

AIUTM
The Serious

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2013 CATALOG

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American InterContinental University also reserves the right to make changes in equipment and instructional materials, to modify curriculum and to combine or cancel classes.

Photographs

While not all photographs in this publication were taken at American InterContinental University, they do accurately present the general student population, as well as type and quality of equipment and facilities found at American InterContinental University.

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University Profile

Mission and Purposes

AIU Mission Statement

American InterContinental University's mission is to provide for the varying educational needs of a career-oriented, culturally diverse and geographically dispersed student body with the goal of preparing students academically, personally, and professionally.

Philosophy and Purpose of the University

AIU is an international university with campuses in Atlanta, GA; South Florida; Houston, TX; and London, England. The Online or main campus is located in northwest suburban Chicago, IL. Founded as the American College in 1970, AIU provides Associate, Bachelor's and Master's degrees in a campus environment and online.

The University community believes it has a special commitment to support each individual's goals. To this end, the University places emphasis on the educational, professional, and personal growth of each student. Programs, policies, and activities, which have been designed to implement this philosophy and purpose statement, are evaluated periodically and changed, as necessary, to meet the needs of the student body and the institution.

AIU, as an international institution of higher education, encourages global understanding by providing an atmosphere of cultural diversity and opportunities for international education.

Purpose-Related Goals of the University

In support of its philosophy and mission, AIU's goals are as follows:

- To enable students from diverse cultures and backgrounds to achieve personal and professional goals.
- To provide academic programs, services, facilities, and technologies that support student learning and contribute to students' intellectual development and personal growth.
- To foster the development of critical thinking and lifelong learning skills.
- To instill the importance of ethical behavior, responsibility, and professional standards.
- To retain a diverse faculty comprised of experienced, qualified educators with industry-current expertise.
- To guide students in preparing for and achieving future success.

History of the University

American InterContinental University (AIU) was founded in Europe in 1970 on the premise that universities should transcend the bounds of the traditional, theoretical approach to education by providing students with a curriculum that prepares them for successful, productive careers. For more than 35 years, AIU has offered this innovative approach to education at its campuses in Atlanta Buckhead, established in 1976; and London, established in 1978. In 1998, additional campuses were established at Atlanta Dunwoody, and South Florida. AIU Online began in 2001 and was recognized as a separate campus in 2002. In 2003, an additional campus was added in Houston, Texas. In June 2009, the AIU Buckhead and the AIU Dunwoody campuses combined to become AIU Atlanta.

In January 2001, Career Education Corporation (CEC) acquired the University.

AIU is committed to developing curricula that provide students with career preparation in business, criminal justice, design and media arts, education, and information technology. The University's success in this endeavor is reflected in the employment of its graduates throughout the international business community, the achievements of its alumni, and the commitment of its faculty.

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.ucreative.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)

Licensure

- AIU Atlanta, AIU London, and AIU Online are approved by the State of Georgia to operate by the Nonpublic Postsecondary Education Commission (NPEC): 2082 East Exchange Place, Suite 220, Tucker, GA 30084-5305.
- AIU Online is recognized as a private college by the Illinois Board of Higher Education and authorized to grant Associate, Bachelor's and Master's degrees.
- AIU Online is approved by the Kansas Board of Regents, 1000 SW Jackson St., Ste. 520, Topeka, 66612, 785.296.3421.
- AIU Online is authorized by the Alabama Department of Postsecondary Education to operate a private school pursuant to the Alabama Private School License Law.
- The AIU South Florida campus is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400. Toll free number (888) 224.6684.
- AIU Houston is authorized by the Texas Higher Education Coordinating Board to offer degrees and courses leading to degrees in Texas.
- AIU Online is certified to offer online degree programs by the Arkansas Higher Education Coordinating Board. Arkansas Higher Education Coordinating Board certification does not constitute an endorsement of any institution or program. Such certification merely indicates that certain criteria have been met under the rules and regulations implementing institutional and program certification as defined in Arkansas Code §6-61-301.
- American InterContinental University – Online is registered as a private institution with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.
- American InterContinental University Online is authorized to offer educational programs and award degrees and diplomas in the State of Wisconsin by the Educational Approval Board, 201 West Washington Avenue, 3rd Floor, Madison, WI 53708. (608) 266-1996.
- American InterContinental University is registered by the Maryland Higher Education Commission, 6 N Liberty Street, 10th Floor, Baltimore, MD 21201, (410) 767-3388.

University Profile

American InterContinental University

University Administration

George P. Miller, Ed.D.

President and Chancellor

Gregory G. Washington, D.M.

Provost and Vice President of Campus Operations

John Campbell, Ph. D.

Vice Provost

John Springer, M.B.A.

Vice President of Finance, Strategy and University Operations

Jennifer Ziegenmier, M.B.A.

Vice President, Student Experience

Ragini Bilollikar, Ph.D.

Vice President of Academic Support Services & University Registrar

Hisham Shaban, D.B.A.

President Atlanta Campus

Hisham Shaban, D.B.A.

President South Florida Campus

Martin Negron, Ph.D.

President Houston Campus

Chris Perry, M.A.

Campus Director of Institutional Effectiveness

Phillip Olson, B.A.

Vice President of Financial Aid

Betsy Balachandran M.Ed.

Vice President of Student Affairs

Issac George, M.B.A.

Ombudsman

Richard Kennedy, M.B.A.

Director of Military Relations

University Board of Trustees

Nancy Mann

Chair, American InterContinental University Alumna

David J. Kaufman

Vice Chair, Duane Morris LLP

Diane Auer Jones

Member, Career Education Corporation

Ronald E. Frieson

Member, Children's Healthcare of Atlanta

Dr. Robert T. Justis

Member, Louisiana State University

Dr. George P. Miller III

Member, American InterContinental University

Tony Mitchell

Member, Career Education Corporation

Nancy Mann is an alumnus of American InterContinental University, having graduated from the London campus in 1981. Ms. Mann currently is the project designer for Mitch Johnson Construction. She had previously spent six years as a District Manager for GF Furniture Systems where her responsibilities included space planning, ergonomic designs, and sales. After her tenure with GF Furniture Systems, she operated her own business as an Architectural Designer for travel resorts, and later served as a real estate appraiser and consultant for historic properties renovation. Ms. Mann resides in Aiken, South Carolina, and has been a member of the AIU Board of Trustees for 23 years.

David J. Kaufman, AIU's Board Secretary and Vice Chair, is a partner and co-chair of the Corporate Practice Group in the national law firm of Duane Morris, LLP. His law practice focuses on mergers and acquisition, public and private securities, private equity and general corporate counseling. Mr. Kaufman assists predominantly entrepreneurial clients in developing and implementing creative strategies to accomplish their business objectives. He also regularly advises boards of directors, their committees and officers on their fiduciary duties and other obligations. He is a member of the Strategic Communications Committee of the Business Law Section of the American Bar Association and is also a member of The Chicago Bar Association. He served on the editorial board of the Michigan Journal of International Law and as editor-in-chief of the Michigan Journal of Political Science. He is a graduate of the University of Michigan Law School and holds a B.A. and M.P.P. from the University of Michigan.

Diane Auer Jones is currently the Vice President for External and Regulatory Affairs at Career Education Corporation. Trained originally as a molecular biologist, Diane spent the first 13 years of her career working as a laboratory researcher and community college biology professor before moving to a career in public policy, which began during her term as a program director at the National Science Foundation. From there she moved to Capitol Hill where she was first a professional staffer and then acting staff director for the Research Subcommittee of the U.S. House of Representatives Committee on Science. She returned to academia for several years during which time she served as Princeton University's Director of Government Affairs, but then went back to government serving as the Deputy to the Associate Director for Science in the White House Office of Science and Technology Policy. Diane was then nominated by the president, and confirmed by the U.S. Senate, to serve as the Assistant Secretary for Postsecondary Education at the Department of Education. After leaving government service, and prior to joining CEC, Diane spent two years serving as the President & CEO of The Washington Campus, a non-profit organization dedicated to teaching current and future business leaders about the intersection between business and public policy. The Washington Campus served as an extension campus for a consortium of 17 top U.S. graduate business schools, including the University of California Berkeley, UCLA, University of Michigan, the Ohio State University, the University of North Carolina at Chapel Hill, the University of Texas, Texas A&M, Howard University, Grand Valley State University, Georgetown University, Northeastern University, Colorado State University, University of New Mexico, Arizona State University, Emory University, Purdue University and Indiana University. Diane also has experience as an entrepreneur having owned several small businesses, including a natural and gourmet food store, a health and wellness center, and she was co-owner of an environmental biotechnology company.

Ronald E. Frieson is currently the Senior Vice President of External Affairs at Children's Healthcare of Atlanta. He is the retired President of Georgia Operations for BellSouth Corporation. Mr. Frieson began his BellSouth career in 1985, and held a number of leadership roles during his tenure including Vice President of Transition and Strategy, Vice President and Chief Diversity Officer, and Group Vice President. Prior to joining BellSouth, Mr. Frieson worked in the banking industry. Mr. Frieson is very active in civic affairs and is currently chair-elect of the national trustees for the American Kidney Fund. He has served as board chair of the Atlanta Police Foundation and Atlanta's Inn for Children. Mr. Frieson has served as a board member of the Georgia Chamber of Commerce, Atlanta Neighborhood Development Partnership, Buckhead Coalition, Atlanta Urban League, Hands on Atlanta and the 100 Black Men of Dekalb. He was also a member of the Leadership Atlanta class of 2002. Mr. Frieson holds a Bachelor of Science degree in Business Administration with a Finance concentration from the University of Tennessee and a MBA in Information Systems from Georgia State University.

Dr. Robert T. Justis is chair of the Rucks Department of Management, and Director of the International Franchise Forum in the E. J. Ourso College of Business at Louisiana State University. Present teaching and research areas are concerned with franchising, entrepreneurship, international businesses, and strategic business practices. While working on his doctoral degree, Dr. Justis established a small business with two other students in Indiana and Florida that grossed over two million dollars a year. He specializes in the development and start-up of franchising and entrepreneurial organizations. Additional consulting assignments have included work for Burger King, Borg Warner Corporation, Texas Instruments, Wendy's McDonald's, Pizza Hut, Popeyes', Selection Research, Inc., National Research Corporations, etc. He has consulted or assisted over 250 franchising organizations around the world. In addition, Dr. Justis has developed and presented management programs in Brazil, Mexico, China, Australia, Japan, Korea, Singapore, Philippines, Malaysia, France, and Switzerland. The Freedom Foundation at Valley Forge has conferred upon Dr. Justis the Leavey Award for Excellence in Private Enterprise Education. He has also received distinguished teaching awards from every University where he has taught, including: Indiana University, Texas Tech University, University of Nebraska and Louisiana State University. He is often called "the father of small business" and recently he has become known as "the father of franchising" – titles associated with his development of these academic areas.

Dr. George P. Miller, III, joined AIU in January of 2004 after serving for 13 years as president of non-profit colleges in Tennessee and New York. He has over 30 years of experience in higher education as an administrator and teacher. Dr. Miller received the Bachelor of Science Degree from James Madison University, the Master of Science Degree from the University of Tennessee, and the Doctor of Education Degree from the University of Virginia. He is active in professional and civic affairs, is a published author, and is the recipient of numerous honors and awards for professional distinction and public service.

Tony Mitchell is the Senior Vice President, Chief Communications and Public Affairs Officer for Career Education Corporation. An experienced public relations executive, Tony has previous experience at ABM Industries Inc.; the strategic communications consulting firm Robinson Lerer & Montgomery; Oak Brook, Ill.-based Advocate Health Care; and American Express. In Washington, D.C., he served as Deputy Assistant Secretary for Public Affairs for the U.S. Housing & Urban Development Secretary Jack Kemp and Deputy Press Secretary for President George H.W. Bush. Tony is a graduate of Yale University with a Bachelor of Arts in English Literature.

University Profile

University Statement of Integrity and Commitment

As an institution committed to quality and accredited by the Higher Learning Commission, American InterContinental University views integrity as an underlying tenet to its Mission and Purposes. The University uses the integrity tenet as a foundation for all of its operations, services, and programs. The mission of the University is to advance the intellectual and social condition of learners in a diverse society through quality academic programs, services and other learning opportunities. The University is to provide students with a learning environment anchored by the highest caliber of instruction built on a solid intellectual and ethical foundation.

Integrity serves as an integral foundation to University governance at the level of the Board of Trustees and in all University operations, institutional representations, advertising, marketing, and services. Honesty and integrity are essential to these functions and serve as the basic contract defining the relationship between the University and its constituencies. The University will not tolerate any intentional withholding of information, deliberately providing inadequate information or failure to provide timely and accurate information. It is the fundamental responsibility of the University to deal forthrightly with all of its constituencies, including its faculty, staff, and learners.

Adopted by the AIU Governing Board (now the Board of Trustees), March 28, 2006.

Statement of Ownership

American InterContinental University is owned by American InterContinental University, Inc., which is wholly owned by Career Education Corporation (CEC).

The executive officers of CEC are:

Scott W. Steffey

President and Chief Executive Officer

Colleen O'Sullivan

Senior Vice President and Chief Financial Officer

Members of the CEC Board of Directors are:

David W. Devonshire

Chairman

Louis E. Caldera

Dennis H. Chookaszian

Patrick W. Gross

Greg L. Jackson

Thomas B. Lally

Ron D. McCray

Scott W. Steffey

Leslie T. Thornton

Admissions Criteria

Pursuant to the mission of the institution, American InterContinental University desires to admit students to degree programs who possess appropriate credentials and have demonstrated capacity or potential indicating a reasonable probability of successfully completing the educational programs offered by the University.

To that end, the University will evaluate all students and make admission decisions on an individual basis following undergraduate and graduate admissions policies.

The University reserves the right to determine the adequacy of all credentials submitted for admission. As previously noted, selection of students for admission into degree programs of study is based on an individual evaluation of each applicant's capability or potential for successful completion of the program.

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 have their enrollment cancelled by the University. In the event that this occurs, all tuition charges will be reversed and any Title IV Financial Aid that may have been disbursed will be returned. Students will have the opportunity to return to the University and retake the failed course. Students should refer to the New Student Readiness Opportunity policy for information on billing and Title IV disbursements.

First-Time Freshmen Admissions Process:

To be considered for undergraduate admission to AIU, first-time applicants must fulfill the admissions process requirements listed below:

1. Complete all required admissions application documents.
2. Submit official proof of high school graduation or its equivalent by the end of first quarter of enrollment.
3. You may be required to complete an informational admissions interview.
4. Non-native speakers of English are required to provide proof of English proficiency (e.g. TOEFL or other English proficiency assessment) prior to admission.

Transfer Students

AIU seeks individuals who can build on their previous collegiate, educational or employment experiences and move successfully to complete degree programs of study. In applicable academic programs and pending academic review, transfer credit may be accepted by AIU from any United States institution accredited by an agency recognized by the U.S. Secretary of Education. In addition, AIU will review requests for transfer credit from international higher education institutions.

Transfer Student Admissions Process:

To be considered for undergraduate admission to AIU, transfer applicants must fulfill the admissions process requirements listed below:

1. Complete all required admissions application documents.
2. Submit official proof of high school graduation or its equivalent by the end of first quarter of enrollment.
3. You may be required to complete an informational admissions interview.
4. Non-native speakers of English are required to provide proof of English proficiency (e.g. TOEFL or other English proficiency assessment) prior to admission.

Academic Proficiency

To assist the institution in academically advising undergraduate students, assessment of academic proficiency for English and mathematics is required for both undergraduate first-time applicants and transfer students who have not satisfied the institution's academic proficiency requirements through other means. AIU will use the results of the assessment to determine appropriate academic placement and/or the need for other academic support services. See the Assessment of Academic Proficiency section of this catalog for policies regarding measures of academic proficiency.

Policies and Admissions

Proof of High School Graduation

For new undergraduate students (first-time freshmen and transfer), acceptable (official) documentation of high school graduation or its equivalency must be received by AIU by the last day of the first quarter/term in the degree program of study. It is the student's responsibility to provide this documentation. Any student who does not provide documentation of high school equivalency by the last day of the first quarter/term of study may be subject to cancellation from the University.

Acceptable (official) documentation of high school graduation or its equivalency may include a copy of a high school transcript or diploma, GED transcript or certificate, college transcript or other written verification that demonstrates high school graduation or equivalency. All documentation will be evaluated by the University Registrar Department for acceptance in accordance with University standards. Home-schooled applicants and applicants that attended high schools not recognized as per AIU admission policy must provide additional documentation of their educational experience to be evaluated by the office of the University Registrar for acceptance.

** Note: 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 reviewed by the main campus Student Records or campus Registrar's Office.*

English Proficiency and English as a Second Language

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

Examination Options:

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

Instructional Options:

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

Graduate Admissions Policy

Graduate Admissions Process:

1. Complete all required admissions application documents.
2. Submit an official undergraduate transcript verifying an earned baccalaureate degree from an accredited institution with a minimum cumulative grade point average (CGPA) of 2.0 (on a 4.0 scale).
3. You may be required to provide additional documentation (resume, certifications, etc..) and/or complete an informational admissions interview.
4. Non-native speakers of English are required to provide proof of English proficiency (e.g. TOEFL or other English proficiency assessment) prior to admission.

Graduate Matriculation Verification

AIU will accept baccalaureate degrees earned with a CGPA of 2.0 or higher (on a 4.0 scale) from any United States institution accredited by an agency recognized by the U.S. Secretary of Education or from internationally-recognized foreign institutions of higher education. In the latter event, international transcripts or academic records must be translated into English, a process that can be facilitated by most U.S. embassies and consulates, and evaluated for U.S. equivalency (Please see International Transcript policies for additional information and requirements). The earned baccalaureate degree and minimum CGPA requirements are required to be verified with the official transcript by the main campus Student Records or campus Registrar's Office prior to a prospective student's official acceptance into the Master's degree program of study. In addition, the Academic Affairs department determines final acceptance to AIU graduate programs of study.

Academic graduate credit from other institutions may be accepted—but cannot exceed 12 credits for transfer to meet graduate course requirements. Graduate applicants should contact the Prior Learning Department for institutional policies concerning the transfer of academic credit.

** Please note that if you are utilizing Federal Financial Aid to cover your tuition and fees, no Federal Financial Aid funds will be disbursed to your account until an official baccalaureate transcript is received and reviewed by the main campus Student Records or campus Registrar's Office and you will be financially responsible for any associated costs of attending the University.*

Non-Matriculating Graduate Admission

AIU offers students the opportunity to begin graduate-level courses pending receipt of their official baccalaureate transcript. Students may be admitted under a non-matriculating graduate student status for no more than one quarter/term. Upon receipt of the official baccalaureate transcript and the graduate matriculation verification, students may be admitted to the graduate program as a regular student. At AIU Houston, students requesting to begin graduate-level courses pending receipt of their official baccalaureate transcript must submit an unofficial baccalaureate transcript prior to the first course meeting. Any students admitted as a non-matriculating graduate student will be financially responsible for all associated costs of attending the University and will be subject to withdrawal from the University if the official baccalaureate transcript is not received by the last day of the first quarter/term.

** Please note that if you are utilizing Federal Financial Aid to cover your tuition and fees, no Federal Financial Aid funds will be disbursed to your account until an official baccalaureate transcript is received and reviewed by the main campus Student Records or campus Registrar's Office and you will be financially responsible for any associated costs of attending the University.*

Graduate Academic Standards

While the University awards honors at the undergraduate level for successful academic achievement, this achievement is expected for graduate study. Graduate students are required to maintain a minimum 3.0 CGPA throughout their enrollment in a graduate degree program. In addition to the CGPA requirements, a student must successfully complete at least 66.6% of the credits attempted each grading period in order to be considered to be making satisfactory academic progress at the graduate level. Credits attempted are defined as those credits for which students are enrolled in the term and have incurred a financial obligation.

Policies and Admissions

Examination Options:

- TOEFL score (on the paper test) of 550 or higher
- TOEFL score (on the computer-based test) of 213 or higher
- TOEFL score (on the Internet-based test) of 79 or higher
- Advanced Placement International English Language (APIEL) score of 4 or higher
- International English Language Testing System (IELTS) score of 7 or higher
- Michigan English Language Assessment Battery (MELAB) score of 80 or higher
- University of Cambridge Local Examinations Syndicate Certificate of Advanced English (UCLES CAE) grade of A, B or C
- University of Cambridge Local Examinations Syndicate Certificate of Proficiency in English (UCLES CPE) grade of A, B or C

Instructional Options:

- Successful completion of a college-level English course (a grade of C or better) taken at an accredited, English speaking postsecondary institution
- Graduation from an English speaking postsecondary institution
- Graduation from an English speaking secondary institution
- ESL instruction based on University evaluation
- Level 112 or higher on the ESL Language Centers
- Level 108 or higher EF Language Centers
- Alternative measures of English proficiency may be determined with Academic approval.

