

Changes to Catalog

EFFECTIVE AS OF DECEMBER 5, 2013



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American InterContinental University Family Educational Rights and Privacy Act Notice

Information the University has designated as “directory information” may be released at the school’s discretion. AIU has defined directory information as the student’s name, address(es), telephone number(s), e-mail address, birth date and place, program undertaken, dates of attendance, honors and awards, photographs, student IDs, and credential awarded. If a student does not want his or her directory information to be released to third parties without the student’s consent, the student must present such a request in writing to the University Registrar Department or Campus Registrar within 45 days of the student’s enrollment or by such later date as the University may specify. Under no circumstance may the student use the right to opt out to prevent the institution from disclosing that student’s name, electronic identifier, or institutional e-mail address in a class in which the student is enrolled.

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Undergraduate Admissions Policy

First-Time Freshmen

AIU seeks individuals who demonstrate a probability for success in the institution's programs of study. In its evaluation of applicants, AIU will take into consideration such factors as high school completion or its equivalent, and the interest, desire, and motivation to pursue postsecondary education.

Undergraduate students attending the AIU Online campus for the first time must successfully complete and pass their first scheduled course before continuing in the program.

Students who do not earn a final grade better than an F in their first scheduled course will be administratively withdrawn from the University. In the event that this occurs the student will have the opportunity to return to the University by working with the Re-Entry Admissions department.

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New Student Readiness Opportunity

AIU Branch Campuses:

AIU participates in the Foundation for Educational Success' Standards of Responsible Conduct and Transparency. As such, AIU supports a 21 Day Readiness Opportunity period for new undergraduate students who are enrolling at AIU Branch campuses for the first time. If at any time during or at the conclusion of the 21 Day Readiness Opportunity period students decide to discontinue their enrollment, or fail to confirm their intent to continue enrollment, they may do so without incurring any tuition related expense or debt. Tuition billing will occur as usual; however, during the 21 day Readiness Opportunity period, students will not be required to make any payments towards these charges. If students attend class beyond the 21 day Readiness Opportunity time period, they will be subject to all tuition charges as outlined in their Enrollment Agreement. For students attending the AIU Branch campuses, disbursements will not be processed until after the 21 Day Readiness Opportunity time period has expired and students have confirmed their intent to continue enrollment. As always, students must meet all eligibility requirements for all sources of aid before disbursement may be made.

AIU Online Campus:

Undergraduate students attending the AIU Online campus for the first time must successfully complete and pass their first scheduled course with an earned grade better than an F before continuing in the program. Upon successful completion of the first course with an earned grade better than an F and subsequent completion of the balance of the first quarter of the student's first academic year, the student will be eligible to receive the AIU Milestone Grant for New Students up to the amount of \$1359. For more information refer to the Student Finance section of this Catalog.

New students who have a final grade of F or W in their first scheduled course will be administratively withdrawn from the University. In the event that this occurs, the student will have the option to work with a Re-entry Admissions Advisor to return to the University for an additional attempt at the failed course. Upon successful completion of the course with an earned grade better than an F and subsequent completion of the balance of the first quarter of the first academic year in the student's new enrollment, the student will be eligible to receive the AIU Milestone – Re-entry Grant. Students who earn a final grade of F or W in their second attempt may continue to work with the Re-Entry Admissions Department to discuss options for continuing at AIU, but will no longer be eligible to earn the Milestone Grant.

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Financial Aid Programs

For students attending the AIU Online campus who are required to take UNIV103 (Academic and Professional Success) as their first course, the University will establish its census date as the last day of the first session of class. As a result, your enrollment status in the first term will not be established until this date and all financial aid disbursements will be delayed until after this date. Students must achieve a grade better than 'F' prior to receiving any scheduled disbursements. Students who do not achieve a passing grade for this course will be administratively withdrawn from the University.

Financial aid is available for those who qualify.

AIU participates in a variety of financial aid programs for the benefit of students. Students must meet the eligibility requirements of these programs in order to participate. AIU administers its financial aid programs in accordance with prevailing federal and state laws and its own institutional policies. Students are responsible for providing all requested documentation in a timely manner. Failure to do so could jeopardize the student's financial aid eligibility. In order to remain eligible for financial aid, a student must maintain satisfactory academic progress as defined in this catalog.

