper 20% of the school at the time of invitation to membership and must have completed at least half of the program credit hours, all of the general education courses, and at least two courses related to the degree program in which they are enrolled. Membership into Kappa Beta Delta is by invitation only, and students who accept their invitation to join must pay a one-time fee of $40.

### Delta Delta Chapter of Epsilon Pi Tau Honor Society

Faculty Advisor: Tanya MacNeil, *Program Chair, Information Technology*

**Purpose**

Epsilon Pi Tau recognizes academic excellence of students in the fields devoted to the study of technology and the preparation of practitioners for the technology professions.

**Membership**

Associates students or graduates shall have successfully completed at least 45 credit hours and a GPA of 3.25 or better. Bachelors students or graduates shall have successfully completed at least 45 credit hours and a GPA of 3.25 or better. Masters students or graduates shall have successfully completed at least 12 credit hours and a GPA of 3.3 or better. Professionals in the field shall exhibit general interest and knowledge of technology.

Eligible degree program areas include Information Technology, Visual Communications, Education-Instructional Technology, or other technology related fields.

Membership into Epsilon Pi Tau is determined based on eligibility by the Faculty Advisor. Eligible students must pay a one-time initiation fee of $105. Thereafter, annual dues are $35.

### Mu Epsilon Chapter Online of Delta Mu Delta Honor Society, an International Society in Business

Faculty Advisor: Dr. Cynthia Solari, *Business Program Chair*
Faculty Advisor: Dr. Theresa Pavone, *Lead Faculty, Business*

**Purpose**

The purpose of this society shall be to encourage higher scholarship and to recognize and reward scholastic achievement in business programs.

**Membership**

Undergraduates and candidates for the baccalaureate degree who have completed one half and not more than three quarters of the work required for the degree must have a cumulative grade point average (GPA) of 3.8 or better on a scale of 4.0, and must be in the top 20% of the school academically. Undergraduates and candidates for the baccalaureate degree who have completed three quarters or more of the work required for the degree must have a cumulative grade point average (GPA) of 3.73 or better on a scale of 4.0 and must be in the top 20% of the school academically.

Graduate students in a master's degree program who have completed at least one-half of the work required for the master's degree must have a cumulative grade point average (GPA) of 3.73 or better on a 4.0 scale, and must be in the top 15% of the school academically. Membership into Delta Mu Delta is by invitation only, and students who accept their invitation to join must pay a one-time fee of $80.

If you have any questions, or want more information about student activities and leadership, contact the Student Affairs Department or the campus Faculty Advisor.