Criminal Conviction Policy

In an effort to maintain a safe educational and working environment for students and staff, American InterContinental University does not accept applicants who are known to have certain types of criminal convictions in their backgrounds. Admitted students who are discovered to have misrepresented their criminal conviction history to American InterContinental University are subject to immediate withdrawal. Similarly, students who commit certain types of crimes while enrolled are subject to immediate withdrawal. As such, students convicted of any criminal offense while enrolled must report that conviction to the school within ten (10) days of receiving the conviction. Students who fail to report a criminal conviction while enrolled are subject to immediate withdrawal. American InterContinental University reserves the right to conduct criminal background checks on applicants and students in circumstances deemed appropriate by American InterContinental University.

Non-Degree Seeking Student

A non-degree seeking student is one who wishes to enroll in courses at AIU for professional or personal development, but does not intend to pursue a degree at the time of application. Non-degree seeking applicants must submit the following in order to register for classes:

1. A complete application and Enrollment Agreement for admission (Non-Degree seeking status)
2. Complete attestation of earned high school diploma or a college degree (associate, bachelor's, or master's)

Non-degree seeking students are limited to a maximum of 27 quarter hours, after which the student must apply for admission to a program of study in order to continue taking courses. Non-degree seeking students are not eligible for Financial Aid. Enrollment in courses as a non-degree seeking student does not guarantee acceptance into a degree program. After taking courses as a non-degree seeking student, the student must provide any other required admissions documentation and meet admissions requirements as noted in the AIU course catalog to become a degree-seeking student.

Transfer Program Between Campuses

The opportunity for an international education is enhanced by the option for students to transfer among the campuses in Atlanta, South Florida, Houston, and Online. Students who take advantage of this exchange program are provided a variety of multicultural experiences and self-development options to meet the challenges and requirements of today's rapidly changing world. To begin the process of transferring to another campus, students should contact the campus (home campus) registrar. To transfer to another AIU campus and take courses that are in academic programs equal to the program the student was admitted to, a student must:

- Have all credits attempted at the previous campus location reviewed for satisfactory academic progress.
- Be in good academic standing with the Institution.
- Be in good standing with the Housing Department at the campus from which they are transferring (if applicable).
- Have met all financial obligations at the campus location from which they plan to transfer.

Interior Design courses from campuses that are not accredited by the Council for Interior Design Accreditation cannot be used for transfer to those Interior Design programs that are accredited by the Council.

Students who transfer to the South Florida campus must be able to complete all degree program requirements before the scheduled teach-out deadline.

Re-Entering Students

Students who have previously attended AIU but did not graduate, and are returning within 364 days of their last date of attendance, at a minimum will be subject to the following admission requirements: Enrollment Agreement, General Student Disclosure Form, and Programmatic Disclosure Form (as applicable). Additional Financial Aid forms may also be required for those wishing to apply for financial aid. Students planning to return to the institution in a program of study that is different from the one they previously attended may be subject to additional admissions requirements.

Students who have previously attended AIU but did not graduate, and whose recorded last date of attendance is greater than 364 days, are subject to all admission requirements in effect at the time of re-entry.

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

Study Abroad

AIU no longer accepts applications for Study Abroad opportunities. Students currently enrolled in the University's study abroad courses and educational programs are considered non-degree seeking and should consult the AIU Study Abroad & Internship Programs guidebook for further information on entrance requirements and other support services available to students seeking an international educational experience. Study Abroad opportunities are through the AIU London campus. For more information on this, please see the Study Abroad guidebook located at: <http://studyabroad.aiuniv.edu/>.

Procedures and Information

Academic Integrity

At American InterContinental University, students are expected to demonstrate academic integrity by completing their own work, assignments and assessments. Effective planning and progress must be accomplished for students to be successful in their degree program of study. Submission of work from another person, whether it is from printed sources or someone other than the student and/or papers submitted without source citations can result in a failing grade or be reported to the campus Academic staff for appropriate sanctions or disciplinary actions that may lead to withdrawal from the University. All students are expected to adhere to the standards set forth in the Student Code of Conduct and Statement on Academic Integrity.

The administration, faculty, staff, and student government of AIU believe strongly in the concept of an honor system. This belief is based on the knowledge that in competitive professional environments, greater 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 Statement on Academic Integrity. An explanation of violations of University regulations can be found in the Student Handbook.

Academic Philosophy

At AIU, we believe that higher education must encompass a holistic approach to educational delivery that views the student as central to the learning process. Our goal is to remove those time, space, locale and universal barriers that sometimes can encumber a student's learning process and restrict their educational advantage. Instead, we serve to assist students in supporting those intrinsic and extrinsic motivational factors and the self-discipline and engagement required for each learner to achieve his or her own intellectual, personal, and professional development.

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 in the University Registrar Department after consultation with and approval from the Student Affairs Department.

Academic Recognition and Dean's List

Undergraduate students taking and successfully passing at least twelve hours in an academic quarter at the 100 level or above and earning a quarterly grade point average of 3.67 or above will be named to the Dean's List. The Dean's List designation applies only to undergraduate degree programs.

Academic Year

The University Academic Calendar is based on the quarter system. Quarters are 10 weeks in length and academic progress is measured in quarter credit hours. AIU defines the academic year as 36 credit hours and 30 weeks, which includes three quarters per academic year.

Quarter and Session Definition

Undergraduate and graduate quarters are 10 weeks in duration. Select undergraduate courses are also offered in two, 5-week sessions (modules) within the quarter. When undergraduate coursework is offered in 5-week sessions, the courses are designated as being offered in either an A session or a B session. Two consecutive 5-week sessions compose a 10-week quarter. AIU ground campuses also offer a 5-week summer session for students for select undergraduate courses. Graduate course work is offered in a 10-week quarter format.

When coursework begins in a B session, the student is enrolled in a B-A quarter sequence. When coursework begins in an A session, the student is enrolled in an A-B quarter sequence. When a 10-week course is taken in the A-B quarter sequence, it is denoted as a C session for AIU Online in the Academic Calendar and a student may take additional coursework in either the A or B session, which may impact his/her enrollment status for the quarter. When a 10-week course is taken in the B-A quarter sequence, it is denoted as a D session for AIU Online in the Academic calendar and the student may also take additional coursework in either the B or A session, which may ultimately impact his/her enrollment status for the quarter.

For more information on which courses are offered in the 10-week format, please contact the Student Affairs department.

Please see the Online and Ground Campus Academic calendars for information regarding the dates terms begin.

Full-time and Part-time Status

Full-time students are defined by enrollment in 12-18 quarter hours and part-time students are defined by enrollment in 4-11 quarter hours*. Enrolling in more than 18 credit hours in a given quarter may constitute an overload. Please see the Course Overload section in the University catalog for additional information regarding course overload policies.

** Enrollment status by quarter and academic year may affect a student's eligibility to receive Financial Aid. Please contact the Financial Aid Office for more information.*

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.

Week of Instruction

A week of instruction at AIU is defined as Monday to Sunday. Students are required to participate in their courses in each week of instruction during an academic term.

American InterContinental University Family Educational Rights and Privacy Act Notice

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

1. The right to inspect and review the student's education records within 45 days after the day American InterContinental University receives a request for access. A student should obtain a Request to Inspect and Review Education Records form from the University Registrar department and submit to the Supervisor Registrar Services or Campus Registrar, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. Students are not entitled to inspect and review financial records of their parents. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the Supervisor Registrar Services or Campus

Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before American InterContinental University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

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

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

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

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by American InterContinental University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Procedures and Information

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

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

- To other school officials, including teachers, within American InterContinental University whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions.
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the institution's State-supported education programs. Disclosures under this provision may be made, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement of compliance activity on their behalf. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. To accrediting organizations to carry out their accrediting functions.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency.
- Information the school has designated as "directory information" may be released at the school's discretion. American InterContinental University 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 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 Lorna Thompson within 45 days of the student's enrollment or by such later date as the institution may specify. Under no circumstance may the student use the right to opt out to prevent the institution from disclosing that student's name, electronic identifier, or institutional e-mail address in a class in which the student is enrolled.

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

Appeals Board

Each AIU campus provides a campus Appeals Board consisting of the President (optional), Vice President of Academic Affairs or Academic Affairs representative, Director of Student Advising or Student Affairs representative, or Vice President of Academic Resources and Retention and a faculty member. 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.

Conflict of Interest Clause

No Appeals Board member shall sit in review of any decision he or she previously rendered which comes before the Board for review. This prohibition applies to situations where the Board member's decision is actually being challenged and applies in situations where there may be an appearance of impropriety for a board member to review a decision based on either direct or indirect contact with the matter in question. Students should consult their Student Handbook for more information on the campus grievance and appeals procedures.

Assessment of Academic Proficiency

An assessment of academic proficiency is conducted for all undergraduate students in English and mathematics to ensure success in their University degree program of study. Acceptable measures of academic proficiency include the results of a standardized academic assessment, including ACT and SAT, or the assessment administered during a student's first term of study at the campus. Transfer students may demonstrate proficiency for English or mathematics with a grade of 'C' or better in college-level coursework or have proficiency credit in these subject areas. Students with academic challenges in English, reading, and mathematics or without prior successful collegiate experience, are identified through assessments prior to entering the introductory English and math courses.

A student who demonstrates basic academic challenges in one or more of these areas is provided with a customized selection of learning resources intended to facilitate the student's progress in the according area(s). Students will be strongly encouraged to utilize these customized resources as well as other resources where appropriate and available including attendance at Learning Center sessions or use of Learning Center materials.

Successful completion of these focused activities will enable students to improve their academic performance along with their persistence towards graduation.

Exemptions:

A student is exempt from the assessments noted above by providing official documentation that any one of the following conditions has been met:

1. For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards:
 - a. ACT: composite score of 23 with a minimum of 19 on the English test and/or the mathematics test shall be exempt for those corresponding sections;
 - b. Scholastic Assessment Test (SAT): a combined verbal and mathematics score of 1070 with a minimum of 500 on the verbal test and/or the mathematics test shall be exempt for those corresponding sections; or
2. For a period of three (3) years from the date of testing, a student who is tested and performs on the Texas Assessment of Academic Skills (TAAS) with a minimum scale score of 1770 on the writing test, a Texas Learning Index (TLI) of 86 on the mathematics test and 89 on the reading test.
3. For a period of three (3) years from the date of testing, a student who is tested and performs on the Eleventh grade exit-level Texas Assessment of Knowledge and Skills (TAKS) with a minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English Language Arts section with a writing subsection score of at least 3,

shall be exempt from the assessment required for those corresponding sections.

4. A student who has graduated with an associate or baccalaureate degree from an accredited institution of higher education.
5. A student who transfers to AIU from a private or independent institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level coursework as determined by AIU.
6. A student who has previously attended any institution and has been determined to have met readiness standards by that institution.
7. A student who is enrolled in a certificate program of one year or less (Level-One certificates, 42 or fewer semester credit hours or the equivalent) at a public junior college, a public technical institute, or a public state college.
8. A student who is serving on active duty as a member of the armed forces of the United States, the National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.
9. A student who attests to the completion of previous college credit, through the submission of a transfer credit evaluation form to the university.
10. A student who on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the National Guard or service as a member of a reserve component of the armed forces of the United States.
11. AIU may exempt a non-degree-seeking or non-certificate-seeking student.

NOTE: Submit transcripts to AIU as soon as possible. An official evaluation is required prior to granting an exemption.

Procedures and Information

Assessment of Institutional Effectiveness

AIU is committed to continuous improvement of its academic programs and student services. Assessment at AIU is an ongoing process that evaluates the effectiveness of every aspect of the University. Data is regularly gathered and analyzed for the purpose of making improvements where needed. The University's model of institutional effectiveness and planning is based on the student as the center of the educational experience. Thus, students, along with all other University stakeholders, may be asked to participate in various types of assessment activities, including surveys, focus groups, nationally standardized assessments, and faculty review of course deliverables. Student confidentiality is protected in all University assessment processes. The information gathered from assessment activities is used to improve student learning, services and the overall institution. AIU requests student involvement in the assessment process to further enhance the benefits to students and their educational experience.

Learning Assessment

Assessment and evaluation of coursework at AIU adheres to a performance-based method of student mastery of course outcomes through authentic assessment with objective assessment in appropriate learning situations. This formative evaluation method extends student perceptual and problem-solving capacities beyond what they can do in isolation. Course evaluation and submission of final course grades are based on assessment methods that allow for qualitative assessment of learning outcomes mastery. Wherever possible, grading and evaluation is conducted using performance-based methods of student mastery, including real-world deliverables that serve as products of the learning activities found in each course.

Attendance/Course Participation

The University recognizes that regular attendance has a positive impact on a student's success in his or her degree program of study. Students are expected to be in class for all regularly scheduled class periods and to report to class on time. It is the responsibility of the student to arrange with the instructor all matters related to student absences. The Student Handbook includes the campus attendance policy. Students enrolled in online courses are required to participate in academically-related activities 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.

Religious Observance Accommodation Policy

Pursuant to the University mission to serve a diverse population, any student who, as a result of religious beliefs or observances, is unable to attend class or submit assignments on a particular day(s) may be granted an accommodation to submit assignments at an alternate time. Students must notify their instructor at least two weeks prior to the religious observance allowing the faculty member the opportunity to establish the minimum reasonable accommodation. Accommodations that extend beyond the last day of class must adhere to the Incomplete Grade policy.

Campus Security/Crime Prevention and Safety Programs

In compliance with the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, each AIU campus in the United States publishes an annual security report that contains information concerning policies and programs relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement, and access to campus facilities. The annual security report also includes statistics concerning the occurrence of specified types of crimes on campus and at certain off-campus locations. The annual security report is published each year by October 1 and contains statistics for the three most recent calendar years. The annual security report is provided to all current students and employees. A copy of the most recent annual security report may be obtained from the Student Affairs Department during regular business hours or the Virtual Campus.

In addition to the annual security report, each campus has security procedures to maintain a crime log of all reported crimes. The crime log is available for public inspection during regular business hours at the Student Affairs Departments at these campuses. AIU will report to the campus community concerning the occurrence of any crime includable in the annual security report that is reported to campus security or local police and that is considered to be a threat to students or employees.

AIU reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare.

Campus Services

Each AIU campus offers various student services designed to support a student's educational experience. Further information on housing, health services, technology services, and other student services can be found in the campus Student Handbook.

Capstone Courses

A capstone course at AIU is designed to be offered in the final quarter of a student's program of study. The capstone course incorporates the key learning objectives for the program and the institutional general education outcomes and includes comprehensive assessment of the program outcomes and institutional general education outcomes.

Career Services

AIU offers a full-time Career Services department that provides students and alumni the opportunity to receive individualized career guidance and career research assistance. Such assistance is available upon graduation as well as throughout the student's life cycle and graduate's career. While AIU makes no guarantee relative to securing employment, the Career Services Department can provide assistance related to the job search process.

AIU students can benefit from Career Services for career planning assistance or career advancement once they are active in their program by taking advantage of the following services:

- Career coaching and guidance
- Assistance with job search materials: applications, cover letters, resumes and thank you letters
- Interview preparation and practice interviewing sessions
- Career tools and resources including Optimal Resume 2.0
- Development of individual Career Action Plans

Agencies and institutions that accept our students for internship placements and potential employers may conduct a criminal and/or personal background check. Students with criminal records that include felonies or misdemeanors (including those that are drug-related) or personal background issues such as bankruptcy might not be accepted by these agencies for internship or employment following completion of the program. Some agencies and employers may require candidates to submit to a drug test. Positions in some fields may require additional education, licensure and/or certification for employment. Employment and internship decisions are outside the control of AIU.

AIU does not guarantee employment or salary.

The Career Services Department works closely with each student to create tools that will best showcase their skills and abilities. Although the department may work with employers on a student's behalf to source positions, records from a student's file are not shared with employers. Only employers requesting information regarding a student's completion or dates of attendance can receive verification from the Registrar's Department.

The Career Services Department measures the institution's ability to prepare students for the workforce by tracking individual student data and reviewing aggregated data programmatically. To find information regarding disclosures on graduation rates, student financial obligations and more go to the degree program descriptions at www.aiuniv.edu.

Plans to Improve Academic Programs

The University reviews its academic programs on a regular basis to ensure relevancy with current employment requirements and market needs. As deemed appropriate, AIU may change, amend, alter or modify program offerings and schedules to reflect this feedback. If you have questions about this process or any plan to improve academic programs, contact the Education Department.

Course Materials

Students should consult the campus tuition schedule for information on fees associated with course overloads. Course overloads require approval by Academic and/or Student Affairs. It is the student's responsibility to discuss the financial impact of the course overload with Financial Services or Student Accounts. Please see your campus Student Handbook for the specific procedure for course overloads.

Course Overload

Students should consult the campus tuition schedule for information on fees associated with course overloads. Course overloads require approval by Academic and/or Student Affairs. It is the student's responsibility to discuss the financial impact of the course overload with Financial Services or Student Accounts. Please see your campus Student Handbook for the specific procedure for course overloads.

Procedures and Information

Credit Ascription

AIU awards quarter credit hours to reflect the successful completion of pre-determined course learning objectives and requirements. A quarter credit hour represents an institutionally established equivalency of work or learning corresponding to intended learning outcomes and verified by evidence of student achievement. The institution has established equivalencies that reasonably approximate expected learning outcomes resulting from the following time commitments:

- (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately 10 weeks, or the equivalent amount of work over a different amount of time; or
- (2) At least an equivalent amount of work required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the awarding of credit hours.

Directed Study

Students in the last terms of their degree program at AIU may be allowed to take, on a very limited basis, courses through directed study. The student must obtain permission from the campus Vice President of Academic Affairs in order to enroll in a directed study course.

Note: *Directed study is not an available option at AIU Online.*

Dispute Resolution

If a student's grievance or complaint is not resolved to his/her satisfaction through the Grievance Procedure process, a student may choose to seek resolution in accordance with the provisions of the Dispute Resolution clause included as part of the student's Enrollment Agreement.

Drop/Add Period

The drop/add period is the first six business days of the student's academic quarter. The University reserves the right to remove courses from the student's schedule at the end of drop/add for any courses that have not been attended. After the drop/add period has closed, students are responsible for any tuition and fees associated with their registered course load. New students at AIU Online should refer to the Student Handbook Course Scheduling section for specific information regarding the scheduling of classes and the drop/add period.

Drug-Free Environment

Two federal laws, the Drug-Free Workplace Act of 1988 (P.L. 101690) and the Drug-Free Schools and Communities Act (P.L. 101226), require institutions receiving federal financial assistance to provide a drug-free workplace, and to have a drug-free awareness program and a drug and alcohol abuse prevention program for students and employees. As a matter of policy, AIU prohibits the manufacture and unlawful possession, use, sale, or distribution of illicit drugs and alcohol by students and employees on its property and at any school activity. Further information on the school's policies can be found in the Student Handbook and on the AIU Online Virtual Campus. Any violation of these policies will result in appropriate disciplinary actions up to and including expulsion in the case of students and termination in the case of employees, even for a first offense. Violations of the law will also be referred to the appropriate law enforcement authorities. Students or employees may also be referred to abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program. Information on the school's drug-free awareness program and drug and alcohol abuse prevention program may be obtained from the Student Affairs Department.

Enrollment Verification

The main campus Student Records or campus Registrar's Office verifies enrollment for insurance companies, banks, scholarships, employment, veteran's benefits and other enrollment verification requests. The Financial Aid Office verifies enrollment for students applying for financial aid programs. Students may also access documentation for enrollment verification from Student Affairs. Students needing enrollment verification for an external agency should direct the form to or contact the main campus Student Records or campus Registrar's Office.

General Electives

Since the mid-1990's, AIU campuses have offered students the opportunity to utilize general electives to meet lower-level requirements. Courses that fulfill degree program requirements that allow for general electives are open electives and can be selected from courses offered at the university within or outside of the student's program discipline or fulfilled through prior learning assessment.

General Electives also provide students with prior learning to accelerate their degree pathways to the program major while receiving lower-level academic credit for their experiences upon entrance to degree completion programs. Methods for the assessment of this prior learning, which can be used to fulfill general elective requirements, are based upon academic guidelines established for the University based upon nationally recognized methods for the assessment of prior learning.

General Education Electives permit students entering the University with general education credits that do not map specifically to a General Education course offered by AIU to still utilize that credit.

Students are encouraged to consult their Academic or Student Services Advisor before registering in General Elective options.

Grade Appeals

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 9 should a situation arise.

If a student has not reached a resolution with the University, he/she may file a complaint with their state of residence. Please see below for more information.