It is recommended that students apply for financial aid as early as possible in order to allow sufficient time for application processing. Financial aid must be approved, and all necessary documentation completed, before the aid can be applied towards tuition and fees. Financial aid is awarded on an award year basis; therefore, depending on the length of the program, it may be necessary to reapply for aid for each award year. Students may have to apply for financial aid more than once during the calendar year, depending on their date of enrollment. Students who need additional information and guidance should contact the Financial Aid Office.

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Grants and Scholarships (Online Campus Only)

AIU Online Milestone Grant – New Students

AIU Online has established the AIU Online Milestone Grant – New Students to recognize new undergraduate students who successfully complete the first quarter of their first academic year. The amount is a one-time award equaling the tuition charge for the first course of the program or up to \$1,359.00, whichever is less.

The conditions are as follows:

- Students must begin their program of study in January 2014 or later to be considered for the grant.
- The grant is awarded as a lump sum to be disbursed during the second quarter of the first academic year.
- No disbursements will be applied to the student's account until grades have posted for all coursework within the first quarter and attendance has occurred during the second quarter.
- This is a one-time grant and will be applied as a credit to the student's account and no cash payments will be awarded to the student.
- CEC Employees and family members utilizing the National Educational Assistance Program are not eligible to receive this grant.
- The AIU Online Milestone grant – New Students can only be applied one time within a degree program¹.
- Students will be limited to two attempts at receiving an AIU Milestone Grant. The first attempt will occur during the initial enrollment and the second attempt will occur when the student re-enters.
- In the event the tuition charge for the first course is less than 1,359.00, the grant amount will equal the tuition charge associated with the course.
- The grant is non-transferable and non-substitutable
 1. Students who complete one program, and matriculate into another, are not eligible to receive the AIU Online Milestone Grant in their second enrollment.

AIU Online Milestone Grant – Reentry

AIU Online has established the AIU Online Milestone Grant – Reentry to recognize undergraduate students who re-enter the

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University and successfully complete the first quarter of their first academic year. The amount is a one-time award equal to the cost of the first course of the degree program or up to \$1,359.00, whichever is less.

The conditions are as follows:

- Students who have academic history with AIU prior to January 2014 are not eligible for the Milestone Grant
- The grant is awarded as a lump sum to be disbursed during the second quarter of the first academic year
- No disbursements will be applied to the student's account until grades have posted for all coursework within the first quarter and attendance has occurred during the second quarter.
- This is a one-time grant and will be applied as a credit to the student's account and no cash payments will be awarded to the student.
- CEC Employees and family members utilizing the National Educational Assistance Program are not eligible to receive this grant.
- The AIU Online Milestone grant – Reentry, can only be applied one time within a degree program¹. For example, if a student received the AIU Online Milestone grant, withdrew and then attempted to re-enter, they would not be eligible to receive the grant a second time.
- Students will be limited to two attempts at receiving an AIU Milestone Grant. The first attempt will occur during the initial enrollment and the second attempt will occur when the student re-enters.
- In the event the tuition charge for the first course is less than 1,359.00, the grant amount will equal the tuition charge associated with the course.
- The grant is non-transferable and non-substitutable
 1. Students who complete one program, and matriculate into another, are not eligible to receive the AIU Online Milestone Grant in their second enrollment.

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Accreditation and Licensure

Accreditation

American InterContinental University is accredited by The Higher Learning Commission and a member of the North Central Association. Additional information is available at 312-263-0456 or www.ncahigherlearningcommission.org.

- AIU London Design programs are validated by the University for the Creative Arts (UCA) (<http://www.uccreative.ac.uk>) to award BA (Hons) degrees in Fashion Design, Fashion Marketing, Fashion Marketing and Design, Interior Design and Visual Communication. The AIU London Business program is validated by Buckinghamshire New University (Bucks) (<http://www.bucks.ac.uk>) to award BA (Hons) degrees in International Business. Students successfully completing these programs of study will be eligible for both AIU and UCA/Bucks degrees.
- AIU London continues to offer programs leading to British BA (Hons) degrees from London South Bank University in Fashion Marketing and Design, Interior Design, International Business and Visual Communication. Please note, however, that as of April 14, 2010, no new students will be enrolled under the London South Bank University (LSBU) validation program.
- AIU London has undergone a review for educational oversight by the Quality Assurance Agency for Higher Education (QAA) and has received its final report, which is available in full at: www.qaa.ac.uk/InstitutionReports/Reports/Pages/REO-AIU-12.aspx.