Alabama students may contact the Alabama Department of Postsecondary Education <http://www.accs.cc/complaintform.aspx>

Arkansas students may contact the Arkansas Department of Higher Education
Attention: ICAC Coordinator
114 East Capitol
Little Rock, AR 72201
(501) 371-2050

Georgia Students may contact the State of Georgia Nonpublic Postsecondary Education Commission
2082 East Exchange Place, Suite 220
Tucker, GA 30084-5305
770-414-3300

Illinois students may contact the Illinois Board of Higher Education at <http://www.ibhe.org/>
or by mail at: 431 East Adams,
2nd Floor
Springfield, Illinois 62701-1404

Kansas students may contact the Kansas Board of Regents
1000 SW Jackson, Suite 520
Topeka, KS 66612-1368
(785) 296-4917

Minnesota students may contact the Minnesota Office of Higher Education
1450 Energy Park Drive, Suite 350
St. Paul, MN 55108-5277

Texas students attending AIU Houston may contact the Texas Higher Education Coordinating Board, Office of General Counsel
P.O. Box 12788
Austin, TX 78711-2788
Or via email at StudentComplaints@theccb.state.tx.us

THECB student complaint information is codified under 19 TAC §§1.110-1.120. An overview of the complaint procedure, how to submit a complaint, and the complaint form can be found at <http://www.theccb.state.tx.us/> under Communications and Policy>Student Complaints.

Wisconsin students may contact the Educational Approval Board
201 West Washington Avenue, 3rd Floor
Madison WI, 53708
(608) 266-1996

International Campuses and Government Regulations

American InterContinental University in London makes every effort to operate in compliance with all applicable American federal and state legislation, policies, and rules. However, AIU recognizes that this campus is also bound by the applicable laws and regulations of the territorial jurisdiction in which the branch campus is located.

Procedures and Information

Internships

The opportunity to participate in University-approved internships is an option available to undergraduate students in all majors, and students are encouraged to take advantage of this program. Students participating in internships will forego the traditional classroom experience and earn credit toward their degree in an approved, off-campus program involved in practical education in the industry. There will be requirements for the submission of assignments and protocols associated with the approved Internship. Participation eligibility is based on meeting AIU internship requirements as well as state licensure requirements. Students interested in pursuing an internship should contact the Student Affairs Department (if attending courses online) or Academic Affairs Department (if attending courses at a ground campus) to obtain the requirements for their particular academic program.

The AIU Study Abroad Program is no longer accepting applications from US Study Abroad students for the Internship program, and no new students will be enrolled or starting in the Internship program at American InterContinental University London.

Leave of Absence

An approved Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the limited time period during a program when a student is not in attendance.

Leave of Absence Conditions

The following conditions may be considered:

- Medical (including pregnancy)
- Family Care (unexpected childcare issues or medical care of family)
- Military Duty
- Jury Duty
- Temporary Job Assignment (applies only if the student is being temporarily relocated for a job assignment as required by a current employer)

The following requirements apply:

A student may be granted a Leave of Absence (LOA) if:

- The request is made prior to the leave of absence. If unforeseen circumstances prevent the student from providing a prior request, the institution may grant the student's request if the institution documents its decision and collects written documentation validating the unforeseen circumstance prior to the student being administratively withdrawn from the institute.
- The total time requested off must not exceed 180 days (cumulative) in a calendar period.

- A student must have completed at least one quarter at the institution.
- A student must have completed his/her most recent quarter and received academic grades (A-F) for that quarter.

Failure to return from an approved leave of absence will result in withdrawal from the school, and such action may have an impact on financial aid, loan repayment and exhaustion of the loan grace period. Students receiving an LOA 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.

Library and Learning Centers

The University campus libraries provide print and electronic collections that strengthen and support the major educational programs of the institution and general education. Professional librarians are available to facilitate research and study strategies and to provide quality reference services and online search instruction.

Each AIU campus library provides electronic access to the collection catalog, resource databases, and the Internet. The resource databases contain full-text articles from thousands of major newspapers, trade journals, academic periodicals, magazines, and international publications. Discipline-related databases furnish valuable industry information useful for course-related projects and job search opportunities as related to each program major.

The intention of the campus-based Learning Centers is to facilitate and enhance student knowledge and learning skills by providing learning resources, supplemental instruction, tutoring, assessment tools, and Web-based materials to AIU students.

Cybrary 2.0

Cybrary 2.0 is an Internet-accessible information center committed to facilitating the lifelong learning and achievement of the Career Education Corporation community. This "virtual library" contains a collection of full-text journals, books, and reference materials, links to Web sites relevant to each curricular area, instructional guides for using electronic library resources and much more.

The "virtual" collection is carefully selected to support students as they advance through their programs of study and include quality, full-text, peer-reviewed articles from scholarly journals and full-text electronic books. Instructional materials for students and faculty are designed to enhance information literacy skills.

A full-time librarian located at corporate headquarters manages the Cybrary 2.0 collection. The librarians at the various CEC colleges participate in selecting the electronic resources and Web site links, and help prepare the instructional materials that are on the Web site.

Students at all CEC colleges have access to Cybrary 2.0 from their campus location and from home, if they have an Internet service provider. Access to Cybrary 2.0 is password controlled. Students must be logged into their Student Portal to access Cybrary 2.0.

Master of Education and Teacher Licensure

Although the Master of Education degree is not designed to meet state educator licensing requirements, it may assist students in gaining licensure in their state of residence depending on those requirements. To find out more information about teacher certification in a specific state, please go to: <http://www.aiuniv.edu/Degree-Programs/School-Of-Education/Certification-Information> and use the drop down menu to select the state. Students are then routed to the appropriate state-specific teacher licensure site for this information.

New Student Readiness Opportunity

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 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 AIU Online, disbursements for Title IV and other aid resources, if eligible, will not be processed until final grades have posted for the course. 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.

Office of the Ombudsman

The Ombudsman position at American InterContinental University was created to deliver a high level of service to students. The Ombudsman is a representative of the University and is responsible for answering student inquiries and serving as a liaison between the student and University departments where communication is not yielding resolution. The Ombudsman provides students with information and, if problems occur, initiates resolutions and helps guide the student through the Grievance Procedure.

Office of the University Registrar

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, Satisfactory Academic Progress, Student Records, Central Registrar Services, and various campus Registrars' offices. 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.

Online/Blended Course Platform

As an institution, AIU maintains that the ability to communicate, to conceptualize and to demonstrate appropriate behavioral skills are necessary for rewarding and productive careers in team-based, high-performance work environments. AIU's alternative delivery modalities are designed to develop these skills and outcomes for students using integrated delivery systems that include combinations of face-to-face classroom instruction, Web-based learning modules and online course options.

To qualify for an online course, new students must have access to a computer and the Internet, and must attend an online orientation provided by the campus.

Procedures and Information

Online Course Platform

As an institution, AIU maintains that the ability to communicate, to conceptualize and to demonstrate appropriate behavioral skills is necessary for rewarding and productive careers in team-based, high-performance work environments. AIU Online's alternative delivery modalities are designed to develop these skills and outcomes for students using lectures and course content via rich multimedia presentations; interacting one-on-one and in groups with instructors and fellow classmates, via email, online chats and discussion boards; and completing group projects while developing a network of contacts, friendships and relationships with likeminded, career-focused students from around the world.

As a minimum, new students must have access to a computer and the Internet and must attend the online orientation prior to beginning coursework.

Policy Against Discrimination, Harassment, and Retaliation

I. ANTI-DISCRIMINATION AND ANTI-HARASSMENT POLICY

A. General Policy Statement

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

Harassment, whether verbal, physical or visual, that is based on any of these characteristics, is a form of discrimination. This includes harassing conduct affecting tangible educational benefits, interfering unreasonably with an individual's academic performance, or creating what a reasonable person would perceive is an intimidating, hostile or offensive environment.

Additional information regarding the School's prohibitions against sex discrimination (including sexual harassment, sexual assault, and sexual violence) and disability discrimination are set forth below.

While the School is committed to the principles of free inquiry and free expression, discrimination and harassment identified in this policy are neither legally protected expression nor the proper exercise of academic freedom.

Examples of discrimination and harassment may include (but are not limited to):

- refusing to offer educational opportunities to someone because of the person's protected status;
- making a grading decision because of the person's protected status;
- jokes or epithets about another person's protected status;
- teasing or practical jokes directed at a person based on his or her protected status;
- the display or circulation of written materials or pictures that degrade a person or group based upon a protected characteristic; and
- verbal abuse or insults about, directed at, or made in the presence of an individual or group of individuals in a protected group.

B. Policy Against Sex Discrimination (including Sexual Harassment, Sexual Assault, and Sexual Violence)

Applicable Federal Law

This policy supplements the general policy statement set forth above and addresses the requirements of Title IX of the Education Amendments of 1972 ("Title IX"). Title IX is a federal law that prohibits sex discrimination in federally funded education programs and activities. Title IX states as follows:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Discrimination on the basis of sex (i.e., sex discrimination) includes sexual harassment, sexual assault, and sexual violence.

Policy Statement

As noted above, it is the policy of the School to provide an educational environment free of all forms of sex discrimination, including but not limited to unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined in this policy and as otherwise prohibited by state and federal statutes. Sexual harassment, including acts of sexual assault and sexual violence, is a form of sex discrimination and is prohibited at the School. This prohibition against discrimination on the basis of sex applies to all students, faculty, and staff, to other members of the School community, and to contractors, consultants, and vendors doing business or providing services to the school.

Title IX Coordinators

Any inquiries regarding Title IX or the School's Policy Against Sex Discrimination should be directed to one or more of the Title IX Coordinators identified below. These Coordinators will be available to meet with or talk to students regarding issues relating to Title IX and this policy.

Lead Title IX Coordinator

Diane Auer Jones
Vice President for Regulatory and External Affairs
231 N. Martingale Road
Schaumburg, IL 60173
Office #: 847-581-7036
Fax #: 847-551-7610
DAuerJones@careered.com

The Lead Title IX Coordinator is responsible for implementing and monitoring Title IX Compliance on behalf of Career Education Corporation and all of its individual schools. This includes coordination of training, education, communications, and administration of the complaint and grievance procedures for the handling of suspected or alleged violations of this policy.

Deputy Title IX Coordinators

AIU Atlanta

Pat Hawkins
Director of Institutional Research, Assessment & Effectiveness/
Ombudsman
AIU Atlanta Campus
6600 Peachtree Dunwoody Road
500 Embassy Row
Atlanta, GA 30328
Office #: 404-965-8118
Fax #: 404-965-8128
PHawkins@aiuniv.edu

AIU Houston

Jamie Mike
Campus Director of Student Management, Ombudsman
9999 Richmond Avenue
Houston, TX 77042
Office #: 832-201-3640
jmike@houston.aiuniv.edu

AIU London

Kimberley Beltgens
Manager of Retention and Campus Ombudsman
110 Marylebone High Street
London W1U 4RY, United Kingdom
Office #: +44 (0)20 7467 2478
Fax #: +44 (0)20 7467 2207
ombudsman@aiulondon.ac.uk

AIU Online

Issac George
University Ombudsman
231 N. Martingale Rd, 6th Floor
Schaumburg, IL 60173
Office #: 847-851-5122
Fax #: 847-586-6301
igeorge@aiuonline.edu

AIU South Florida

Sharon R. Argov
Director of Library Services and Campus Ombudsman
American InterContinental University
2250 North Commerce Parkway
Weston, FL 33326
Office #: 954.446.6147
Fax #: 954-660-4147
sargov@aiufl.edu

The Deputy Title IX Coordinator is responsible for implementing and monitoring Title IX compliance at the School and for notifying the Lead Title IX Coordinator of any alleged or suspected violations of this policy and the resolution of such alleged or suspected violations, regardless of whether a grievance is submitted.

Procedures and Information

Definition and Examples of Conduct Prohibited Under this Policy

Prohibited conduct includes all forms of sex discrimination and sexual harassment, as well as sexual assault and sexual violence. Sexual harassment, which includes sexual assault and sexual violence, may take many forms.

Sexual Harassment

Sexual harassment may consist of repeated actions or may even arise from a single incident if sufficiently extreme. The complainant and the alleged perpetrator may be of either gender and need not be of different genders. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature where:

- submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education, status in an academic course or program, or participation in an activity;
- submission to, or rejection of such conduct by an individual is used as the basis for a decision affecting an individual's education, status in an academic course or program, or participation in an activity; or
- such conduct is intended to or would objectively be regarded by a reasonable person as (i) unreasonably interfering with an individual's academic performance in a course or program, or participation in an activity, or (ii) creating an intimidating, hostile, or offensive learning or educational environment.

Depending on the circumstances, sexual harassment may include, but is not limited to, the following:

- Physical assaults of a sexual nature, such as rape, sexual assault, sexual battery, molestation, or attempts to commit these acts;
- Intentional physical conduct that is sexual in nature such as touching, pinching, patting, grabbing, poking, or brushing against another individual's body;
- Offering or implying an education-related reward (such as a better grade, a letter of recommendation, favorable treatment in the classroom, assistance in obtaining employment, grants or fellowships, or admission to any educational program or activity) in exchange for sexual favors or submission to sexual conduct;
- Threatening or taking a negative educational action (such as giving an unfair grade, withholding a letter of recommendation, or withholding assistance with any educational activity) or intentionally making the individual's academic work more difficult because sexual conduct is rejected;
- The use or display in the classroom, including electronic, of pornographic or sexually harassing materials such as posters, photos, cartoons or graffiti without pedagogical justification; and

- Unwelcome sexual advances, repeated propositions or requests for a sexual relationship to an individual who has previously indicated that such conduct is unwelcome, or sexual gestures, noises, remarks, jokes, questions, or comments about a person's sexuality or sexual experience.

Assault and Sexual Violence

Sexual assault/sexual violence is a particular type of sexual harassment that includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. This includes, but is not necessarily limited to inappropriate touching, sexual intercourse of any kind without consent, rape, and attempted rape.

C. ADA/Section 504 Reasonable Accommodations Policy

As noted in the general policy statement set forth above, the School does not discriminate against individuals on the basis of physical or mental disability. To ensure equal access to its programs and activities, the School is committed to providing reasonable accommodations, including appropriate auxiliary aids and services, academic adjustments (inside or outside the classroom), and/or modification to the School's policies and procedures, to qualified individuals with disabilities, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the relevant program or activity. The School's ADA/504 Coordinator is responsible for determining appropriate accommodations.

ADA/504 Coordinators

AIU Atlanta

Janis Henry
Vice President of Student Affairs
6600 Peachtree Dunwoody Road
500 Embassy Row
Atlanta, GA 30328
Office #: 404-965-6504
Fax #: 404-965-8128
jhenry@aiuniv.edu

AIU Houston

Dr. Martin Negron
Campus Director of Student Affairs
9999 Richmond Avenue
Houston, TX 77042
Office #: 832-201-6880
mnegron@houston.aiuniv.edu

AIU London

Cristian Vanegas
Head of Study Abroad Programme & Disabilities Co-ordinator
110 Marylebone High Street
London W1U 4RY, United Kingdom
Office #: +44 (0)20 7467 5686
dsupport@aiulondon.ac.uk

AIU Online

Keith Grote
Manager of Quality Assurance
231 N. Martingale Rd. 6th Floor
Schaumburg, IL 60173
Office #: 224-293-5603
Fax #: 847-586-6504

AIU South Florida

Alice C. Oliver
Campus Director of Student Affairs
2250 North Commerce Parkway
Weston, FL 33326
Office #: 954- 446-6172
Fax #: 954- 660-4172
aoliver@aiufl.edu

Applicants for admission to the School or current students requesting an accommodation must complete Student Request for Accommodation and Student Authorization for Disclosure of Medical Information forms and have his or her health-care provider complete a Provider Certification of Disability and Recommendations for Accommodation form. Copies of these forms may be obtained by clicking on the links provided or from the School's ADA/504 Coordinator. The School may request only medical information that is relevant and reasonably necessary to determine whether an individual is disabled, the nature and extent of the disability, and appropriate reasonable accommodations. Completed forms and supporting documentation must be submitted to the Coordinator at the email address above or to the School's mailing address. To enable the School 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 School requests that individuals 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.

The School will make its determination on an individualized, case-by-case basis with input from the individual requesting accommodation, the School's ADA/504 Coordinator, and faculty and administrators, as necessary. Except in unusual cases, the School will reach a determination regarding an individual's request for accommodation and notify the individual in writing of the determination within three (3) weeks of his or her properly submitted request. In the event requested accommodations have been denied, the School's determination letter will inform the individual of the reason(s) and of his or her right to appeal the School's determination as set forth below. The ADA/504 Coordinator will maintain a confidential file regarding all requests for accommodation containing the forms and supporting documentation submitted by the applicant or student, any relevant communications (including notes of oral communications) between the individual and the School, the determination letter from the School to the individual, and the reason(s) for any denials. Any disagreements between an individual requesting

accommodation and the ADA/504 Coordinator regarding appropriate accommodations and/or any allegations of violations of this policy may be raised under the School's Investigation and Grievance Procedures set forth below.

II. INVESTIGATION & GRIEVANCE PROCEDURES

American InterContinental University is committed to the prompt and equitable resolution of all alleged or suspected violations of its Anti-Discrimination and Anti-Harassment Policy about which the school knows or reasonably should know, regardless of whether a complaint alleging a violation of this policy has been filed and regardless of where the conduct at issue occurred. The School's ability to investigate in a particular situation, or the extent of the investigation in any given situation, may be affected by any number of factors, including whether the complainant is willing to file a complaint or to consent to an investigation, the location where the alleged conduct occurred, and the School's access to information relevant to the alleged or suspected violation of this policy. The School is nonetheless committed to investigating all alleged and suspected violations of this policy to the fullest extent possible under the circumstances.

These Investigation & Grievance Procedures apply to all suspected or alleged violations of this policy and will be used in place of any "Student Grievance Policy" that may be contained in any School catalog, handbook, or other publication or appear on the School's web site. In addition, any sanctions or other corrective actions imposed against students shall be imposed pursuant to these Investigation & Grievance Procedures, rather than pursuant to any "Student Code of Conduct Policy" or other set of policies and procedures governing student conduct, unless the School determines in its discretion that a Student Code of Conduct or other similar policy governing student conduct should be used to resolve a particular matter. In addition, the School may, upon finding good cause, modify these Investigation & Grievance Procedures in the interests of promoting full and fair resolution of suspected or alleged violations of this policy in accordance with applicable law.

Reporting Alleged Violations of this Policy; Investigation

An individual who has a complaint against a student, faculty, staff member, or other individual involving an alleged violation of this policy should contact the appropriate official as designated below either by telephone or in writing. The School will promptly and equitably investigate and resolve all suspected or alleged violations of this policy. Although there is no specific time limit for reporting a suspected violation of this policy, an individual who believes that he or she has been subjected to conduct that violates this policy is encouraged to contact the appropriate official as soon as possible after the alleged act of discrimination, harassment, or retaliation to discuss the available options for proceeding.

Procedures and Information

Alleged violations of the ADA/Section 504 Reasonable Accommodations Policy shall be reported to the designated ADA/504 Coordinator for that campus.

Alleged violations of the Policy Against Sex Discrimination should be reported to the Deputy Title IX Coordinator identified above. In addition to contacting the Deputy Title IX Coordinator for his or her school, a student who has experienced a sexual assault or other act of sexual violence may contact proper law enforcement authorities (e.g., by calling 911), including local police and any law enforcement officials at the school, about possibly filing a criminal complaint. The Deputy Title IX Coordinator is available to assist students in making contact with appropriate law enforcement authorities upon request. Any pending criminal investigation or criminal proceeding may have some impact on the timing of the School's investigation, but the School will commence its own investigation as soon as is practicable under the circumstances. The School reserves the right to commence and/or complete its own investigation prior to the completion of any criminal investigation or criminal proceeding.

All other alleged violations of this policy should be reported to the Deputy Title IX Coordinator identified above.

Depending upon the nature of the alleged or suspected policy violation, the relevant official (or his or her designee) will conduct an investigation either alone or with one or more other school officials as deemed appropriate by the school. The investigation of any suspected or alleged violation of this policy will be completed within 60 days of the filing of a complaint or the date on which the school becomes aware of a suspected violation of this policy unless the school determines in its discretion that more time is required to complete the investigation. The nature and extent of the investigation will vary depending upon the circumstances, including whether the parties are amenable to pursuing an informal resolution (and the matter is eligible for informal resolution, as discussed below). As part of the investigation, the relevant official (or his or her designee) will seek to interview the complainant and the accused. To help ensure a prompt and thorough investigation, complainants are asked to provide as much information as possible:

- The name, department, and position of the person or persons allegedly causing the prohibited discrimination, harassment, or retaliation.
- A description of any relevant incident(s), including the date(s), location(s), and the presence of any witnesses.
- The alleged effect of the incident(s) on the complainant's opportunity to benefit from the school's programs or activities.
- The names of other individuals who might have been subject to the same or similar acts of discrimination, harassment, or retaliation.

- Although it is not required, any steps the complainant has taken to try to stop the discrimination, harassment, or retaliation.
- Any other information the complainant believes to be relevant to the alleged discrimination, harassment, or retaliation.

Any accused parties are also expected to provide as much information as possible in connection with the investigation.

The school reserves the right to suspend any member of the school community suspected or accused of violating this policy or to take any other interim measures the school deems appropriate, pending the outcome of an investigation or grievance. Such interim measures can include, but are not limited to, removing a student from campus housing, modifying course schedules, and issuing a "no contact" order. In situations involving suspected or alleged violations of the Policy Against Sex Discrimination, the School also reserves the right to take steps to protect the complainant as deemed necessary during the pendency of the investigation and resolution process (e.g., allowing for a change in academic situation, issuing a "no contact" order to the accused, etc.). Any such interim steps will be taken in a manner that minimizes the burden on the complainant to the extent possible.

Informal Resolution Process

Allegations of sexual assault or sexual violence may not be resolved using an informal resolution process (i.e., mediation). However, other alleged violations of this policy, including some allegations of sexual harassment, may be resolved using an informal resolution process overseen by one or more school representatives if (i) the school determines, in its discretion, that such a process would be appropriate; and (ii) all parties agree to participate. The parties to any such informal process will not be required to deal directly with one another without the school's involvement. Instead, one or more school representatives may arrange for or facilitate mediation between the involved parties and coordinate other informal resolution measures. Any party may request that the informal resolution process be terminated at any time, in which case the formal resolution process (described below) would commence. In addition, any party can pursue formal resolution if he or she is dissatisfied with a proposed informal resolution.

Formal Resolution Process

The formal resolution process applies (i) when any party so requests in connection with a matter that is eligible for informal resolution; and (ii) to all matters that are not eligible for informal resolution (i.e., matters involving alleged or suspected sexual assault or sexual violence). The School may also elect to use the formal resolution process in any matter when the School deems it appropriate. As part of the formal resolution process, the school may determine that further steps are required to complete the school's investigation. The following procedural protections apply to matters that are not resolved using the Informal Resolution Process described above:

- **Standard for Determining Responsibility.** The standard used to determine whether this policy has been violated is whether it is more likely than not that the accused violated this policy. This is often referred to as a "preponderance of the evidence" standard.
- **Rights of Complainants and Accused Parties; Timing of Resolution.** The School shall provide any individual suspected or accused of violating this policy with a written explanation of the suspected or alleged violations of this policy. Complainants and accused parties shall both be provided with the following in connection with the resolution of suspected or alleged violations of this policy.
 - The opportunity to speak on their own behalf.
 - The opportunity to identify witnesses who can provide information about the alleged conduct at issue.
 - The opportunity to submit other evidence on their behalf.
 - The opportunity to review any information that will be offered by the other party in support of the other party's position (to the greatest extent possible and consistent with FERPA or other applicable law).
 - The right to be informed of the outcome of the investigation (to the greatest extent possible and consistent with FERPA or other applicable law).
 - The opportunity to appeal the outcome of the investigation.
- **Sanctions; Corrective Actions.** The official conducting the investigation will determine whether a violation of this policy has occurred and what, if any, corrective action is appropriate. The school will take reasonable steps to prevent the recurrence of any violations of this policy and to correct the discriminatory effects on the complainant (and others, if appropriate). The range of potential sanctions/corrective actions that may be imposed against a student includes but is not limited to the following: written or verbal apology, discrimination or harassment education, verbal or written warning, probation, suspension, and withdrawal from the school. Employees who are found to have violated this policy may be terminated or subjected to other disciplinary action in accordance with the Code of Business Conduct & Ethics.

Guests and other third parties who are found to have violated this policy are subject to corrective action deemed appropriate by the School, which may include removal from the School and termination of any applicable contractual or other arrangements. In instances where the School is unable to take disciplinary or other corrective action in response to a violation of this policy because a complainant insists on confidentiality or for some other reason, the School will nonetheless pursue other steps to limit the effects of the conduct at issue and prevent its recurrence.

- **Notification of Outcome.** After the conclusion of the investigation, the school will provide written notification to the complainant and the accused of the outcome (i.e., whether a violation of this policy has occurred) within seven (7) calendar days after the conclusion of any hearing or proceeding unless the school determines that additional time is required. This notice shall be issued contemporaneously to both parties to the extent practicable. The school may also disclose to the complainant information about any sanctions or corrective actions taken that relate directly to the complainant (e.g., a "no contact" order). The school will maintain documentation of all hearings or other proceedings, which can take various forms (e.g., notes, written findings of fact, transcripts, or audio recordings, etc.). In no event will the complainant in matters involving an alleged violation of the Policy Against Sex Discrimination be required to abide by a nondisclosure agreement that would prevent disclosure of the outcome.
- **Right to Appeal.** Once written notification of the resolution has been provided, either the complainant or the accused will have the opportunity to appeal the outcome (including the issue of whether there is a policy violation and any sanction(s) imposed). Any appeal must be submitted in writing to the Senior Vice President of Regulatory Compliance & Academic Integrity within seven (7) calendar days of being notified of the outcome and must set forth the grounds upon which the appeal is based. If the Senior Vice President of Regulatory Compliance & Academic Integrity is unable to resolve the appeal for any reason, the School will designate another representative to decide the appeal. Neither party shall be entitled to a hearing in connection with any appeal, but the Senior Vice President of Regulatory Compliance & Academic Integrity (or designee) may request written submissions from the parties or consider any other information as deemed appropriate by the Senior Vice President of Regulatory Compliance & Academic Integrity (or designee). Both parties will be informed in writing of the outcome of any appeal within fourteen (14) days of the date by which all requested information is received unless the Senior Vice President of Regulatory Compliance & Academic Integrity (or designee) determines that additional time is required.

Procedures and Information

Prohibition Against Retaliation

No individual who makes a complaint alleging a violation of this policy or who participates in the investigation or resolution of such a complaint shall be subject to retaliation as a result of such activity or participation. Retaliation exists when action is taken against a complainant or participant in the complaint process that (i) adversely affects the individual's opportunity to benefit from the school's programs or activities; and (ii) is motivated in whole or in part by the individual's participation in the complaint process. Any acts of retaliation, as defined in this policy, shall be grounds for disciplinary action, up to and including withdrawal for students and termination of employment for faculty and staff.

Confidentiality

To the extent permitted by law, the confidentiality of all parties involved in the resolution of alleged or suspected violations of this policy will be observed, provided that it does not interfere with the School's ability to conduct an investigation and take any corrective action deemed appropriate by the School and/or its schools.

Fabricated Allegations

Any allegations suspected to be fabricated for the purpose of harassing the accused party or disrupting the school's operations are subject to these investigation and grievance procedures and could result in disciplinary action, up to and including withdrawal for students and termination of employment for faculty and staff.

Reasonable Accommodations – Individuals with Disabilities

AIU does not discriminate against individuals on the basis of physical or mental disability and is fully committed to providing reasonable accommodations, including appropriate auxiliary aids and services, to qualified individuals with a disability, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the relevant program, benefit, or service provided by AIU. To request an auxiliary aid or service, please contact the ADA coordinator or the Vice President of Academic or Student Affairs at the respective campus.

Individuals requesting an auxiliary aid or service will need to complete an Application for Auxiliary Aid. To enable AIU to provide an auxiliary aid or service in a timely manner, AIU requests that individuals complete and submit the Application for Auxiliary Aid six weeks before the first day of classes, or as soon as practicable. Disagreements regarding an appropriate auxiliary aid and alleged violations of this policy may be raised pursuant to AIU's grievance procedure.

Residency Requirement

Students enrolled in bachelor degree programs must complete a minimum of 25 percent of their degree program credits in residence in order to qualify for graduation from AIU. Students in associate degree programs must complete a minimum of 50 percent of their degree program credits in residency at AIU in order to qualify for graduation. Courses that do not apply toward program requirements may not be used in the calculation for residency. Students transferring credit under the requirements of the Servicemembers Opportunity College (SOC), as well as those entering under articulation agreements, are allowed a minimum residency requirement of 25 percent of the total number of credits for the students' program of study.

Quarter	Course	Letter Grade	Grade Point Value	Credit Hour Value	Earned Quality Points	CGPA
Quarter One	UNIV103	A	4.00	4.5	18.00	
Quarter One	BUSN105	B+	3.30	4.5	14.85	
Quarter One	COMP101	A-	3.70	4.5	16.65	3.67

Satisfactory Academic Progress

Grading System

Grade reports are issued to students at the completion of each course. Grades are based on the quality of work as shown by learning deliverables as indicated on the course syllabus. Earned quality points are calculated for each course by multiplying the grade point value for the grade received for the course by the credit hour value of the course. For example, a 4.5-credit course with a grade of B+ would earn 14.85 quality points [credit value of course (4.5) multiplied by quality point value of B+ (3.30)]. The Cumulative Grade Point Average (CGPA) is calculated by dividing the total earned quality points by the total attempted credits, as seen in the chart below.

Application of Grades and Credits

The previous chart describes the impact of each grade on a student's academic progress. For calculating rate of progress, grades of F (failure), W (withdrawn), repeated courses, and I (incomplete) are counted as hours attempted. Grades of F

(failure) and W (withdrawn) are not counted as hours successfully completed. The student must repeat any required course in which a grade of F or W is received. Undergraduate students will only be allowed to repeat courses in which they received a grade of C- or below and graduate students will only be allowed to repeat courses in which they received a grade of B- or below. Courses repeated during a student's program of study due to non-satisfactory grades will be indicated as a repeated course with the highest grade calculated into the CGPA. Both original and repeated credits will be counted as attempted credits in rate of progress calculations. A W grade will not be indicated as a repeated course on a student's transcript and remains part of the student's permanent record. W (withdrawn) grades are also awarded for all individual course withdrawals after drop/add has closed. Any student who withdraws during the last week of the session will receive the grade earned at the point of withdrawal.

To receive an incomplete (I), the student must petition by the end of the fourth week in a five week course or the end of the ninth week of a ten week course to request an extension to complete the required course work. All course weeks at AIU end

Grade Scale

Letter Code	Description	Included in Credits Earned	Included in Credits Attempted	Included in CGPA	Grade Points
A	A	Yes	Yes	Yes	4.00
A-	A-	Yes	Yes	Yes	3.70
B+	B+	Yes	Yes	Yes	3.30
B	B	Yes	Yes	Yes	3.00
B-	B-	Yes	Yes	Yes	2.70
C+	C+	Yes	Yes	Yes	2.30
C	C	Yes	Yes	Yes	2.00
C-	C-	Yes	Yes	Yes	1.70
D+	D+	Yes	Yes	Yes	1.30
D	D	Yes	Yes	Yes	1.00
F	F	No	Yes	Yes	0.00
I	Incomplete	No	Yes	No	n/a
P	Pass	Yes	Yes	No	n/a
IP*	In Progress	No	No	No	n/a
TC	Transfer	Yes	Yes	No	n/a
W	Withdrawn	No	Yes	No	n/a
L	Leave of Absence	No	No	No	n/a
PR	Proficiency/Life Experience Credit	Yes	Yes	No	n/a
PD	Pass Developmental Course	Yes	Yes	No	n/a
FD	Failed Developmental Course	No	Yes	No	n/a

*For courses that require more than one term to complete, an IP grade may be assigned.

IP Grades are only available at the London Campus.

Procedures and Information

on Sunday at 11:59:59 PM. 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: Student/Academic Advisor, Instructor, or Program Chair. The student must be satisfactorily passing the course at the time of petition. Incomplete grades that are not completed within two weeks after the end of the course will be converted to the grade earned by the student for all coursework submitted and will affect the student's CGPA.

At AIU London, students have until the end of the subsequent course to complete the required coursework for an incomplete grade. Incomplete grades assigned to thesis-based courses are not included in credits earned and cumulative grade point average. Additional information on Incompletes is available in the campus Student Handbook.

A proficiency (PR) grade is awarded for proficiency credit earned through prior learning assessment. Developmental credits are not intended for transfer and will not apply to graduation. They are, however, calculated in determining satisfactory academic progress.

Repeat Courses

Students must repeat any required courses in which a grade of F or W is received. Undergraduate students will only be allowed to repeat courses in which they received a grade of C- or below and graduate students will only be allowed to repeat courses in which they received a grade of B- or below. In these instances, the better of the two grades is calculated into the GPA. The lower grade will include a double asterisk indicating that the course has been repeated. Both original and repeated credits will be counted as attempted credits in rate of progress calculations. In certain instances other than those described above, a previously passed course may be repeated in order to improve the student's GPA. For Federal financial aid purposes, the second attempt may be counted towards the student's enrollment status. A student who wishes to take previously passed course work more than one time must obtain academic approval and should consult with the Financial Aid office before doing so as it may affect their financial aid eligibility for the term. A fee will be charged to repeat a class. Students who repeat courses are encouraged to consult their Academic Advisor on how repeated courses may adversely affect their

satisfactory academic progress. Students are required to contact the Student Accounts Department regarding repeated courses that have extended the length of a degree program resulting in additional charges.

Satisfactory Academic Progress (SAP) Standards

All students must maintain satisfactory academic progress in order to remain enrolled at the school. Additionally, satisfactory academic progress must be maintained in order to maintain eligibility to receive federal financial assistance. Satisfactory academic progress is determined by measuring the student's cumulative grade point average (CGPA) and the student's rate of progress toward completion of the academic program at the end of each grading period. A grading period is defined as 2-five week sessions (one quarter) or 1-ten week term. At the AIU ground-based campuses, the five week summer session is also considered a grading period. Both the CGPA and ROP standards must be met in order to be considered as making satisfactory academic progress. These standards are outlined above.

Cumulative Grade Point Average (CGPA) Requirements

Students must meet minimum CGPA requirements at specific points throughout the program in order to be considered making satisfactory academic progress. These requirements are noted in the table below. Only those credits required in the student's program of study are used in the CGPA calculation. These will be reviewed at the end of each grading period after grades have been posted to determine if the student's CGPA is in compliance. Once the student reaches a review point, the minimum CGPA for that level must be maintained until the next level of review

Rate of Progress (ROP) Toward Completion Requirements

In addition to the CGPA requirements, a student must maintain the minimum rate of progress percentage requirement in order to be considered to be making satisfactory academic progress. The rate of progress percentage is calculated by dividing the credits earned by the credits attempted. Credits attempted are defined as those credits required in the students program of study including credits that were transferred from other approved institutions and proficiency credits earned. As with the determination of CGPA, the completion requirements will be reviewed at the end of each grading period after grades

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

have been posted to determine if the student is progressing satisfactorily.

Maximum Time in Which to Complete

A student is not allowed to attempt more than 1.5 times, or 150%, of the number of credits in their program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will complete their programs within the maximum timeframe.

Number of credits in degree program		150% of degree program		Maximum allowable credits
48 credits	x	1.5 (150%)	=	72 credits
90 credits	x	1.5 (150%)	=	135 credits
180 credits	x	1.5 (150%)	=	270 credits
190 credits	x	1.5 (150%)	=	285 credits
200 credits	x	1.5 (150%)	=	300 credits

How Transfer Credits and Change of Program Affect Satisfactory Academic Progress

Credit that has been transferred into the institution by the student is included in the Rate of Progress calculation; however has no effect on the grade point average requirement for SAP. Transfer credit is also considered when computing the maximum timeframe allowed for a program of study. For example, a student transfers from institution A to institution B. The student is able to transfer 30 credits earned at institution A into a program at institution B. The program requires 180 credits to graduate. Thus, the maximum timeframe for this student's new program at institution B will be one and half times (150%) x 180 = 270 credits. The 30 transfer hours will be added to the attempted and earned hours when the maximum timeframe and rate of progress is being calculated.

When a student elects to change a program at AIU the student's attempted and earned credits and grades will be transferred into the new program as applicable, including transfer credit. Credits attempted and earned at the school in the original program of study that apply to the new program of study will be used when computing grade point average, rate of progress and maximum timeframe. Transfer credits from another institution that are applicable to the new program of study will not be calculated in the grade point average but will be considered as credits attempted and earned in the maximum timeframe and rate of progress calculations. For example, a student transfers from program A to program B. The student is able to transfer 30 external credits and 10 credits earned in program A into program B. Program B requires 180 credits to graduate. Thus, the maximum time frame for this student's new program will be one and half times (150%) x 180 = 270 credits. The 30 external transfer hours will be added to the attempted and earned hours

when the maximum timeframe and rate of progress are being calculated. The 10 credits earned in program A will be included in the grade point average calculation as well as the maximum timeframe and rate of progress calculation.

Warning and Probationary Periods for Students Receiving Financial Aid

At the end of each quarter/term after grades have been posted, each student's CGPA and rate of progress is reviewed to determine whether the student is meeting the above requirements.

- A student will be placed on FA (Financial Aid) Warning immediately after the first term in which the CGPA or the rate of progress falls below the values specified in the tables above. At the end of the next term, the student will be removed from FA Warning and returned to SAP Met Status if the minimum standards are met or exceeded. A student who continues to fall below the specified values will be placed on FA Probation. The student will be required to appeal in order to maintain eligibility for federal financial assistance (see Appeals section below).
- A student who successfully appeals and is on FA Probation will be evaluated at the end of the next term. A student who either meets or exceeds the minimum standards will be removed from FA Probation and returned to a SAP Met status. If the minimum CGPA and rate of progress requirements are not met at the time of evaluation, the student will be placed on FA Dismissal Status and will be dismissed from school unless the student meets the terms of their academic plan.

If at any point it can be determined that it is mathematically impossible for a student to meet the minimum requirements, the student will be dismissed from the school.

Notification of academic dismissal will be in writing. The Code of Conduct Policy or Grievance Policy section of the course catalog describes other circumstances that could lead to student withdrawal for non-academic reasons. A tuition refund may be due in accordance with the institution's stated refund policy.

During the period of FA Warning, a student is considered to be making satisfactory academic progress and remains eligible for financial aid. A student is also considered to be making satisfactory academic progress and remains eligible for financial aid during the FA probation period if an appeal is accepted by the institution.

A student on FA Warning and FA Probation must participate in academic advising as deemed necessary by the institution as a condition of academic monitoring. A student who fails to comply with these requirements may be subject to dismissal even though their CGPA or rate of progress may be above the dismissal levels.

Procedures and Information

Warning and Probationary Periods for Students Not Receiving Financial Aid

At the end of each quarter/term after grades have been posted, each student's CGPA and ROP is reviewed to determine whether the student is meeting the above requirements.

- A student will be placed on Warning immediately after the first term in which the CGPA or the ROP falls below the values specified in the tables above. At the end of the next term, the student will be removed from Warning and returned to SAP Met Status if the minimum standards are met or exceeded. A student who continues to fall below the specified values will be placed on Probation. The student will be required to successfully appeal in order to remain in attendance at the institution. (see Appeals section below)
- A student who successfully appeals and is on Probation will be evaluated at the end of the next term. A student who meets or exceeds the minimum standards will be removed from Probation and returned to a SAP Met status. If the minimum CGPA and ROP requirements are not met at the time of evaluation, the student will be placed on Dismissal Status and will be dismissed from school unless the student meets the terms of their academic plan.

If at any point it can be determined that it is mathematically impossible for a student to meet the minimum requirements, the student will be dismissed from the school.

Notification of academic dismissal will be in writing. The Code of Conduct Policy or Grievance Policy section of this catalog describes other circumstances that could lead to student withdrawal for non-academic reasons. A tuition refund may be due in accordance with the institution's stated refund policy.

A student on Warning or Probation must participate in academic advising as deemed necessary by the institution as a condition of academic monitoring. A student who fails to comply with these requirements may be subject to dismissal even though their CGPA or ROP may be above the dismissal levels.

Appeal

A student who has been placed on FA Probation may appeal the determination if special or mitigating circumstances exist. Any appeal must be in writing and must be submitted to the Appeals Board. If you are an active student and wish to complete your program, or if you are withdrawn and wish to re-enter your program, you must submit an appeal in order to move forward. The appeal must be in writing and, if you are an active student, submitted within the date range specified on the FA Probation notification. The student must explain what type of circumstances contributed to the academic problem and what action is being implemented to overcome the mitigating circumstance in the future. The decision of the Appeals Board is final and may not be further appealed.

For the appeal of non-academic withdrawals, please refer to the Code of Conduct Policy or Grievance Policy within the course catalog.