We have received the following judgments from QAA:

- The review team has confidence in American InterContinental University, London's management of its responsibilities for the standards of the awards it offers on behalf of its awarding bodies.
- The review team has confidence that American InterContinental University, London is fulfilling its responsibilities for managing and enhancing the quality of the intended learning opportunities it provides for students.
- The review team concludes that reliance can be placed on the accuracy and completeness of the information that American InterContinental University, London is responsible for publishing about itself and the programs it delivers.

- AIU London's students are subject to the immigration rules and regulations of the UK's Home Office as described on the UK Border Agency's website; <http://www.ukba.homeoffice.gov.uk/>.
- AIU London is registered in England
 - Registration No: 1373237
 - Registered Office: 66 Chiltern Street, London W1U 4TJ
- American InterContinental University is accredited by the Accreditation Council for Business Schools and Programs to offer the following associate degree programs:
 - Associate of Arts in Business Administration
- American InterContinental University is accredited by the Accreditation Council for Business Schools and Programs to offer the following business degrees:
 - Bachelor of Business Administration (BBA)
 - Bachelor of Business Administration in International Business (BBA-IB)
 - Master of Business Administration (MBA)
 - Master of Business Administration in International Management (MBAIM)
- The Bachelor of Accounting, Master of Accounting, and the Master of Healthcare Management degree programs are not accredited by ACBSP.
- The Society for Human Resource Management (SHRM) has acknowledged that the Bachelors of Business Administration with a specialization in Human Resource Management and the Masters of Business Administration with a specialization in Human Resource Management fully aligns with SHRM's HR Curriculum Guidebook and Templates. The HR Curriculum Guidebook and Templates were developed by SHRM to define the minimum HR content areas that should be studied by HR students at the undergraduate and graduate levels. The guidelines, created in 2006 and revalidated in 2010 and 2013, are part of SHRM's Academic Initiative to define HR education standards taught in university business schools and help universities develop degree programs that follow these standards.

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Proof of High School Graduation

Effective for all students enrolling January 1, 2014 and later, acceptable documentation of high school graduation must be received by the institution by the first day of the second quarter or term in the degree program of study. It is the student's responsibility to provide acceptable documentation of high school graduation or its equivalency. Students may be asked to provide additional documentation supporting their POG. Any student who does not provide documentation of high school equivalency will have their enrollment cancelled, resulting in the loss of any academic work submitted or grades earned. For students who are utilizing Federal Financial Aid to cover tuition and fees, no Federal Financial Aid funds will be disbursed to a student's account until a valid proof of high school graduation or its equivalent is received and validated.

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Undergraduate Classification

A student's enrollment status or classification is based upon the number of credit hours completed. A student with 0-35 credit hours is a freshman, a student with 36-71 credit hours is a sophomore, a student with 72-107 credit hours is a junior, and a student with more than 107 credit hours is a senior. The associate degree length is equivalent to a 2 year program and the bachelor length is equivalent to a 4 year program.

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New Student Readiness Opportunity

Effective for AIU Online students starting on January 6, 2014, this policy no longer applies.

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Bachelor of Business Administration

HUMAN RESOURCE MANAGEMENT

* The Society for Human Resource Management (SHRM) has acknowledged that the Bachelors of Business Administration with a specialization in Human Resource Management fully aligns with SHRM's HR Curriculum Guidebook and Templates. The HR Curriculum Guidebook and Templates were developed by SHRM to define the minimum HR content areas that should be studied by HR students at the undergraduate and graduate levels. The guidelines, created in 2006 and revalidated in 2010 and 2013, are part of SHRM's Academic Initiative to define HR education standards taught in university business schools and help universities develop degree programs that follow these standards.

MGMT 332	Employee Recruitment and Selection	4.5
MGMT 335	Personnel and Organization Policy	4.5
MGMT 338	Employee Compensation and Benefits	4.5
MGMT 340	Building Teams and Resolving Conflict	4.5
MGMT 345	Diversity in the Workforce	4.5
MGMT 402	Employment and Labor Law	4.5
MGMT 436	Managing Organizational Change	4.5
MGMT 438	Training and Development	4.5
MGMT 442	Performance Management and Employee Services	4.5
MGMT 444	Team Leadership	4.5
MGMT 455	Managing High Performance	4.5
MGMT 458	Strategic Management of Human Assets	4.5

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Master of Business Administration

HUMAN RESOURCE MANAGEMENT

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MGT 615	Leadership and Ethics for Managers	6
MGT 652	Human Resource Strategy	6
MGT 655	Employment Law	6
MGT 658	International Management and Leadership	6

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Master of Education

State authorization to provide a program related to the preparation of teachers or other p-12 school/system personnel does not indicate eligibility for an Alabama certificate. Applicants for an Alabama certificate based on reciprocity must meet Alabama's test requirements and submit a valid, renewable professional educator certificate/license issued by another state at the degree level, grade level, and in the teaching field or area of instructional support for which an Alabama certificate is sought and for which Alabama issues a certificate. Applicants for Alabama certification in an area of administration must also document at least three years of full-time employment as an administrator in a P-12 school system(s).

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Student Request for Transcripts (Atlanta, Houston, Online and South Florida Campuses Only)

Transcript requests are fulfilled through Parchment Exchange, a leading company in secure transcript delivery. A transcript fee is assessed regardless of transcript hold status. If you have an outstanding balance preventing release of your transcript, we will not be able to issue your official transcript.

\$5 – Transcript (electronic or paper) requested electronically through Parchment Exchange

\$10 – Transcripts ordered through the campus

\$30 – Overnight delivery requested through Parchment Exchange

\$35 – Overnight delivery through the campus

Additional information on the electronic transcript service can be found on the student portal.

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Grievance Procedure

For the Grade Appeal Procedure, please refer to Campus Student Handbook, which is located on your AIU Student Portal.

Grievance Procedure

Students who wish to process a grievance or perceive that their rights may have been denied may seek assistance through the Ombudsman's Office.

Many issues can be resolved through discussion with the appropriate instructor or staff member, and students are encouraged to make contact at the first indication of a problem or concern. If this fails to yield adequate resolution, students may submit their complaints verbally or in writing to the appropriate departmental supervisor. In the event that these steps do not yield a satisfactory resolution, students may file a written appeal with the campus Appeals Board through the Ombudsman's Office or with the Vice President of Student Affairs/Director of Student Affairs. Students wishing to meet with the campus Ombudsman should contact the Office of the Ombudsman to schedule an appointment.

Note: See campus Student Handbook for Ombudsman contact information.

As most issues are resolved through our University's Internal Grievance process, students are encouraged to contact the Office of the Ombudsman (000). The 000 acts as a liaison between the student and the University departments where communication is not yielding resolution. The 000 also provides students with information and available options to reach resolution. Branch campus students should visit their campus Ombudsman should a situation arise. Online students may contact the Ombudsman's Office at 1-877-221-5800 option 6 should a situation arise.

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Grants and Scholarships

AIU Ground Campuses (Atlanta, Houston) and Online Campus

Alumni Referral Scholarship

Alumni often look back at their American InterContinental University (AIU) experiences as some of the most fulfilling and memorable of their lives. AIU has established the Alumni Referral Scholarship as a way to recognize AIU Alumni and benefit their newly referred students. Now, someone you know can have the opportunity for the same experience and receive a \$1,000 scholarship once all below conditions have been met. The Alumni Referral Scholarship is effective August 26, 2013 for new students enrolling on or after that date.

Alumni referring new students who successfully follow and complete all following conditions below will:

- Have a scholarship in their name awarded to that new student (example John Smith Alumni Scholarship),
- be featured on the AIU marketing site (aiuniv.edu),
- be featured in AIU Ink (Alumni Magazine), and
- receive a certificate of honor confirming that their scholarship has been given to a new AIU student.

All recognition pieces will be given to the referring Alumni after the student has successfully completed the first quarter of enrollment and achieved initial eligibility for the scholarship.

The referred new student will receive up to a \$1,000 scholarship awarded in even increments over two academic terms and applied to each subsequent academic session so long as all following conditions continue to be met.

The conditions are as follows:

- The Alumni Referral Scholarship must be used exclusively towards future program charges.