Reinstatement

A student who was previously academically dismissed may apply for reinstatement to the institution by submitting a written appeal to the Vice President or Director of Student Affairs. The appeal should be in the form of a letter explaining the reasons why the student should be readmitted. The decision regarding readmission will be based upon factors such as grades, attendance, student account balance, conduct, and the student's commitment to complete the program. Dismissed students who are readmitted will sign a new Enrollment Agreement and will be charged tuition consistent with the existing published rate. Students who are interested in applying for federal financial aid may do so at this time.

Standard Period of Non-Enrollment (SPN)

AIU students electing to take a session/term off may apply for a Standard Period of Non-Enrollment (SPN) without formally withdrawing from the university. Students must submit a Confirmation - to - Return form prior to start of classes in accordance with deadlines. Please refer to the Student Services department for additional details on eligibility to request a SPN and submission for timelines.

Student Activities and Organizations

Student activities and organizations are an important means for students to develop personally and professionally outside of the classroom. University-sponsored activities and organizations introduce students to the campus environment and allow students to engage in dialogue and leadership development outside of course-specific discussions.

Student activities and organizations are provided to all enrolled students. They are required to be structured as inclusive of all members of the AIU student community and may not restrict membership or establish membership criteria that discriminate on the basis of race, religion, age, national origin, gender, sexual orientation or handicap. No organizations with restrictive membership clauses will be recognized by the University.

The student activities program strengthens student socialization, leadership and collaborative skills and offers encouragement to those who are making a transition to University life. AIU sponsored activities introduce students to many of the diverse social and cultural events held in each city. More information regarding student activities can be found in the campus Student Handbook.

Student Code of Conduct

AIU 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 withdrawal from the University. An explanation of violations of University regulations can be found in the Student Handbook.

Student Conduct

AIU believes strongly in promoting the development of personal and social responsibility. AIU also believes in a humanistic approach to discipline conducive to academic pursuits. However, AIU recognizes that its responsibility for the protection of personal and institutional rights and property is a primary focus of the disciplinary process. Therefore, the 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. Policies and procedures on offenses related to persons, property, campus operations, and welfare, health or safety are to be found in the Student Handbook specific to each AIU campus. Students are encouraged to share personal experiences while participating in classes at AIU. However, students must be aware that should they disclose to any AIU 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 Program Dean, Vice President of Student Affairs or President.

Student Orientation

All new students (undergraduate and graduate) are required to participate in orientation activities. During orientation, each campus acquaints students with faculty and staff, familiarizes students with the campus environment, policies, and procedures, and sponsors a variety of activities to introduce the students to the University experience. See the Student Handbook for a complete description of the campus orientation process.

Student Records Retention Policy

American InterContinental University maintains permanent academic records for all students who attended the university. Student academic records include transcripts and information regarding credits earned, courses completed, grades awarded, degrees awarded, and periods of attendance.

Student Registration and Quarter Scheduling

For students who remain in good financial standing with the University, the quarter schedule is provided to students several weeks prior to the start of the next quarter. Students may access their class schedule from the Student Affairs Department or through the student portal (Virtual Campus for AIU Online

Students). Scheduling information includes course name, course section, course location, and number of available seats. For additional registration information including drop/add dates, online courses, as well as other issues impacting scheduling please contact the Student Affairs Department.

Online students will receive their program schedule prior to the start of their first class. Please see the campus Student Handbook for additional information.

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

Transcript requests are fulfilled through Docufide, 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 Docufide

\$10 – Transcripts ordered through the campus

\$30 – Overnight delivery requested through Docufide

\$35 – Overnight delivery through the campus

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

Student Request for Transcripts (London Campus Only)

The request for a transcript must be in writing. The request must contain:

- Name (while attending).
- Social Security Number or Student I.D. Number.
- Campus.
- Program of study and approximate dates of attendance.
- Instructions for mailing or pick-up.

The fee schedule is as follows:

- £4 in-school or £15 out-of-school for each official copy, regular mail, usually four to six business days.

— or —

- £4 in-school or £15 out-of-school for each official copy, same day or 24-hour service, or for any transcript to be faxed.

Students will also pay for any special mail services.

Transcripts will not be released if the student has an outstanding financial obligation to the University.

Procedures and Information

Student Rights & Responsibilities

AIU strengthens its mission to its students through recognizing the partnership that exists between each student and the University. In this partnership, the student possesses specific, individual and group rights as well as responsibilities. AIU publishes information concerning student rights and responsibilities in the Student Handbook, the annual Catalog and the Faculty Handbook. All of these documents are readily available on campus. At the time of enrollment, each student has direct access to the Student Handbook through the electronic Student Portal (AIU Online Virtual Campus and AIU Student Portal). All new students are required to participate in orientation activities. During Orientation, University policies including student rights and responsibilities are explained.

The University has created the following statements which define student expectations regarding these rights and responsibilities.

Students have the right to:

- The respect of personal property, ideas, and beliefs
- Be free from harassment
- Express themselves creatively within established University guidelines
- Have direct access to personnel who can provide assistance, guidance, and support as needed
- Equitable treatment
- Enjoy individual freedoms without regard to race, gender, national origin, handicap, age, religion, sexual orientation, or political affiliation
- Participate actively in self-governance

Students have the responsibility to:

- Adhere to college rules and regulations
- Respect the rights of others
- Comply with reasonable requests made by faculty and University staff
- Meet expected tuition payment schedules
- Express themselves individually and through association with groups

Student Services

The staff and faculty on each campus are available to assist students in academic and career guidance. The Academic and Student Affairs Departments are primarily responsible for students. Academic and Student Services Advisors answer questions concerning the student's individual major, coursework and may also provide referral services to external agencies as necessary. Students will be assigned an Academic or Student Services Advisor during their first term of study.

Academic Support and Learning Resources

Students who experience difficulty in their coursework and have needs for academic support should first contact an Academic or Student Services Advisor to determine a plan for academic success. If further support is required, the instructor or the student should notify the campus Learning Center to identify opportunities for tutoring services or supplemental instruction.

At AIU's online campus, Learning Labs in various subject areas are offered by the Online Learning Center to provide students with co-curricular guidance and supplemental instruction in a variety of subjects. Learning Labs may be used by all students who possess Virtual Campus access, regardless of course schedule, and Labs may be available during break periods. In addition, tutoring services for selected courses are available to assist students taking those courses with questions regarding concepts or topics while a school session is in progress. Students may also be directed to attend their instructors' posted office hours in order to receive additional guidance.

Technology Use Policy

Staff and students at AIU are advised to use proper social and professional etiquette when using the technology systems of AIU. Use of the network implies consent for monitoring of traffic that is necessary for smooth administration of the resource. AIU does not condone the use of inappropriate language when communicating to instructors, staff, or students.

Any part of AIU's technology 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 to be distributed. There is zero tolerance for any student, faculty, or staff who violates this policy and immediate withdrawal may result.

University technology resources shall not be used for purposes that cause excessive strain, directly or indirectly, on technology resources or unwarranted and unsolicited interference with use of technology systems. Engaging in any use that would interfere with another student's and/or employee's work or disruption of the intended use of technology resources is prohibited. Penalties for misuse of e-mail, Internet, or any other part of AIU's technology system are to be determined by the instructor, Program Chair, and/or Vice President of Academic Affairs or the employee's supervisor. AIU technology resources should only be used to accomplish University-specific tasks, goals, and learning objectives. No other use is sanctioned. Please refer to the campus Student Handbook for additional information about Technology Use.

The Learning Experience at AIU

As a student at AIU, students are afforded a variety of learning options to create a vibrant learning experience that meets your unique needs, learning preferences, and busy lifestyle. Enhanced learning and flexibility are key ingredients as you select what works best for you. At the discretion of the University some classes may only be offered in an online format.

Traditional classes

You should consider taking a class in the traditional format when you feel you would benefit strongly from face-to-face interaction with faculty and fellow students. AIU's traditional classes are typically web-enhanced using various online resources and learning tools.

Blended classes

You should consider taking a blended class when you feel that you will learn best by combining a significant online learning component for that class with a reduced amount of traditional face-to-face learning.

Online classes

As a student at AIU, you can choose from among a variety of learning options to create a vibrant learning experience that meets your unique needs, learning preferences, and busy lifestyle. Enhanced learning and flexibility are key ingredients as you select what works best for you. Please refer to your campus for a list of available online classes.

Online programs

AIU Online is the place for you if you choose to take all of your classes completely online. This option is supported by a full-service virtual campus with complete support services offered online.

Want to learn more?

If you are a prospective student who is interested in learning more about AIU's learning options, connect with us at www.aiuniv.edu or call the AIU campus that interests you most and ask to speak to an admissions advisor. If you are a current AIU student who is interested in discussing which learning options are more suitable for your needs and the classes you will be taking, you should contact your academic advisor.

Transfer Credit Policy

AIU students must submit official transcripts from other approved post-secondary institutions attended by the last day of the first quarter/term of study. AIU students submitting transcripts from foreign institutions must have an official evaluation from an AACRAO, NARIC, NACES or AICE approved evaluation service on file with the University by the last day of the first quarter/term of study. Students' initial degree plans or

schedules may change upon the receipt of official transcripts and/or foreign credential evaluation(s). Students may be allowed to apply for transfer credits from external institutions after the first term of study at the discretion of the appropriate academic administrator. Students currently enrolled at AIU or re-entry students must seek prior approval from the appropriate academic administrator should they enroll in a course with the intention to apply transfer credit.

Following are general policies for the evaluation and award of transfer credit at each AIU campus:

1. Only earned degrees from accredited institutions with articulation agreements with AIU can be evaluated for block transfer.
2. All other official college and military transcripts are evaluated on a course-by-course basis in accordance with AIU policies.
3. Only courses completed with a "C" (or equivalent) or above will be eligible for transfer credit. This assumes at least a 2.0 on a 4.0 grading scale.
4. Only courses representing freshman-level or higher collegiate, degree-applicable course work will be eligible for transfer credit, which excludes pre college level or remedial level courses.
5. Comparable course-to-course transfer may be approved from accredited institutions based on demonstrated learning competencies consistent with AIU's academic policies and standards in lieu of credit requirements.
6. Transfer credit from other institutions may not exceed 12 credits at the graduate level. Graduate applicants should contact the Prior Learning department for institutional policies concerning the transfer of academic credit.
7. Students enrolled in bachelor degree programs must complete a minimum of 25 percent of their degree program credits in residence in order to qualify for graduation from AIU. Students in associate degree programs must complete a minimum of 50 percent of their degree program credits in residency at AIU in order to qualify for graduation. Students transferring to AIU under the requirements of the Servicemembers Opportunity Colleges Consortium into an associate degree program may transfer in a maximum of 75% of the required credits for graduation. Courses that do not apply toward program requirements may not be used in the calculation for residency.
8. Notwithstanding the above policies and procedures, all transferred course credit is subject to review and approval by Academic Affairs.
9. Any degree plans or schedules are tentative pending the receipt of official transcripts

Procedures and Information

Transfer of College Credit and Prior Learning Assessment

Transfer of College Credit

In those academic programs that apply, transfer credit may be awarded at AIU from any United States institution accredited by an agency recognized by the U.S. Department of Education. AIU will review transcripts from international institutions (see International Transcripts policy). Courses under consideration from another university or college other than AIU must be relevant and considered substantially similar to the coursework at AIU before transfer credit will be approved. This is required for all transcripts, including transcripts and/or evaluations from international postsecondary institutions. Please see AIU's Transfer Policy for specific requirements for the evaluation and awarding of transfer credit.

Prior Learning Assessment

In addition to college credit earned at accredited postsecondary institutions, the following can also be evaluated for academic credit equivalency at AIU:

- Military Credit
- Experiential Learning
- Professional Training & Certifications
- Standardized Assessments/Examinations
 - CLEP or DSST Examination
 - Course Challenge Examinations
 - Advanced Placement (AP) Examination
 - Other recognized examinations may also be evaluated at the discretion of the University

Through AIU's Prior Learning Assessment program, the University may award proficiency credit for learning that has taken place outside the traditional academic setting. This experience includes: employment, non-collegiate or school-based education, or other appropriate life experiences. It is important for students to understand that life and learning experiences alone are inadequate bases for the award of proficiency credit. To be eligible for proficiency credit, the outcomes of the non-collegiate learning experience must be documented, be applicable to the program of study, and be assessed as being similar to or meeting the requirements of learning gained through college-level learning experiences. Students must provide unofficial transcript(s) prior to the commencement of the first class. If the unofficial transcript(s) are not received prior to the start of the first class, the student will be required to take the appropriate coursework for that degree program.

Online students desiring to request credit evaluations or to learn more about the specific requirements for participation in the prior learning assessment program must contact the Prior Learning Assessment Office. Students at Branch Campuses should consult with their Program Chair or Student Services Advisor.

Proficiency Credit Awards for Prior Learning

A proficiency (PR) grade is awarded for proficiency credit through prior learning assessment. The University neither implies, nor guarantees, that PR credits will be accepted by other institutions. Instead, PR credit demonstrates that students are proficient in the specific course requirement for the respective degree program of study.

Military Credit

As a recognized Servicemembers Opportunity College (SOC) member, AIU has established programs geared to the needs of active servicemen, servicewomen, and veterans. Prior learning assessment credit for non-traditional and/or military education and experience is available through a variety of methods as described in this section.

As a member of SOC, AIU accepts military credit for comparable lower-level courses or electives, including:

- Military Training Course
- Military Occupational Specialty (MOS)
- Service Colleges

AIU uses the ACE Guide to the Evaluation of Educational Experiences in the Armed Services as the basis for evaluating military training and experience. Official military transcripts are the only acceptable documentation for Military training, MOS, MOS level, and Service School credit. A DD-214 is considered acceptable documentation for those who are retired from the military or whose service predates the military transcript systems. For a list of other acceptable military documents that can be evaluated for military students whose service predates the military transcript system go to: <http://www.acenet.edu>

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

Army

U.S. Army Human Resources Command
1600 Spearhead Division Avenue Dept. 410
Fort Knox, Kentucky 40122
ATTN: AARTS
<http://aarts.army.mil/>

Navy & Marines

Center for Personal and Professional Development CPPD
ATTN: Virtual Education Center
1905 Regulus Ave, Suite #324
Virginia Beach, VA 23461-2009
Toll-Free: 1-877-838-1659
Fax: (757)492-5095
https://www.navycollege.navy.mil/smart_info.cfm

Air Force (Mail Only)

Community College of the Air Force CAF/DESS
100 South Turner Blvd.
Gunter Annex, AL 36114-3011
<http://www.au.af.mil/au/ccaf/transcripts.asp>

Coast Guard (Mail Only)

Commanding Officer (ve)
USCG Institute
5900 SW 64th Street, Room 228
Oklahoma City, OK 73169-6991
<http://www.uscg.mil/>

Experiential Learning Credit

AIU awards lower-level course credits for experiential learning that has been acquired through employment, non-collegiate, school-based education, or other appropriate learning experiences. Life and learning experiences alone, however, are inadequate bases for the award of experiential credit. In order for such learning to be considered for this credit award, it must:

1. Relate specifically to lower-level coursework required for the student's enrolled program of study or appropriate elective areas.
2. Result in experientially attained and mastered competencies that are appropriately documented and substantially similar to the course outcomes that would be acquired in the comparable lower-level AIU course.
3. Online students must start the process for this credit evaluation by contacting the Prior Learning Assessment Office. Branch Campus students should contact their Program Chair.

The final portfolio is reviewed by an appropriate subject matter expert and the Prior Learning Assessment Office to determine if all criteria were met. Up to 18 credits (23 credits at AIU Houston only) in the overall degree program can be based on experiential learning.

See the campus Student Handbook for more information on submission requirements for Experiential Learning.

Professional Training/Certification Credit

Many adult learners have acquired formal training outside the sponsorship of credit-granting institutions, such as military training or company training with officially documented clock hours/continuing education units (CEUs). Many of these programs carry ACE recognition and credit recommendations and will be accepted according to AIU academic credit equivalency requirements. Other documented training measured in clock hours, CEUs, or other units may be evaluated for prior learning assessment credit awards based on appropriate credit conversions.

See the campus Student Handbook for more information on submission requirements for Professional Training/Certification Credit.

Standardized Assessments/Examinations**CLEP Examination**

The College-Level Examination Program (CLEP) is a national program of credit by examination to obtain recognition of college-level achievement. AIU is a registered CLEP credit-granting institution and students should consult <http://www.collegeboard.com> to find CLEP examination centers in their areas. AIU awards proficiency credit for comparable coursework based on CLEP examination scores as recommended by ACE for the respective course requirements.

Students must submit a copy of an official CLEP score report to be evaluated for this proficiency credit award.

See the AIU Student Handbook for more information on submission requirements for CLEP Examinations.

DSST Examination

DANTES Subject Standardized Tests (DSST) provide another option for students to demonstrate competencies for learning in nontraditional ways. Originally designed for military service members, DSST examinations are now available to both military and civilian learners. More information on study guides and examination options is available at <http://www.getcollegecredit.com>.

Proficiency credit is awarded for passing scores according to ACE recommendations for the respective course requirements. Students must submit a copy of an official DSST score report to be evaluated for this proficiency credit award.

See the AIU Student Handbook for more information on submission requirements for DSST Examinations.

Procedures and Information

Course Challenge Examination

Course Challenge Examinations are a method of prior learning assessment aimed at offering students the opportunity to earn proficiency credit to fulfill division program requirements. If successfully completed, proficiency credit can be awarded for the respective course(s). Challenge exams are offered for the following courses only:

- English Composition I (ENGL 106)
- Introduction to Computers (COMP 101) and Introduction to Computers Lab (COMP 102)
- College Algebra (MATH 133)

See the AIU Student Handbook for more information on Course Challenge Examination.

Advanced Placement Examination

Advanced Placement (AP) Examination provides students with the opportunity to complete college-level coursework while in high school and to gain valuable skills and study habits for college. If a student achieves a qualifying score of a 3 or higher on the respective AP Examination, proficiency credit is awarded according to ACE recommendations for the respective course requirements. Students must submit a copy of an official AP score report to be evaluated for this proficiency credit award.

See the AIU Student Handbook for more information on examination requirements for the Advanced Placement Examination.

International Transcripts

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. Because AIU follows strict policies concerning academic integrity, international students with foreign educational credentials must submit authentic foreign academic documents from all upper-secondary and post-secondary educational institutions to AIU or an approved credential evaluation service.

Evidence of valid foreign educational credentials can be from a University approved foreign credential evaluation agency. Additionally, credentials may be accepted in pre-approved circumstances with a written evaluation from a properly trained credential evaluator employed by the University. Any forged/ altered academic documents will be retained as property of the school and not returned to the student. This is required for all transcripts, including transcripts from international secondary schools if provided and/or institutions of higher education, which may require a credential evaluation. The University Registrar Department will ultimately verify and/or certify the institution's eligibility for transfer credit or degree equivalency. Several credential evaluation services are available to students. Services which are either conducted by AACRAO (American Association

of Collegiate Registrars and Admissions Officers), a member of NACES (National Association of Credential Evaluation Services, Inc.), or a member of AICE (Association of International Credential Evaluators, Inc.) are acceptable services. Contact the University Registrar Department for a listing of such organizations. Students are responsible for all applicable fees.

See the campus Student Handbook for more information on submission requirements for International Transcripts.

Transfer of Credit from AIU to Other Colleges and Universities

AIU neither implies, nor guarantees, that credits earned will be accepted by other institutions. Each campus has policies that govern the acceptance of credit from other institutions. Transfer of credit is a privilege granted by the institution to which a student may seek admission. Students seeking to transfer credits earned at AIU to other postsecondary institutions should contact the college or university to which they seek admission to inquire as to that institution's policies on credit transfer and acceptance.

The student should be aware that these degree programs may not transfer. The transfer of course/degree credit is determined by the receiving institution.

Unlawful Harassment

AIU is committed to the policy that all members of the school's community, including its faculty, students, and staff, have the right to be free from unlawful discrimination in the form of sexual harassment by any other member of the school's community. Should a student feel that he/she has been unlawfully harassed; the student should immediately inform the President and/or the Vice President of Student Affairs. Unlawful harassment refers to behavior that is not welcome, which is personally offensive, or undesirable to the recipient. All students and employees must be allowed to work and study in an environment free from unsolicited and unwelcome sexual overtures and advances. Unlawful harassment undermines the employee/student/school relationship and it will not be tolerated.

Wisconsin Residents Cancellation Policy

A Student who cancels this Agreement prior to the Student's first day of class attendance will receive a refund of all monies paid. If this Enrollment Agreement is not accepted by AIU Online or if AIU Online cancels this Agreement prior to the first day of class attendance, all monies will be refunded. All requests for cancellation by the Student should be made in writing and mailed or emailed to the Student Affairs Department. Students who elect to cancel their enrollment with AIU Online within 3 business days will receive a full refund of all monies paid, within 10 business days of their cancellation.