- Any graduate of AIU may refer a new student (not excluding CEC employees) for the Alumni Referral Scholarship by filling out the referral form located at: <http://www.aiuniv.edu/Student-Life/Refer-a-Friend>.
 - The referrer may refer as many students as he/she would like but will only be able to have two full scholarships in their name within a 365-day period.
- For the purposes of this program, the 365-day period begins on the date the first portion of any scholarship has been awarded.
- The Alumni Referral Scholarship recipient must be a full-time student who has never been enrolled with AIU prior to his or her referral to AIU.
 - Individuals who have requested information from AIU in the 60-day period prior to the referral will not qualify as a referred student.
- Candidates for the Alumni Referral Scholarship must apply and be accepted into the University to be eligible for this scholarship.
- The new student must meet the points below to be and remain eligible for the Alumni Referral Scholarship:
 - Full quarter (two sessions) must be completed.
 - Student must meet satisfactory academic progress (SAP) within the completed quarter and thereafter to remain eligible for the scholarship.
- The Alumni Referral Scholarship applies to all AIU Campuses (Atlanta, Houston, and Online).
- Students are eligible for additional financial aid if they qualify.
- All above conditions must be filled in order to receive the scholarship.

SAP Tables CGPA (Cumulative Grade Point Average) and ROP (Rate of Progress)

Associate's Programs			Bachelor's Programs			Master's Programs		
Credits	ROP	CGPA	Credits	ROP	CGPA	Credits	ROP	CGPA
0-15	50%	1.6	0-30	50%	1.6	0-7	50%	3
16-30	55%	1.75	31-60	55%	1.75	8-15	55%	3
31-45	60%	1.9	61-90	60%	1.9	16-22	60%	3
46+	66.67%	2	91+	66.67%	2	23+	66.67%	3

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Program Matrix

Atlanta	South Florida	Houston	London	Online
Graduate Degree Programs				
Master of Accounting	Master of Accounting (Currently not accepting new enrollments)	Master of Accounting	Master of Accounting (Currently not accepting new enrollments)	Master of Accounting
Master of Information Technology (Currently not accepting new enrollments)				Master of Information Technology
Master of Business Administration	Master of Business Administration (Currently not accepting new enrollments)	Master of Business Administration		Master of Business Administration
			Master of Business Administration International Management (Currently not accepting new enrollments)	
				Master of Education
Master of Healthcare Management		Master of Healthcare Management		Master of Healthcare Management

Note: Program availability may vary by state. Please contact the Admissions Department for details.

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Degree Programs: Specialization Matrix

	Atlanta	South Florida	Houston	London	Online
Master of Accounting	X	+	X	X	*
Master of Business Administration	*				*
Accounting	*	*	*		*
Finance	*	*	*		*
Healthcare Management	*	*	*		*
Human Resource Management	*	*	X		*
International Business	*	*	X		*
Management	X	X	X		*
Marketing	*	*	X		*
Operations Management	*	*	X		*
Project Management	*	*	X		*
Master of Business Administration International Management				X	
Master of Education					*
Adult Education and Training					*
Classroom Integration of Technology					*
Curriculum and Instruction for Educators					*
Educational Assessment and Evaluation					*
Instructional Design and Technology					*
Leadership of Educational Organizations					*
Master of Healthcare Management	X		X		*
Master of Information Technology					*
Information Assurance and Security					*
IT Project Management					*

* Specializations may be available online only and are noted with an asterisk.

x Specializations may be available at the campus or online: please see campus schedule for course offerings

+ Not currently accepting new enrollments.

Not accepting applications for new enrollments starting after January 7th, 2013.

Note: Program availability may vary by state. Please contact the Admissions Department for details.

Note: At the South Florida campus, program availability for new, transfer, and re-entry students is subject to the campus teach-out schedule. Please contact the Student Affairs Department for details.

Note: The London campus is no longer accepting new enrollments.

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Bachelor of Accounting

Program Description

The Bachelor of Accounting (BAcc) is a 180 quarter credit program designed to provide students with the knowledge, skills, and ability to pursue successful careers in the accounting field. The program culminates in a capstone experience from an accounting practice perspective. Core competencies in technology, critical thinking, and communication are emphasized throughout the curriculum. The Bachelor of Accounting degree program is not accredited by ACBSP.

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Master of Accounting

Program Description

The Master of Accounting is a 60 quarter credit program designed to enable holders of a baccalaureate degree in accounting to acquire advanced specialization in the field and to prepare for senior level career opportunities. The program culminates in two courses that prepare students for the American Institute of Certified Public Accountants (AICPA) licensure examination. The Master of Accounting degree program is not accredited by ACBSP.

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Master of Healthcare Management

48 CREDITS

Program Description

This Master of Healthcare Management (MHCM) degree program is a 48-credit program designed to give students the knowledge, skills and decision-making ability to accelerate their careers in the field of Healthcare management. The program focuses on planning, directing or coordinating health services in various organizations. The Master of Healthcare Management Program is not accredited by ACBSP.