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 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 Student Affairs Department for consideration of readmission. Online students can contact aiuonlineentry@aiuonline.edu for consideration of readmission.

Students who wish to re-enter the University are required to sign a new Enrollment Agreement and are subject to current policies and tuition and fees in effect at the time of their return to the University.

Right to Cancel

A Student who cancels this Agreement prior to the Student's first day of class attendance will receive a refund of all monies paid. If this Enrollment Agreement is not accepted by AIU Online or if AIU Online cancels this Agreement prior to the first day of class attendance, all monies paid will be refunded. All requests for cancellation by the Student must be made in writing and mailed or emailed to the Student Affairs Department.

All Campuses

Cancellation of enrollment cancels any Challenge Examination score(s), Diagnostic Assessment score(s), evaluation of transfer credit, and/or evaluation of other forms of prior learning assessment completed prior to cancellation. Students who cancel and later return to the University will be required to retake any Challenge Examination(s) and/or Diagnostic Assessment(s) that were taken during a previous and cancelled enrollment. Students whose enrollments are cancelled and later return to the University are subject to a reevaluation of transfer credit and/or other prior learning assessment submissions (standardized test scores, Professional Training/Certification Credit, and/or Experiential Learning Portfolios), and this reevaluation will be subject to the policies of the current course catalog.

Student Finance

How to Apply

Students who want to apply for federal aid (and state aid, if applicable) must complete a Free Application for Federal Student Aid (FAFSA) each year. This application is available online at www.fafsa.ed.gov or at any of the AIU campuses' websites. The FAFSA applications are processed through the Department of Education and all information is confidential. Students must be accepted for admission to the University before financial aid packages can be estimated and processed.

Tuition, Fees and Refunds

Students may have the ability to make cash installments payments directly to the institution for balances owed. For more information concerning the terms and conditions of the installment plans, please contact the financial aid office.

Disbursement of Title IV Credit Balance (Books)

Regulations require that certain Pell Grant eligible students be provided by the 7th day of classes a means to obtain or purchase required books and supplies. This provision is available only to students who have submitted all required title IV financial aid paperwork at least 10 days before the beginning of classes and who are anticipated to have a credit balance, and is subject to certain other conditions. The amount advanced (or books provided) to eligible students for such purchases is the lesser of: the standard estimated book costs used in the school's Cost of Attendance, or the student's anticipated Title IV credit balance for the term (excluding Stafford Loans for first year- first time borrowers). Determination of delivery of books or of the credit balance is determined by the school.

Students may opt out of using the way the school has chosen to fulfill this requirement, simply not accepting the books or credit balance. However, keep in mind that opting out does not require the school to provide the student with an alternative delivery method.

AIU Online

Tuition, books and fees are bundled and billed as a single charge each term. Students being charged the military tuition rate will have the cost of their books waived. Books and supplies will be available electronically or mailed prior to the start of classes to registered students who have submitted all required FA paperwork.

AIU Ground

Books are made available at the campus for pick up or provided electronically to registered students by the 7th day of the scheduled start of classes and billed to the student's account.

AIU London

Pell eligible students who have submitted all required FA paperwork at least 10 days before the term start and are expected to have a Title IV credit balance will receive by the 7th day of class the lesser of: the cost of books in the student's Cost of Attendance used to estimate financial aid, or the potential Title IV credit balance.

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 cancelled from the program, all tuition charges will be reversed and all scheduled Title IV aid disbursements will be cancelled.

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.

Federal Pell Grant

This grant program is designed to assist needy undergraduate students who desire to continue their education beyond high school. Every student is entitled to apply for a Federal Pell Grant. Eligibility is determined by a standard federal formula, which takes into consideration family size, income and resources to determine need. The actual amount of the award is based upon the cost of attendance, enrollment status, and the amount of money appropriated by Congress to fund the program. The Federal Pell

Grant makes it possible to provide a foundation of financial aid to help defray the cost of a postsecondary education. Unlike loans, the Federal Pell Grant does not usually have to be paid back.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is a grant program for undergraduate students with exceptional need with priority given to students with Federal Pell Grant eligibility. The federal government allocates FSEOG funds to participating schools. This is a limited pool of funds and the school will determine to whom and how much it will award based on federal guidelines. Often, due to limited funding, FSEOG award resources are exhausted early in the year.

Federal Student and Parent Loans

The Department's major form of self-help aid includes loans to students and parents through the William D. Ford Federal Direct Loan (Direct Loan) Program.

Direct Loans include Federal Stafford, Federal Parent-PLUS, Federal Grad-PLUS and Federal Consolidation Loans and are available through the U.S. Government.

Federal Direct Stafford loans

Federal Direct Stafford loans are low-interest loans that are made to the student. The loan must be used to pay for direct (tuition and fees, books and supplies) and indirect (room, board, transportation and personal expenses) education related expenses. Subsidized loans are based on need while unsubsidized loans are not. Repayment begins six months after the student graduates, withdraws from school, or falls below half-time enrollment status.

Federal Direct Parent-PLUS

The William D. Ford Federal Direct Parent-PLUS loan is available to parents of dependent undergraduate students. These loans are not based on need but when combined with other resources, cannot exceed the student's cost of education. A credit check on the parent borrower is required and either or both parents may borrow through this program. Repayment begins within 60 days of final disbursement of the loan within a loan period. However, parents may request a deferment of payments while the student is attending at least half time.

Federal Direct Graduate-PLUS

The William D. Ford Federal Direct Grad-PLUS loan is available to graduate and professional degree students. These loans are not based on need but when combined with other resources, cannot exceed the student's cost of education. The student must complete the FAFSA and a credit check is required. Repayment begins within 60 days of final disbursement of the loan. However, students may request deferment of payments while attending at least half time.

Federal Work Study (FWS)

FWS is a financial aid program designed to assist students in meeting the cost of their education by working part-time while attending school. Positions may either be on-campus, off-campus, or community service related. A candidate must demonstrate need to be awarded FWS. The number of positions available may be limited depending upon the institution's annual funding allocation from the federal government. Please contact the Financial Aid Office to determine if your campus participates in this program.

Private Loans

Some lending institutions offer loans to help cover the gap between the cost of education and the amount of federal aid eligibility. A cosigner may be required to meet the program's credit criteria. Interest rates are variable and are typically based on the prime rate or the Treasury bill rate. Contact the specific lender for more information.

Eligible State Aid Programs

Georgia Tuition Equalization Grant (GTEG) (Atlanta Campus Only)

The GTEG program provides non-repayment grants to eligible full-time Georgia residents who are attending AIU. To receive the GTEG you must meet all eligibility requirements and must be a legal resident of Georgia for a minimum of twelve consecutive months immediately preceding the date of registration for the school term for which this grant is being sought.

HOPE Scholarship (State of Georgia) (Atlanta Campus Only)

The HOPE Scholarship is designed to provide financial assistance for Georgia students attending AIU. Students must meet the Georgia residency requirements, graduated from an eligible Georgia high school in 1996 or later as a Hope Scholar or have earned a cumulative GPA of at least 3.0 throughout their college career. Other eligibility requirements may apply. Please go to: www.gacollege411.org to learn more.

Florida Bright Futures Scholarship (South Florida Campus Only)

The Florida Bright Futures Scholarship program is designed to reward students for their academic achievements during high school by providing funding for their coursework at AIU. Students must meet resident and academic requirements as defined by the Florida Department of Education, www.floridastudentfinancialaid.org. Students must complete the Initial Student Florida Financial Aid Application during their last year of high school attendance to qualify. Eligible students will be awarded at cost per hour rate as defined by the Florida Department of Education.

Student Finance

Florida Student Assistance Grant (South Florida Campus Only)

This is a grant program available to Florida residents who meet all eligibility requirements and demonstrate substantial financial need as determined by the state and the Institution. Students must complete the Free Application for Federal Student Aid (FAFSA) and it must be processed by the Institution's published deadlines. Note, no awards are disbursed for the summer term.

Grants and Scholarships (Online Campus Only)

AIU grant and scholarship funding is limited and if funding is exhausted, otherwise eligible students may not be awarded the grant or scholarship.

AIU Online Advantage Grant

The purpose of the AIU Online Advantage Grant is to recognize students who face extreme personal and/or financial hardships in pursuit of a degree from AIU Online. Current students must be in good academic standing at AIU Online. Newly enrolled students must have been in good academic standing at their last institution. The AIU Online Advantage Grant is typically awarded anywhere from \$500 to \$1,000 per academic program and will be applied against outstanding current or future charges at the University's discretion.

The conditions are as follows:

- The grant is used exclusively towards prior or current program charges
- To be eligible, students must be in attendance during the applicable term.
- Candidates must apply and be accepted for admission to be eligible to receive the grant.
- Candidates must submit a minimum 500-word essay on how they intend to use the skills learned at AIU Online to benefit others and society and complete the AIU Online Advantage Grant application.
- All grants are applied as a credit to the student's account, and no cash payments will be awarded to the student.

The grant is non-transferable and non-substitutable. Interested candidates should contact the AIU Online Admissions or Financial Aid Department for additional application information.

Career Education Scholarship Fund (CESF)

The purpose of the Career Education Scholarship Fund is to recognize students with an inspiring motivation to earn a degree from AIU. Current students must be in good academic standing at AIU. Newly enrolled students must have been in good academic standing at their last institution. The scholarship award ranges from \$500 to \$2,000, depending on funding of the scholarship, and will be applied against outstanding current or future tuition and fee charges at the University's discretion. No cash payment will be awarded to the student.

The conditions are as follows:

- The scholarship is used exclusively towards prior or current program charges.
- The scholarship recipient must be a full-time student currently attending or enrolled for a future start at AIU.
- The scholarship recipient must have a valid ISIR on file with the University for the applicable award year, been awarded all federal and state need-based financial aid that they are eligible for and still have an unmet financial need.
- Students who do not file a FAFSA are not eligible for the scholarship.
- Current students must be in good academic standing.
- For new students, the scholarship will be awarded for the student's first academic year only.
- For current students, the scholarship will be awarded to the student's next academic year only.
- Candidates must apply and be accepted for admission to be eligible to receive the scholarship.
- Candidates must submit a maximum 500-word typed essay explaining how this award would help him/her meet his/her educational and career goals.
- Candidates must also complete the Career Education Scholarship Application.
- The potential scholarship recipient will be judged on the following criteria:
 - Financial Need
 - Student Essay

The scholarship is awarded proportionately throughout each applicable academic year in the degree program. University employees and their immediate family members are not eligible for this scholarship.

AIU Online Corporate Educational Alliances Grant

AIU has established a grant* in the name of its Corporate Educational Alliances in order to assist eligible students and their immediate family members** with the opportunity to attend a degree program of study at AIU. To be eligible for the Educational Alliances Grant a candidate must be accepted for admission to the University, complete the Educational Alliances Attestation form and must also allow for verification of eligibility. Verification of eligibility may require the student to submit documentation of proof of employment with the corporation.

The conditions are as follows:

- The Educational Alliances Grant is used exclusively towards current program charges.
- The grant is awarded proportionately over each applicable academic year and the grant percentage will be applied to the academic year tuition costs.
- Qualifying students must be an employee of the corporate educational alliance member or an employee's immediate family member**.
- Students must be employed with the educational alliance member within 30 days of enrollment.
- Candidates must apply and be accepted for admission to the University to be eligible to receive the grant.
- All grants are applied as a credit to the student's account and no cash payments will be awarded to the student.
- Students selected for employment verification must provide documentation before the grant is applied. Documentation must show the effective date of employment and must be submitted after employment prior to the first day of class.
- All of the above conditions must be fulfilled before the grant can be disbursed.

The grant is non-transferable and non-substitutable and cannot be combined with the following institutional grants: AIU Online Military Spouse Grant, AIU Online Veterans Grant, AIU Online Academic Educational Alliances Grant or AIU Online Lifelong Learning Grant. The grant with the greatest benefit to the student will be applied. Interested candidates should contact the AIU Financial Aid Office for additional application information.

* Please note that grant percentages may vary (ranging anywhere from 5% - 20% of the tuition costs) by Corporate Educational Alliance. Please contact the Financial Aid Office to determine the exact grant percentage for which you may qualify.

** Immediate family members: Spouse (life partner) or dependent children only. Siblings, cousins, etc. are not considered an immediate family member.

Note: *The Educational Alliances Grant funding is limited. If funding for the Educational Alliances Grant is exhausted, otherwise eligible students may not be awarded the grant.*

AIU Online Academic Educational Alliances Grant

AIU has established a grant* in the name of its Academic Educational Alliances in order to assist eligible students with the opportunity to attend a degree program of study at AIU. To be eligible for the Educational Alliances Grant, a candidate must be accepted for admission to the University and complete the Educational Alliances Attestation form and must also allow for verification of eligibility. For Academic Educational Alliances, verification of eligibility may require the student to submit documentation of proof of prior attendance from the institution of higher learning with which AIU has an articulation agreement.

The conditions are as follows:

- The Educational Alliances Grant is used exclusively towards current program charges.
- The grant is awarded proportionately over each applicable academic year and the grant will be applied to the academic year tuition costs.
- Qualifying students are students who have previously attended an institution with which AIU has a signed articulation agreement.
- Candidates must apply and be accepted for admission to the University to be eligible to receive the grant.
- All grants are applied as a credit to the student's account and no cash payments will be awarded to the student.
- Students selected for verification must provide documentation before the grant is applied. Documentation must show proof of attendance at the prior institution and be submitted prior to the first day of class at AIU.
- All of the conditions must be fulfilled before the grant can be disbursed.

* Please note that grant percentages may vary (ranging anywhere from 5% - 20% of the tuition costs) by Academic Educational Alliance. Please contact the Financial Aid Office to determine the exact grant percentage for which you may qualify.

The grant is non-transferable and non-substitutable and cannot be combined with the following institutional grants: AIU Online Military Spouse Grant, AIU Online Veterans Grant, AIU Online Corporate Educational Alliances Grant or AIU Online Lifelong Learning Grant. The grant with the greatest benefit to the student will be applied. Interested candidates should contact the AIU Financial Aid Office for additional application information

Note: *The Educational Alliances Grant funding is limited. If funding for the Educational Alliances Grant is exhausted, otherwise eligible students may not be awarded the grant.*

Student Finance

AIU Online Veterans Grant

AIU has established a grant for our Veterans* of the U.S. military to assist in providing the opportunity to attend a degree program of study at AIU Online. Veterans may be eligible for a grant up to \$1500** to be applied to the program tuition costs. To be eligible for the grant a candidate must be accepted for admission to the University, allow for the verification of their military discharge via a DD-214 Member-4, or comparable government document and complete the AIU Online Veterans Grant Attestation form.

The conditions are as follows:

- The AIU Online Veterans Grant is used exclusively towards prior or current program charges.
- The grant is awarded proportionately over each applicable academic year and the grant percentage will be applied to the academic year tuition costs
- Qualifying students are Veterans of the U.S. military that have a discharge that is other than dishonorable
- Candidates must apply and be accepted for admission to the University to be eligible to receive the grant.
- All grants are applied as a credit to the student's account, and no cash payments will be awarded to the student.

The grant is non-transferable and non-substitutable and cannot be combined with the following institutional grants: AIU Online Military Spouse Grant, AIU Online Corporate/Academic Educational Alliances Grant or AIU Online Lifelong Learning Grant. The grant with the greatest benefit to the student will be applied. Interested candidates should contact the AIU Financial Aid Office for additional application information.

Students selected for membership verification must provide documentation before the grant is disbursed. Documentation must show the effective date of membership prior to the first day of class.

* Veterans with a dishonorable discharge are ineligible for the grant.

* Students utilizing the Chapter 33 Post 9/11 benefits are ineligible to receive this grant.

** The grant amount, combined with all other sources of aid available to the student (federal/state financial aid grants and loan funds, military benefits, private alternative loans, employer tuition reimbursement etc.) may not exceed the total tuition cost for the academic year. In instances where this occurs, the grant will be reduced accordingly.

Note: *The AIU Online Veterans Grant funding is limited. If funding for the AIU Online Veterans Grant is exhausted, otherwise eligible students may not be awarded the grant.*

AIU Online Yellow Ribbon Grant

In accordance with the Yellow Ribbon Program, a provision of the Post-9/11 Veterans Educational Assistance Act of 2008, the University has established a Yellow Ribbon Grant. Eligibility and amounts are determined on an annual basis (on or after August 1st) and are subject to change.

To be eligible for the grant, a candidate must be accepted for admission to the University, be eligible for Chapter 33 Post-9/11 veterans benefits at the 100% rate, as determined by the Department of Veterans Affairs, complete the appropriate University Attestation form, and allow for the verification of their Chapter 33 Post-9/11 eligibility via a DD-214 Member-4, or Certificate of Eligibility, or comparable government document.

The conditions are as follows:

- Candidates must be an eligible Veteran or a Dependent of an eligible Veteran that meets the Post-9/11 GI Bill Transferability requirements (www.gibill.va.gov).
- Candidates must apply and be accepted for admission to the University to be eligible.
- The Yellow Ribbon Grant is applied as a credit to the student's account, and no cash payments will be awarded to the student.
- The Yellow Ribbon Grant is used exclusively towards prior or current program charges.
- The Yellow Ribbon Grant is awarded for each period in the program that the student is determined eligible, and where the grant is needed.
- The Yellow Ribbon Grant is non-transferable and non-substitutable and cannot be combined with any other institutional grant

American InterContinental University is committed to assisting military students in determining the best options available to them. To receive additional information on veterans educational benefit eligibility, students can contact the Veterans Administration at 800-827-1000, or 888-GI BILL-1 (1-888-442-4551), or visit their website at www.gibill.va.gov.

AIU Online Lifelong Learning Grant

The purpose of the AIU Online Lifelong Learning Grant is to recognize AIU Online undergraduate alumni who intend to pursue a graduate degree at AIU Online. Alumni of these programs, enrolling into a graduate program, will be eligible for a grant up to \$1,000.* The grant award will be applied against outstanding current or future charges at the University's discretion.

The conditions are as follows:

- The AIU Online Lifelong Learning Grant is used exclusively towards prior or current program charges.
- The grant is awarded proportionately over each applicable academic year and the grant percentage will be applied to the academic year tuition costs
- Candidates must apply and be accepted for admission into a Master's degree program to be eligible to receive the grant.
- All grants are applied as a credit to the student's account, and no cash payments will be awarded to the student.

*The grant amount, combined with all other sources of aid available to the student (federal/state financial aid grants and loan funds, military benefits, private alternative loans, employer tuition reimbursement etc.) may not exceed the total tuition cost for the academic year. In instances where this occurs, the grant will be reduced accordingly.

The grant is non-transferable and non-substitutable and with the exception of the Advantage Grant, cannot be combined with any other institutional grant. The grant with the greatest benefit

to the student will be applied. Interested candidates should contact the AIU Financial Aid Office for additional application information.

Note: *AIU Online Lifelong Learning Grant funding is limited. If funding for the AIU Online Veterans Grant is exhausted, otherwise eligible students may not be awarded the grant.*

AIU Online Military Spouse Grant

AIU Online has established a grant up to 10%* for all spouses of active duty and drilling members of the U.S. military to assist in providing the opportunity to attend a degree program of study at AIU Online. To be eligible for the AIU Online Military Spouse Grant, a candidate must be accepted for admission to the University, allow for the verification of their spouse's military status and complete the AIU Online Military Spouse Grant Attestation form.

The conditions are as follows:

- The AIU Online Military Spouse Grant is used exclusively towards prior or current program charges.
- The grant is awarded proportionately over each applicable academic year and the grant percentage will be applied to the academic year tuition costs
- Qualifying students are spouses of active duty and drilling members of the U.S. military.
- Candidates must apply and be accepted for admission to the University to be eligible to receive the grant.
- All grants are applied as a credit to the student's account, and no cash payments will be awarded to the student.
- Students selected for membership verification must provide documentation before the grant is applied.
- All of the conditions must be fulfilled before the grant can be disbursed.

* The grant amount, combined with all other sources of aid available to the student (federal/state financial aid grants and loan funds, military benefits, private alternative loans, employer tuition reimbursement etc.) may not exceed the total tuition cost for the academic year. In instances where this occurs, the grant will be reduced accordingly.

* Students utilizing the Chapter 33 Post 9/11 benefits are ineligible to receive this grant.

The grant is non-transferable and non-substitutable and cannot be combined with the following institutional grants: AIU Online Veterans Grant, AIU Online Corporate/Academic Educational Alliances Grant or AIU Online Lifelong Learning Grant. The grant with the greatest benefit to the student will be applied. Interested candidates should contact the AIU Financial Aid Office for additional application information.

Note: *The AIU Online Military Spouse Grant funding is limited. If funding for the AIU Online Military Spouse Grant is exhausted, otherwise eligible students may not be awarded the grant.*

Student Finance

AIU Online Success Grant

AIU Online has established the AIU Online Success Grant to recognize new undergraduate students with 36 transfer credits or less who have achieved academic success within their program of study through their first academic year at AIU Online. The amount is a one-time award of up to \$2000.*

The conditions are as follows:

- Students must begin their program of study in January 2011 or later to be considered for the grant.
- Students must be enrolled as a full-time student for each quarter within their first academic year (as defined as three full academic quarters or six 5-week sessions) taking a minimum of 12 credit hours per quarter and earn a 3.5 cumulative GPA through the first academic year.
- Students must have 36 transfer credits or less to be eligible to receive the grant
- The grant is awarded proportionately over each term in the second academic year of the program.
- No disbursements will be applied to the student's account until grades have posted for all coursework within the first academic year and a cumulative GPA has been determined.
- 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 grant amount, combined with all other sources of aid available to the student (federal/state financial aid grants and loan funds, military benefits, private alternative loans, employer tuition reimbursement etc.) may not exceed the total tuition cost for the academic year. In instances where this occurs, the grant will be reduced accordingly.

The grant is non-transferable and non-substitutable and cannot be combined with any other institutional grant or scholarship. The grant/scholarship with the greatest financial benefit to the student will be applied. Interested candidates should contact the AIU Online Financial Aid Department for additional information.

Note: *The AIU Online Success Grant funding is limited. If funding for the grant is exhausted, otherwise eligible students may not be awarded the grant.*

Grants and Scholarships

AIU Ground Campuses (Atlanta, Houston, London, South Florida)

AIU grant and scholarship funding is limited and participation may vary by campus and is indicated with each source of funding below. If funding is exhausted, otherwise eligible students may not be awarded the grant or scholarship.

AIU Academic Progress Scholarship (All Ground Campuses)

The scholarships that relate to specific degree programs and that are in honor of certain individuals are as follows:

Atlanta

- Fashion Design, in honor of William Travilla
- Media Production, in honor of Scott Wallace

London

- Interior Design, in honor of Anthony Feldman

The purpose of the AIU Academic Progress Scholarship is to recognize outstanding students who are about to enter their final 60 credit hours of study at AIU and who have demonstrated leadership potential, academic promise, and achievement in their respective Baccalaureate Degree Program. The scholarship award can be up to \$3,000 (£2,000) and is to be used toward tuition and fees. The scholarship award will be disbursed by the University equally over three (3) academic quarters for full-time students. The scholarship award will be disbursed by the University over five (5) academic quarters for part-time students (11 credit hours or less.)

To be eligible for the AIU Academic Progress Scholarship, candidates must:

- have completed a minimum of 120 credit hours.
- have earned a minimum of 60 credit hours at the AIU campus where the award is being presented.
- maintain a minimum 3.2 cumulative GPA or better while receiving the scholarship
- show promise in their field of study.
- be recommended by a member of the University faculty through a letter of recommendation.

Disbursement of scholarship funds will commence during the first academic quarter of a student's remaining 60 credit hours of study and continue to be disbursed in equal amounts over the next two (2) academic quarters for full-time students and over the next four (4) academic quarters for part-time students. In order to maintain eligibility, scholarship recipients must continue to meet all AIU academic standards and policies as a matriculating student.

The scholarship is non-transferable and non-substitutable. No portion is refundable. No cash payments will be awarded to the student.

Interested candidates should contact the Financial Aid Office for application information.

AIU Academic Educational Alliances Grant (All Ground Campuses)

AIU has established a grant* in the name of its Academic Educational Alliances in order to assist eligible students with the opportunity to attend a degree program of study at AIU. To be eligible for the Educational Alliances Grant, a candidate must be accepted for admission to the University, complete the Educational Alliances Attestation form and must also allow for verification of eligibility. Verification of eligibility may require the student to submit documentation of proof of prior attendance from the institution of higher learning with which AIU has an articulation agreement.

The conditions are as follows:

- The Educational Alliances Grant is used exclusively towards tuition.
- The grant is awarded proportionately over each applicable academic year and the grant percentage will be applied to the academic year tuition costs.
- Qualifying students are students who have previously attended an institution with which AIU has a signed articulation agreement. Candidates must apply and be accepted for admission to the University to be eligible to receive the grant.
- All grants are applied as a credit to the student's account and no cash payments will be awarded to the student.
- Students selected for verification must provide documentation before the grant is applied. Documentation must show proof of attendance at the prior institution and be submitted prior to the first day of class at AIU.
- All of the conditions must be fulfilled before the grant can be disbursed.

The grant is non-transferable and non-substitutable and cannot be combined with the following institutional grants: AIU Freedom Grant, AIU Veterans Grant. The grant with the greatest benefit to the student will be applied. Interested candidates should contact the AIU Financial Aid Office for additional application information.

* Please note that grant percentages may vary (ranging anywhere from 5% - 20% of the tuition costs) by Academic Educational Alliance e Please contact the Financial Aid Office to determine the exact grant percentage for which you may qualify.

Note: The Educational Alliances Grant funding is limited. If funding for the Educational Alliances Grant is exhausted, otherwise eligible students may not be awarded the grant.

AIU Corporate Educational Alliances Grant (All Ground Campuses)

AIU has established a grant* in the name of its Corporate Educational Alliances in order to assist eligible students and their immediate family members** with the opportunity to attend a degree program of study at AIU. To be eligible for the Educational Alliances Grant, a candidate must be accepted for admission to the University, complete the Educational Alliances Attestation form and must also allow for verification of eligibility. Verification of eligibility may require the student to submit documentation of proof of employment with the corporation.

The conditions are as follows:

- The Educational Alliances Grant is used exclusively towards tuition.
- The grant is awarded proportionately over each applicable academic year and the grant percentage will be applied to the academic year tuition costs.
- Qualifying students must be an employee of the corporate educational alliance member or an employee's immediate family member**.
- Candidates must apply and be accepted for admission to the University to be eligible to receive the grant.
- All grants are applied as a credit to the student's account and no cash payments will be awarded to the student.
- Students selected for employment verification must provide documentation before the grant is applied. Documentation must show the effective date of employment, and be submitted prior to the first day of class.
- All of the conditions must be fulfilled before the grant can be disbursed.

The grant is non-transferable and non-substitutable and cannot be combined with the following institutional grants:

AIU Freedom Grant, AIU Veterans Grant. The grant with the greatest benefit to the student will be applied. Interested candidates should contact the AIU Financial Aid Office for additional application information.

*Please note that grant percentages may vary (ranging anywhere from 5% - 20% of the tuition costs) by Corporate Educational Alliance. Please contact the Financial Aid Office to determine the exact grant percentage for which you may qualify.

** Immediate family members: Spouse (life partner) or dependent children only. Siblings, cousins, etc. are not considered an immediate family member.

Note: The Educational Alliances Grant funding is limited. If funding for the Educational Alliances Grant is exhausted, otherwise eligible students may not be awarded the grant.

Student Finance

Career Education Scholarship Fund (CESF) (Atlanta, Houston and South Florida campuses only)

The purpose of the Career Education Scholarship Fund is to recognize students with an inspiring motivation to earn a degree from AIU. Current students must be in good academic standing at AIU. Newly enrolled students must have been in good academic standing at their last institution. The scholarship award ranges from \$500 to \$2,000, depending on funding of the scholarship, and will be applied against outstanding current or future tuition and fee charges at the University's discretion. No cash payment will be awarded to the student.

No portion of the scholarship is refunded to the student.

The conditions are as follows:

The conditions are as follows:

- The scholarship is used exclusively towards program charges.
- The scholarship recipient must be a full-time student currently attending or enrolled for a future start at AIU.
- The scholarship recipient must have a valid ISIR on file with the University for the applicable award year, been awarded all federal and state need-based financial aid that they are eligible for and still have an unmet financial need.
- Students who do not file a FAFSA are not eligible for the scholarship.
- Current students must be in good academic standing.
- For new students, the scholarship will be awarded for the student's first academic year only.
- For current students, the scholarship will be awarded to the student's next academic year only.
- Candidates must apply and be accepted for admission to be eligible to receive the scholarship.
- Candidate must submit a maximum 500-word typed essay explaining how this award would help him/her meet his/her educational and career goals.
- Candidates must also complete the Career Education scholarship Application.
- The potential scholarship recipient will be judged on the following criteria:
 - Financial Need
 - Student Essay
- The scholarship is awarded proportionately over each applicable academic year in the degree program. University employees and their immediate family members are not eligible for this scholarship.

Big Brothers/Big Sisters Scholarship (Atlanta Campus Only)

American InterContinental University has partnered with Big Brothers/Big Sisters (BBBS) of the Metro Atlanta area to create a scholarship designed to assist potential students involved in the BBBS Mentoring Towards College (MTC) program. The MTC program is designed to pair mentors who are recent college graduates with mentees and can help prepare promising youth involved in BBBS for entry into college. The conditions are as follows:

- Candidates must apply and be accepted for admission to the University to be eligible to receive the scholarship
- Award recipients will be selected by the BBBS organization and all scholarships will be awarded based on availability of funds
- Recipients are required to complete a Free Application for Federal Student Aid (FAFSA). Any need-based grants must first be applied to tuition and fees prior to the scholarship being awarded
- Recipients must receive passing grades in the course to receive scholarship funds
- Recipients must maintain satisfactory academic progress in order to maintain scholarship eligibility
- Scholarship funds are used towards current tuition and fees only. Any outside funding received above and beyond tuition charges will result in an award reduction by that amount
- The scholarship is awarded proportionately throughout each academic year in the program
- All funds are applied as a credit to the student's account, and no cash payments will be awarded to the student
- The scholarship is non-transferrable and non-substitutable and cannot be combined with any other AIU institutional grant or scholarship

Scholarship amounts vary by student and program and all selected candidates are required to agree to the terms and conditions set forth by American InterContinental University. Please contact the Financial Aid Office for further details.

AIU Financial Grant (All Ground Campuses)

The AIU Financial Grant may be awarded to full-time baccalaureate degree seeking students during their first two years of study who are attempting the first 90 credits of the program and who have unmet financial need. The grant may be awarded up to \$3,000 (£3,300) over two academic years and is to be used toward tuition and fees for study in any baccalaureate degree program. The grant will be disbursed proportionately throughout the length of the program.

To be eligible for the AIU Financial Grant, candidates must:

- Apply and be accepted for admission to AIU
- Complete the application process for state and federal financial aid funding for which he/she may be eligible so that financial need may be determined
- Demonstrate financial need of at least \$1,500 per academic year in their first two academic years. Financial need for this grant is determined by subtracting the expected family contribution and federal and state financial aid funding from direct educational costs. For this grant, financial aid funding includes federal and state aid (Federal Stafford subsidized and unsubsidized loans, Federal Pell grants, and Federal SEOG and state grants only).
- Be enrolled as a full-time student at AIU.

In order to maintain eligibility, grant recipients must continue to meet all AIU academic standards and policies as a matriculating student.

The grant is non-transferable and non-substitutable. No portion is refundable. No cash payments will be awarded to the student. The grant will be awarded in order of application receipt date. The number of grants awarded will vary depending on the number of applicants and the availability of funds. The AIU Financial Grant can only be combined with one of the following grants/scholarships: AIU Career Education Grant or Educational Alliances Grant. Should a student qualify for more than one grant/scholarship, the Financial Aid Office will award the combination of grants/scholarships which will be of the greatest benefit to the student.

Interested candidates should contact the Financial Aid Office for application information.

AIU Freedom Grant (All Ground Campuses)

AIU has established a grant for all active duty and drilling members of the U.S. military and their immediate family members* to assist in providing the opportunity to attend a degree program of study at AIU. The amount of the grant is contingent upon the level of study. Currently the grant levels are as follows:

- Associates degree programs: Up to 10%**
- Bachelor's degree programs: Up to 15%**
- Master's degree programs: Up to 20%**

To be eligible for the Freedom Grant a candidate must be accepted for admission to the University, allow for the verification of their current military status (or that of their spouse or parent/legal guardian), and complete the Freedom Grant Attestation form.

The conditions are as follows:

- The Freedom Grant is used exclusively towards prior or current tuition charges.
- The grant is awarded proportionately over each academic year in the program.
- Qualifying students are active and drilling members of the U.S. military personnel and their immediate families' members*
- Candidates must apply and be accepted for admission to the University to be eligible to receive the grant.
- All grants are applied as a credit to the student's account, and no cash payments will be awarded to the student.
- The grant is non-transferrable and non-substitutable and cannot be combined with any other AIU institutional grant. The grant with the greatest benefit to the student will be applied.

Students selected for membership verification must provide documentation before the grant is applied.

Students selected for membership verification must provide documentation before the grant is applied.

* Immediate family members: Spouse (life partner) or dependent children as defined by the U.S. Department of Education's dependency criteria. Siblings, cousins, etc. are not considered an immediate family member.

** For students utilizing Chapter 33 Post-9/11 benefits, the veterans educational benefit awarded for tuition purposes will be considered before determining the Freedom Grant amount. The combination of Chapter 33 benefits applied to tuition and the Freedom Grant cannot exceed the amount of tuition for the academic year. In no case will the Freedom Grant award exceed the percentage listed above

Student Finance

Note: *The Freedom Grant funding is limited. If funding for the Freedom Grant is exhausted, otherwise students may not be awarded the grant.*

AIU Veterans Grant (All Ground Campuses)

AIU has established a grant for all honorably discharged* Veterans of the U.S. military and their immediate family members** to assist in providing the opportunity to attend a degree program of study at AIU. Veterans may be eligible for up to 10% of tuition costs and immediate family members may be eligible for up to 5% of tuition costs***.

To be eligible for the grant, a candidate must be accepted for admission to the University, allow for the verification of their military discharge via a DD-214 Member-4, or comparable government document (or that of their spouse or parent/legal guardian), and complete the AIU Veterans Grant Attestation form.

The conditions are as follows:

- The AIU Veterans Grant is used exclusively towards prior or current tuition charges.
- The grant is awarded proportionately throughout each academic year in the program.
- Qualifying students are honorably discharged* Veterans of the U.S. military and their immediate family members**.
- Candidates must apply and be accepted for admission to the University to be eligible to receive the grant.
- All grants are applied as a credit to the student's account, and no cash payments will be awarded to the student.
- The grant is non-transferrable and non-substitutable and cannot be combined with any other AIU institutional grant. The grant with the greatest benefit to the student will be applied.
- Students selected for membership verification must provide documentation before the grant is applied.

* Certain exceptions apply

** Immediate family members: Spouse (life partner) or dependent children only, as defined by the U.S. Department of Education's dependency criteria. Siblings, cousins, etc. are not considered an immediate family member.

*** For students utilizing Chapter 33 Post – 9/11 benefits, the veterans educational benefit awarded for tuition purposes will be considered before determining the AIU Veterans Grant amount. The combination of Chapter 33 benefits applied to tuition and the AIU Veterans Grant award cannot exceed the amount of tuition for the academic year. In no case will the AIU Veterans Grant award exceed the percentage listed above

Note: *The AIU Veterans Grant Funding is limited. If funding for the AIU Veterans Grant is exhausted, otherwise eligible students may not be awarded the grant.*

Yellow Ribbon Grant (Atlanta, Houston, South Florida)

In accordance with the Yellow Ribbon Program, a provision of the Post-9/11 Veterans Educational Assistance Act of 2008, the University has established a Yellow Ribbon Grant. Eligibility and amounts are determined on an annual basis (on or after August 1st) and are subject to change.

To be eligible for the grant a candidate must be accepted for admission to the University, be eligible for Chapter 33 Post-9/11 veterans benefits at the 100% rate, as determined by the Department of Veterans Affairs, complete the appropriate University Attestation form, and allow for the verification of their Chapter 33 Post-9/11 eligibility via a DD-214 Member-4, or Certificate of Eligibility, or comparable government document.

The conditions are as follows:

- Candidates must be an eligible Veteran or a Dependent of an eligible Veteran that meets the Post-9/11 GI Bill Transferability requirements (www.gibill.va.gov).
- Candidates must apply and be accepted for admission to the University to be eligible.
- The Yellow Ribbon Grant is applied as a credit to the student's account, and no cash payments will be awarded to the student.
- The Yellow Ribbon Grant is used exclusively towards prior or current tuition charges.
- The Yellow Ribbon Grant is awarded for each period in the program that the student is determined eligible, and where the grant is needed.
- The Yellow Ribbon Grant is non-transferable and non-substitutable and cannot be combined with any other institutional grant

American InterContinental University is committed to assisting military students in determining the best options available to them. To receive additional information on veterans educational benefit eligibility, students can contact the Veterans Administration at 800-827-1000, or 888-GI BILL-1 (1-888-442-4551) or visit their website at www.gibill.va.gov.

AIU Graduate Studies Scholarship (All Ground Campuses)

The purpose of the AIU Graduate Studies Scholarship is to recognize students who have been awarded a Baccalaureate Degree and have shown academic achievement in a previous college or university. The scholarship award will be \$1000 per term (£550 per term in London) with a maximum amount up to \$4,000 (£2,200) over the duration of the program and is to be used toward tuition and fees for study in any Graduate Degree Program at AIU. The scholarship award will be disbursed by the University proportionately throughout the length of the program.

To be eligible for the AIU Graduate Studies Scholarship, candidates must:

- apply and be accepted for admission to AIU.
- have an earned bachelor's degree, with a cumulative GPA of 3.0 or better, from a recognized accredited college or university.
- be enrolled as a full-time student at AIU.

Disbursement of scholarship funds will commence during the first academic quarter and continue to be disbursed in equal amounts over the next three (3) academic quarters. In order to maintain eligibility, scholarship recipients must continue to meet all AIU academic standards and policies as a matriculating student.

The scholarship is non-transferable and non-substitutable. No portion is refundable. No cash payments will be awarded to the student. The number of scholarships awarded will vary depending on the number of applicants and the availability of funds. The AIU Graduate Studies Scholarship can only be combined with the following grant: Educational Alliances Grant. Should a student qualify for more than one grant/scholarship, the Financial Aid Office will award the combination of grants/scholarships which will be of the greatest benefit to the student.

Interested candidates should contact the Financial Aid Office for application information.

AIU High School Scholarship (All Ground Campuses)

Each academic year AIU awards scholarships to graduating high school seniors who will be pursuing a baccalaureate degree. The scholarship award can be up to \$6,000 (£3,300) over two academic years and is to be used toward tuition and fees for study in a baccalaureate degree program. The scholarship will be disbursed proportionately throughout the length of the program.

To be eligible for the AIU High School Scholarship,

To be eligible for the AIU High School Scholarship, candidates must:

- apply and be accepted for admission to AIU.
- be attending their senior year of high school.
- show evidence of a high school minimum cumulative GPA of 3.0 or better.
- be enrolled as a full-time student at AIU.

Disbursement of scholarship funds will commence during the first academic quarter and continue to be disbursed in equal amounts over the next five (5) academic quarters. In order to maintain eligibility, scholarship recipients must continue to meet all AIU academic standards and policies as a matriculating student.

The scholarship is non-transferable and non-substitutable. No portion is refundable. No cash payments will be awarded to the student. The number of scholarships awarded will vary depending on the number of applicants and the availability of funds. The AIU High School Scholarship can only be combined with the following grant/scholarship: Educational Alliances Grant. Should a student qualify for more than one grant/scholarship, the Financial Aid Office will award the combination of grants/scholarships which will be of the greatest benefit to the student.

Interested candidates should contact the Financial Aid Office for application information.

Student Finance

AIU International Scholarship (Atlanta, South Florida, Houston, London)

The AIU International Scholarship is awarded to incoming international students whose academic record is considered worthy of recognition. The scholarship award can be up to \$6,000 (£3,300) over two academic years and is to be used toward tuition and fees for study in any baccalaureate degree program. The scholarship will be disbursed proportionately throughout the length of the program.

To be eligible for the AIU International Scholarship, candidates must:

- apply and be accepted for admission to AIU.
- have a minimum cumulative GPA of 3.0 or better (or its international equivalent) from either high school/secondary school or college. 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. Because AIU follows strict policies concerning academic integrity, international students with foreign credentials must submit authentic foreign academic documents. Evidence of valid foreign educational credentials can be from a University approved foreign credential evaluation agency.
- be defined as an international student. Students planning to attend a domestic United States campus must submit a completed I-20 form with their Application for Admission to support the issuance of their student visa. Students planning to attend AIU London must submit a valid U.K. student visa with their Application for Admission.
- be enrolled as a full-time student at AIU.