Program Outcomes

- Develop organizational and operational plans to solve problems and improve the healthcare environment and performance.
- Analyze various leader, follow, cultural, and situational characteristics that contribute to leadership, and adapt to the needs of situations, employees, and co-workers.
- Apply qualitative and quantitative analysis to evaluate the quality of decision-making and research to solve problems.
- Use knowledge of economics, financial drivers and competitive analysis concepts, principles, and theory to critically analyze and evaluate healthcare management problems and opportunities.
- Evaluate the opportunities provided by technology for healthcare.
- Recognize, evaluate, and manage potential ethical and legal conflicts.
- Communicate effectively in management situations.

Business Core

HCM615	US Healthcare System	6
HCM618	Healthcare Leadership and Management	6
HCM625	Healthcare Operations Assessment and Improvement	6
HCM628	Healthcare Info Systems Management	6
HCM632	Legal and Ethical implications in Healthcare	6
HCM635	Healthcare Market Research and Analysis	6
HCM642	Healthcare Financial Management and Decision Making	6
HCM659	Capstone-Strategic Management f or Healthcare	6

Total Business Core Requirements

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HCM 615 US Healthcare System (6)

Prerequisite: None

This course analyzes the evolution of the US Healthcare system and its current structure with comparisons to other nations. The current US healthcare system, as well as trends and the implications to providers and patients are discussed. The demand for health delivery and the role of the government in health care provisions are also considered along with the implications of private health insurance and Medicaid from an operational and financial perspective.

HCM 618 Healthcare Leadership and Management (6)

Prerequisite: None

This course covers several key topics addressing principles, practices and concepts in leadership and management. Topics addressed are organizational design and change, communications channels, internal and external departmental interaction, strategic planning, team building, conflict resolution, diversity in the workplace, operational budgets, and ethics as they relate to the healthcare environment.

HCM 625 Healthcare Operations Assessment and Improvement (6)

Prerequisite: None

The course presents various strategies for evaluating and implementing changes within a healthcare organization. Change and Change management, risk assessment, effective teams, benchmarking, charting, rapid improvement and the use of statistics to develop trends and probability are some of the concepts to be discussed. Implications of inefficient operations and the value of proper assessment and targeted improvements will be addressed.

HCM 628 Healthcare Info Systems Management (6)

Prerequisite: None

The course presents the attributes and advantages of information systems in the healthcare management field. Topics include an overview of computer systems, platforms and how data is accessed and shared across computers. Data organization, data mining and analysis methods are also discussed along with the ability to monitor and manage performance and quality from such data. Operational and strategic objectives are discussed and how they can be developed through such analysis.

HCM 632 Legal and Ethical implications in Healthcare (6)

Prerequisite: None

The course provides insight into federal, state and local policies, and the ethics that guide us in healthcare management. Discussions include administrative policies and procedures that re-enforce patient confidentiality, security of records/data and equality of treatment, as well as issues related to the potential for variance in Medicaid and Medicare, and private insurance treatment.

HCM 635 Healthcare Market Research and Analysis (6)

Prerequisite: None

The course introduces marketing research and analysis as it applies to healthcare. Topics include research strategies, data collection methods and techniques for analyzing collected data. Discussions include appropriate methods of collecting data and instances of appropriate data use such as individual or aggregate data. Conversations visit opportunities to apply gathered information in formulating strategies and tactics to drive operational performance, product lines, customer satisfaction, market share and profitability. Students learn to apply a number of key formulas in statistic analyzing the results and validity.

HCM 642 Healthcare Financial Management and Decision Making (6)

Prerequisite: None

This course investigates Financial Management and Decision Making in the healthcare industry. Medicare payment systems, coding, pricing and billing are just a few of the issues along with legal and regulatory restrictions are addressed to replicate daily decisions managers and executives must face in this industry when making decisions.

HCM 659 Capstone-Strategic Management for Healthcare (6)

Prerequisite: None

The course focuses on strategic management including the internal operation and awareness of external influence. The student will apply knowledge garnered from prior courses to enhance discussions and decisions made as part of the course. Students will be expected to analyze situations and develop strategies that address the issues of multiple stake holders while abiding by governing principles of healthcare management derived from this program.

Changes to Catalog

EFFECTIVE AS OF AUGUST 1, 2013



Change to page 43

Withdrawal from the University

All undergraduate, graduate or non-degree seeking students intending to withdraw from the University must submit a verbal or written notice to the Student Affairs or Academic Affairs Department.

All balances become due at the time of the withdrawal from the University.

A student is not granted requests for official or unofficial AIU transcripts if any outstanding charges are not paid.

The Last Date of Attendance (LDA) is used as the official date of withdrawal in all cases for refund calculations. W grades will be assigned to all courses at the time of withdrawal.

A student who does not attend the University for 15 calendar days without making special arrangements with the Student Affairs Department is administratively withdrawn from the University. The LDA is used as the official date of withdrawal for refund calculations. A student who is administratively withdrawn from the University receives a W grade for all courses enrolled.

A student who withdraws from a course or the University during the last week of the session or quarter/term will receive the grade earned at the point of withdrawal.

A student who requests to withdraw, or is identified as an administrative withdrawal within the first quarter of enrollment, will be subject to cancellation from the University if all admission requirements, such as proof of high school graduation are not fulfilled.

A student desiring to reenroll at AIU after a period of one year from the official date of withdrawal is considered a new student and must submit a new admissions application through the Admissions Department. A student desiring to reenroll after less than a one-year period from the official date of withdrawal is encouraged to contact the Re-entry Team within the University Registrar Department for consideration of readmission. Online students can contact aiuonlineentry@aiuonline.edu for consideration of readmission.

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AIU Online Refund Policy (Alabama Residents and Iowa Residents)

In the event that a student withdraws or is dismissed 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.

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DFAP 439 Advanced Producing and Engineering (4.5)

Prerequisite: None

Students continue to develop skills in microphone selection and placement technique, advanced studio signal flow (including console), artist interaction and extensive recording engineering pre-production.

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Change to page 18

Appeals Board

Each AIU campus provides a campus Appeals Board consisting of a combination of representatives from Academic Administration, Student Affairs and faculty. The Appeals Board meets as necessary to review written student appeals or petitions for reconsideration regarding University decisions and/or actions including student grievances and satisfactory academic progress. The Appeals Board decision is final and may not be further appealed by the student. Students wishing to appeal a grade received in a class must follow the Grade Appeal Procedure as described in the Student Handbook.

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Refund Policy for Maryland Residents Only

As of July 11, 2013, all Maryland students will be included under the Institutional Refund Policy detailed on page 59 of the catalog.

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Associate of Arts Business Administration

Lower Division Core

ACCT 205	Principles of Accounting I	4.5
BUSN 300	Lower Division Capstone	4.5
BUSN 105	Introduction to Business	4.5
ECON 220	Microeconomics	4.5
ECON 224	Macroeconomics	4.5
MKTG 205	Principles of Marketing	4.5
Total Lower Division Core Requirements		27

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Bachelor of Business Administration

Lower Division Core

ACCT 205	Principles of Accounting I	4.5
BUSN 105	Introduction to Business	4.5
BUSN 300	Lower Division Capstone	4.5
ECON 220	Microeconomics	4.5
ECON 224	Macroeconomics	4.5
MKTG 205	Principles of Marketing	4.5
Total Lower Division Core Requirements		27

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Bachelor of Fine Arts Media Production

General Education

COMP 101	Introduction to Computers	4.5
COMP 102	Introduction to Computers Lab	1.5
ENGL 106	English Composition I	4.5
ENGL 107	English Composition II	4.5
HUMA 205	Art Appreciation	4.5
HUMA 215	Topics in Cultural Studies	4.5
MATH 133	College Algebra	4.5
*PHIL 201	Introduction to Philosophy – or –	
PRES 111	Presentation Essentials	4.5
SSCI 206	Aspects of Psychology	4.5
SSCI 210	Sociology	4.5
SCIE 206	Biology	4.5
SCIE 207	Biology Lab	1.5
SCIE 210	Environmental Science	4.5
SCIE 211	Environmental Science Lab	1.5
General Education Electives (1)		4.5
Total General Elective Requirements		58.5

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General Electives

**General Elective	4.5
Internship/General Elective	4.5
Total General Elective Requirements	9

Lower Division Core

DFAP 101	Production Techniques I	4.5
DFAP 102	Audio Production I	4.5
DFAP 201	Screenwriting I	4.5
DFAP 202	Postproduction I	4.5
DFAP 211	Camera & Lighting I	4.5
DFAP 304	American Cinema	4.5
Total Lower Division Core Requirements		27

Upper Division Core

DFAP 205	Audio Production II	4.5
DFAP 300	Field Recording Techniques	4.5
DFAP 309	Production Techniques II	4.5
DFAP 314	Media Postproduction II	4.5
DFAP 318	Producing I	4.5
DFAP 412	Portfolio	4.5
DFAP 422	Camera and Lighting II	4.5
Total Upper Division Core Requirements		31.5

Total Specialization Requirements 54

Total Bachelor Degree Requirements 180

**Students who reside in Minnesota are required to take PHIL 201, Introduction to Philosophy.*

***Students who reside in Arkansas and Minnesota are required to take HIST 105, U.S. History, in place of one General Elective.*

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Specialization Options

DIGITAL FILM AND POST PRODUCTION

DFAP 310	Production Techniques III	4.5
DFAP 320	Film & Audio Aesthetics	4.5
DFAP 210	Screenwriting II	4.5
DFAP 400	Advanced Production I	4.5
DFAP 401	Senior Project I	4.5
DFAP 402	Senior Project II	4.5
DFAP 415	Directing	4.5
DFAP 422	Camera and Lighting II	4.5
DFAP 423	Advanced Digital Cinematography	4.5
DFAP 444	Postproduction Recording	4.5
DFAP 445	Postproduction III	4.5
DFAP 447	Animation and Motion Graphics	4.5

AUDIO RECORDING AND SOUND DESIGN

DFAP 222	Music Production I	4.5
DFAP 302	Music Production II	4.5
DFAP 305	Critical Listening	4.5
DFAP 313	Music Mixing and Mastering	4.5
DFAP 316	MIDI and Electronic Music	4.5
DFAP 323	Musicianship for Engineers	4.5
DFAP 329	Sound Design I	4.5
DFAP 427	History of Recorded Music	4.5
DFAP 438	Producing and Engineering	4.5
DFAP 439	Advanced Producing and Engineering	4.5
DFAP 444	Postproduction Recording	4.5
DFAP 446	Music for Picture	4.5

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Addition to page 105

DFAP 305 Critical Listening (4.5)

Prerequisite: None

Students will be taken through a series of listening exercises designed to teach them to listen critically to frequency, loudness (expressed in decibels), distortion and time based effects. Focus will be placed upon developing basic listening skills that lead to accurate analysis of recorded sound.

Addition to page 106

DFAP 411 Pitching and Project Management (4.5)

Prerequisite: None

In this course, students develop and pitch thesis-level projects. Students will submit concepts, draft screenplays, prepare production teams and packages, and then pitch their projects to a panel of faculty and industry advisors.

Addition to page 107

DFAP 439 Pitching and Project Management (4.5)

Prerequisite: None

Students continue to develop skills in microphone selection and placement technique, advanced studio signal flow (including console), artist interaction and extensive recording engineering pre-production.

DFAP 447 Animation and Motion Graphics (4.5)

Prerequisite: None

In this course students explore and develop new motion graphics/animation projects using industry-standard software. Students will develop their skills in the area of animation and time-based motion graphics using industry-standard software such as Adobe After Effects.

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ITCO 221 Fundamentals of Programming (4.5)

Prerequisite: COMP 101 or ITCO 101

In this course, students are introduced to the programming concepts of control structures, arrays, and modular program design. Students will also develop, debug, and execute simple applications

ITCO 231 Introduction to Databases (4.5)

Prerequisite: COMP 101 or ITCO 101

In this course, students will review the fundamental concepts of database systems, leading to the rationale for today's dominance of the relational database model. In addition, the course will focus on designing and implementing a database, entering data, normalizing tables, and performing queries.

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ITDI 372 Introduction to Cyber Crime and Digital Investigations (4.5)

Prerequisite: COMP 101 or ITCO 101

This course provides students with an introduction to the concepts and systems involved in digital investigations and cyber crime. The course discusses recognized incident response policies and procedures for collecting, preserving, analyzing, and reporting digital evidence, cyber crime history, and current and future threats.

ITDI 374 Laws and Ethics in Digital Investigations (4.5)

Prerequisite: COMP 101 or ITCO 101

During this course, students will examine digital crime and investigation laws at various levels of government. Students will also discuss ethical concerns related to digital forensic investigations, and types of digital crime.