Disbursement of scholarship funds will commence during the first academic quarter and continue to be disbursed in equal amounts over the next 5 academic quarters. In order to maintain eligibility, scholarship recipients must continue to meet all AIU academic standards and policies as a matriculating student.

The scholarship is non-transferable and non-substitutable. No portion is refundable. No cash payments will be awarded to the student. The number of scholarships awarded will vary depending on the number of applicants and the availability of funds. The AIU International Scholarship can only be combined with the following grant/scholarship: Educational Alliances Grant. Should a student qualify for more than one grant/scholarship, the Financial Aid Office will award the combination of grants/scholarships which will be of the greatest benefit to the student.

Interested candidates should contact the Financial Aid Office for application information.

AIU Student Assistantships (London Campus Only)

Each year AIU London establishes Student Assistantships in all Academic Programs and Student Service departments as well as the IT Services department. Successful applicants will be required to work for periods of either 10 or 20 hours per week in department related activity as specified by the program Dean. The value of each Assistantship is £800 per academic term for 10 hours of work per week, and £1,600 per academic term for 20 hours of work per week. This value is applied at the start of an academic quarter as a reduction to an Assistantship student's tuition and fees.

To be eligible for the Assistantship, candidates must:

- be an AIU London student who has completed at least 90 credit hours, and be in good standing with a minimum cumulative GPA of 2.5 or better.
- be judged by a Selection Committee to be capable of fulfilling relevant Occupational Health & Safety Requirements, and determined to be technically proficient of carrying out the work assigned as well as willing to work the required hours.
- have a visa which permits part-time work in the UK.

In order to maintain eligibility, Assistantship recipients must continue to meet all AIU academic standards and policies as a matriculating student.

No portion of this Assistantship value is refundable to the student, and no cash payment will be awarded to the student. The number of Assistantships will vary by academic term depending on AIU London resource requirements and the availability of funds.

Interested candidates should contact the Program Dean or Head of Department for further application information.

AIU Transfer Studies Scholarship (All Ground Campuses)

The purpose of the AIU Transfer Studies Scholarship is to recognize students who have shown academic achievement in a previous community college, college, or university. The scholarship award can be up to \$6,000 (£3,300) over two academic years and is to be used toward tuition and fees for study in any baccalaureate degree program. The scholarship award will be disbursed by the University equally over six (6) academic quarters.

To be eligible for the AIU Transfer Studies Scholarship, candidates must:

- apply and be accepted for admission to AIU.
- have a minimum of 45 transfer credits, with a cumulative GPA of 3.0 or better, from a recognized accredited community college or university. Students transferring between AIU campuses are not eligible for the AIU Transfer Studies Scholarship.
- be enrolled as a full-time student at AIU.

Disbursement of scholarship funds will commence during the first academic quarter and continue to be disbursed in equal amounts over the next five (5) academic quarters. In order to maintain eligibility, scholarship recipients must continue to meet all AIU academic standards and policies as a matriculating student.

The scholarship is non-transferable and non-substitutable. No portion is refundable. No cash payments will be awarded to the student. The number of scholarships awarded will vary depending on the number of applicants and the availability of funds. The AIU Transfer Studies Scholarship can only be combined with the following grant/scholarship: Educational Alliances Grant. Should a student qualify for more than one grant/scholarship, the Financial Aid Office will award the combination of grants/scholarships which will be of the greatest benefit to the student.

Interested candidates should contact the Financial Aid Office for application information.

Veterans Educational Benefits

American InterContinental University (AIU) degree programs are approved by the applicable State Approving Agency for Veterans Affairs. AIU participates in many Veterans Educational Benefit programs. Students interested in Veterans Educational Benefits should contact either the campus certifying official or the Financial Aid Department. Veterans who are unsure of their benefit eligibility should contact the Veterans Administration at 800-827-1000 or 888-GI Bill-1. Eligible students must maintain satisfactory academic progress to continue receiving Veterans Educational Benefits.

Program Charges

University institutional policy requires all students to pay tuition and fees in advance of each term. Students who owe money to the institution may not be allowed to register for the subsequent quarter until the balance owed is paid in full. Students receiving financial aid may be allowed a tuition deferment based upon the anticipated receipt of funds and are granted solely at the discretion of AIU as based on the official notice of approval from the granting or lending agency. The University evaluates institutional tuition and fee rates periodically and rates may be subject to change. A late registration fee may be applied if a student is not registered by the end of the registration period. Please refer to the tuition and fee schedule in the catalog for further information.

A campus tuition and fees schedule is included as a supplement to this catalog.

Institutional, Federal and State Refund Policies

After the last day of the drop/add period for each quarter, which is the sixth business day of a quarter or five-week session, no refunds or adjustments will be made to students dropping individual classes but otherwise enrolled at the University.

For students attending campuses in locations without state refund policies, refunds will be calculated in accordance to the Institutional Refund Policy. Funds will be returned following the same hierarchy as the Return of Title IV Funds policy, followed by other aid sources (e.g., private loans), and then the student. When a student withdraws from the institution, he/she should notify the Student Affairs Department.

Student Finance

Return of Title IV Funds

A recipient of federal Title IV financial aid who withdraws or is dismissed from school during a payment period or period of enrollment in which the student began attendance will have the amount of Title IV funds they did not earn calculated according to federal regulations. This calculation will be based on the student's last date of attendance and the date the school determines that the student has withdrawn from school (see withdrawal policy), or the date of dismissal for a student who is dismissed by the institution.

The period of time in which Title IV financial aid is earned for a payment period or period of enrollment is the number of calendar days the student has been enrolled for the payment period or period of enrollment up to the day the student withdrew, divided by the total calendar days in the payment period or period of enrollment. The percentage is multiplied by the amount of Title IV financial aid for the payment period or period of enrollment for which the Title IV financial aid was awarded to determine the amount of Title IV financial aid earned. The amount of Title IV financial aid that has not been earned for the payment period or period of enrollment, and must be returned, is the complement of the amount earned. The amount of Title IV financial aid earned and the amount of the Title IV financial aid not earned will be calculated based on the amount of Title IV financial aid that was disbursed for the payment period or period of enrollment upon which the calculation was based. A student will have earned 100% of the Title IV financial aid disbursed for the payment period or period of enrollment if the student withdrew after completing more than 60% of the payment period or period of enrollment.

The US Department of Education regulations indicate that it is not sufficient for a student to simply log in to an on-line class to demonstrate "academic attendance" and thus trigger either initial attendance and financial aid eligibility or an LDA (Last Date of Attendance) for purposes of R2T4 (Return of Title IV Aid) calculations. On-line programs must use very specific means to document that a student participated in class or was otherwise engaged in an academically-related activity, such as; submit an assignment, take a quiz, contribute to an on-line discussion and in some cases post to an on-line gallery.

For R2T4 purposes in a term based program with modules, a student is considered to have withdrawn, IF they do not complete all of the days they were scheduled to complete in the payment period or period of enrollment. The R2T4 calculation is required for all students who have ceased attendance; other than those on an approved LOA, or those who have attested to an expected return to a future module within the same term.

Exception: In order to NOT be considered withdrawn, the school must obtain a written confirmation from the student stating the student's intention of return to a future module within the same term. The fact that the student is scheduled to attend the next module will NOT be acceptable.

Schools are required to determine Title IV funds that must be refunded based upon the percentage of the payment period completed prior to withdrawing. Title IV funds must be returned to the program based upon a tuition refund or if the student received an overpayment based upon costs not incurred but for which Title IV was received.

Once the amount of Title IV financial aid that was not earned has been calculated, federal regulations require that the school return Title IV funds disbursed for the payment period or period of enrollment and used for institutional costs in the following order:

1. Loans
 - a. Unsubsidized Federal Direct Stafford Loans
 - b. Subsidized Federal Direct Stafford Loans
 - c. Federal Direct PLUS loans received on behalf of the student.
2. Federal Pell Grants.
3. Federal SEOG
4. Other grant or loan assistance authorized by Title IV of the HEA.

If the amount of unearned Title IV financial aid disbursed exceeds the amount that is returned by the school, then the student (or parent, if a Federal Parent-PLUS Loan) must return or repay, as appropriate, the remaining grant and loan funds. The student (or parent, if a Federal Parent-PLUS Loan) will be notified of the amount that must be returned or paid back, as appropriate.

Institutional Refund Policy (Houston and South Florida Campus Only)

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

Refund Schedule

During the first week: 100%

During the second week: 50%

During the third week: 25%

After third week: 0%

Charges and fees for University housing (where applicable) are nonrefundable.

Hypothetical Refund Example:

A student withdraws from school having last attended classes that have 120 hours in the term. At the time of the last day of attendance, the student has completed 28 hours and has 92 remaining. The student has been charged \$4,500 in tuition for the term.

Term tuition divided by term hours ($\$4,500/120=\37.50) times 28 hours attended= $\$1,050$ (amount owed by the student)

Tuition charges will be reduced by \$3,450 (\$4,500 term charges minus \$1,050 owed by the student). The student would receive a refund for any amount paid in excess of \$1,050.

If the student has completed more than 60% of the total term hours, no refund is due. Additional refund calculation examples may be requested from the Financial Aid Office.

State of Florida Refund Policy (South Florida Campus Only)

In accordance with state student refund policy guidelines, AIU South Florida follows the University's institutional refund policy. Charges and fees for University housing (where applicable) are nonrefundable.

State of Georgia Refund Policy (Atlanta and London Campuses Only)

An academic quarter is 10 weeks in length and may consist of two five-week sessions. In the event that a student withdraws or is dismissed from all classes during the quarter, the date from which tuition adjustments will be calculated is the last date of attendance. Please note that refunds are calculated based on the smallest distinct segment of the academic program. For example, for students who withdraw or are dismissed from all classes during the quarter in which a 10-week course(s) are taken, the percentages of completion will be applied to the 10-week quarter. For students who withdraw or are dismissed from all classes during the quarter in which a 5-week course(s) are taken, the percentages of completion will be applied to the 5-week session.

Tuition will be adjusted according to the following schedule:

- During the first seven calendar days*, the University will refund 100% of the tuition and fees.
- For a student completing no more than 5% of the quarter or 5-week session, the University will refund 95% of the tuition and fees.
- For a student completing more than 5%, but no more than 10% of the quarter or 5-week session, the University will refund 90% of the tuition and fees.
- For a student completing more than 10%, but no more than 25% of the quarter or 5-week session, the University will refund 75% of the tuition and fees.
- For a student completing more than 25%, but no more than 50% of the quarter or 5-week session, the University will refund 50% of the tuition and fees.
- There will be no refund after a student has completed more than 50% of the quarter or 5-week session.

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

Charges and fees for University housing (where applicable) are nonrefundable.

Please note that there is no administrative fee for withdrawal. Lastly, students are entitled to the most favorable refund policy under state, federal or institutional policy.

Institutional Refund Policy (Online Campus Only)

* Please note that the refund policy may vary by the state in which the student resides. All policies for students attending the Online campus are listed below.

An academic quarter consists of two 5-week sessions or one 10-week session. In the event that a student withdraws or is dismissed 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 courses
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%	80%
During the second academic week	60%	100%	60%
During the third academic week	40%	100%	40%
During the fourth academic week	0%	100%	0%
During the fifth academic week	0%	100%	0%
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.

Student Finance

AIU Online Refund Policy (Alabama 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.

State of Georgia Refund Policy (AIU Online 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 five-week sessions. In the event that a student withdraws or is dismissed 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	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.

AIU Online Refund Policy (Wisconsin Residents)

In the event that a student withdraws or is dismissed 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 dismissed 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.

Withdrawal Date

The withdrawal date used to determine when the student is no longer enrolled at AIU is the date indicated in written or verbal communication by the student to the Student Affairs or Academic Affairs Department. If a student does not submit written notification, the school will determine the student's withdrawal date based upon federal regulations and institutional records.

For Federal student loan reporting purposes, the student's last date of attendance will be reported as the effective date of withdrawal for both official withdrawals and those who do not complete the official withdrawal process.

Please note that the above policy may result in a reduction in school charges that is less than the amount of Title IV financial aid that must be returned. Therefore, the student may have an outstanding balance due the school that is greater than that which was owed prior to withdrawal.

Degree Programs

Undergraduate General Education Requirements

General Education Philosophy

The purpose of General Education at AIU is to provide students with a broad range of courses designed to integrate general knowledge with their major field of study. To this end, students are provided with a curricular environment aimed at broadening and deepening intellectual awareness and perspective, historical understanding, technological and communicative expertise, information acquisition and analysis, and multi-cultural and global awareness. Students are enabled to grow personally and professionally so that they are equipped with the skills necessary to meet the challenges they will face as global citizens in an ever-changing workplace.

General Education Outcomes

Human Perspectives – Demonstrate, apply, and analyze knowledge of human cultures and the physical and natural world, including the social and behavioral sciences, mathematics, history, ethics, the arts, and the natural sciences.

Practical Reasoning – Demonstrate intellectual and practical skills, including critical thinking and problem solving, quantitative and information literacy, and teamwork.

Effective Communication – Demonstrate effective written and oral communication skills, including the ability to organize and communicate thoughts, ideas, and information in effective documents and presentations.

General Education Requirements

All undergraduate degree programs offered by the University contain general education requirements. Students are offered certain elective options in the general education disciplines, although course prerequisite requirements must be adhered to in course sequencing. Course options by degree and discipline include:

Associate and Baccalaureate Degrees General Education

Note: Students may be granted general education transfer credit for comparable courses in general education discipline areas that serve to meet the respective general education outcomes for the course discipline. For example, Western Civilization may be transferred in to meet a social science course requirement and replace the respective general education required course.

General Education Requirements (Online Campus Excluding BIT Program)

General Education Requirements

Degree Requirements (58.5 Credits)

Communication 2 courses (9 credits)

Two-course sequence in written communications

Humanities & Fine Arts* 2 courses (9 credits)

Social & Behavioral Sciences 3 courses (13.5 credits)

Technological Competence 2 courses (6 credits)

Two-course combination of one Computer course (4.5 credits) and one lab (1.5 credits)

Mathematics 1 course (4.5 credits)

Sciences 4 courses (12 credits)

Two two-course combinations of one science course (4.5 credits) and one lab (1.5 credits)

General Education Elective 1 course (4.5 credits)

*Students who reside in Arkansas and Minnesota are required to take HIST 105, U.S. History, in place of one General Elective. This requirement increases the Humanities & Fine Arts credits to 3 courses (13.5 credits) and the overall General Education Requirement to 63 credits.

General Education Requirements (Online Campus BIT Program Only)

General Education Requirements

Degree Requirements (63 Credits)

Communication 3 courses (13.5 credits)

Two-course sequence in written communications

Humanities & Fine Arts* 2 courses (9 credits)

Social & Behavioral Sciences 3 courses (13.5 credits)

Technological Competence 2 courses (6 credits)

Two-course combination of ITC0101 (4.5 credits) and one lab (1.5 credits)

Mathematics 1 course (4.5 credits)

Sciences 4 courses (12 credits)

Two two-course combinations of one science course (4.5 credits) and one lab (1.5 credits)

General Education Elective* 1 course (4.5 credits)

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

General Education Requirements (All Ground Campuses)

General Education Requirements

Degree Requirements **(58.5 Credits)**

Communication* **2 or 3 courses (9 or 13.5 credits)**

Two-course sequence in written communications

Humanities & Fine Arts* **1 or 2 courses (4.5 or 9 credits)**

Social & Behavioral Sciences **3 courses (13.5 credits)**

Technological Competence **2 courses (6 credits)**

Two-course combination of one Computer course (4.5 credits) and one lab (1.5 credits)

Mathematics **1 course (4.5 credits)**

Sciences **4 courses (12 credits)**

Two two-course combinations of one science course (4.5 credits) and one lab (1.5 credits)

General Education Elective **1 course (4.5 credits)**

*Students may elect to take an oral communication course or another Humanities & Fine Arts course.

Undergraduate Degree Requirements

The University offers undergraduate associate degrees of 90 credits and baccalaureate degrees of 180.

Graduate Degree Requirements

The University offers master's degree programs of 48 credits with graduate-level research and critical inquiry integrated into course requirements. The Master of Business Administration International Business degree offered at AIU London is 54 credits.

The Master of Accounting degree offered at all campuses is 60 credits.

Graduation Requirements

In order to qualify for graduation in their last quarter of study at AIU, students must meet the following eligibility requirements:

- Minimum CGPA of 2.0 for undergraduate programs or 3.0 for graduate programs.
- Clearance by the Academic Affairs and/or Student Affairs Department that all program requirements have been met.
- Clearance by the Financial Aid Department for all financial aid requirements.
- Clearance by the Student Accounts Department for all financial obligations.
- Clearance by the Library and Learning Resource Center and Housing for all financial obligations (if applicable).

AIU will award degrees at the end of the academic quarter only. Although students in graduate degree programs may have completed their final class before the end of the term, a student may not request a diploma any earlier than the scheduled graduation date. Upon request, the University will provide a transcript for purposes of graduation verification until the student's diploma has been provided. Complete information regarding graduation activities can be found in the Student Handbook.

Graduation with Honors

Bachelor degree graduates who have maintained a record of outstanding academic achievement will be recognized as follows:

Summa Cum Laude

A student graduating with a CGPA of 3.90 or above.

Magna Cum Laude

A student graduating with a CGPA of 3.70 to 3.89.

Cum Laude

A student graduating with a CGPA of 3.50 to 3.69.

Associate degree students with a CGPA of 3.5 or higher will graduate with honors.

Note: While the University awards honors at the undergraduate level for successful academic achievement, this achievement is expected for graduate study. Graduate students are required to maintain a minimum 3.0 CGPA throughout their enrollment in a graduate degree program.

Degree Programs: 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	Master of Business Administration		Master of Business Administration
			Master of Business Administration International Management (Currently not accepting new enrollments)	
				Master of Education

Atlanta	South Florida	Houston	London	Online
Bachelor Degree Programs				
Bachelor of Accounting	Bachelor of Accounting (Currently not accepting new enrollments)	Bachelor of Accounting	Bachelor of Accounting (Currently not accepting new enrollments)	Bachelor of Accounting
Bachelor of Business Administration	Bachelor of Business Administration (Currently not accepting new enrollments)	Bachelor of Business Administration	Bachelor of Business Administration (Currently not accepting new enrollments)	Bachelor of Business Administration
Bachelor of Science Criminal Justice	Bachelor of Science Criminal Justice (Currently not accepting new enrollments)	Bachelor of Science Criminal Justice		Bachelor of Science Criminal Justice
Bachelor of Fine Arts Fashion Marketing			Bachelor of Fine Arts Fashion Marketing (Currently not accepting new enrollments)	
Bachelor of Fine Arts Fashion Marketing and Design	Bachelor of Fine Arts Fashion Marketing and Design (Currently not accepting new enrollments)		Bachelor of Fine Arts Fashion Marketing and Design (Currently not accepting new enrollments)	
Bachelor of Fine Arts Game Design and Development (Currently not accepting new enrollments)	Bachelor of Fine Arts Game Design and Development (Currently not accepting new enrollments)			

Atlanta	South Florida	Houston	London	Online
Bachelor Degree Programs (continued)				
Bachelor of Fine Arts Interior Design (Currently, not accepting new enrollments)	Bachelor of Fine Arts Interior Design (Currently, not accepting new enrollments)		Bachelor of Fine Arts Interior Design (Currently not accepting new enrollments)	
Bachelor of Fine Arts Media Production	Bachelor of Fine Arts Media Production (Currently not accepting new enrollments)			
Bachelor of Fine Arts Visual Communication (Currently not accepting new enrollments)		Bachelor of Fine Arts Visual Communication (Currently not accepting new enrollments)	Bachelor of Fine Arts Visual Communication (Currently not accepting new enrollments)	Bachelor of Fine Arts Visual Communication (Currently not accepting new enrollments)
Bachelor of Information Technology (Not accepting applications for new enrollments starting after January 7th, 2013)	Bachelor of Information Technology (Currently not accepting new enrollments)	Bachelor of Information Technology (Not accepting applications for new enrollments starting after January 7th, 2013)		Bachelor of Information Technology

Atlanta	South Florida	Houston	London	Online
Associate Degree Programs				
Associate of Arts Business Administration	Associate of Arts Business Administration (Currently not accepting new enrollments)	Associate of Arts Business Administration	Associate of Arts Business Administration (Currently not accepting new enrollments)	Associate of Arts Business Administration
Associate of Science Criminal Justice	Associate of Science Criminal Justice (Currently not accepting new enrollments)	Associate of Science Criminal Justice		Associate of Science Criminal Justice
Associate of Arts Visual Communication (Not accepting applications for new enrollments starting after January 7th, 2013)		Associate of Arts Visual Communication (Not accepting applications for new enrollments starting after January 7th, 2013)	Associate of Arts Visual Communication (Currently not accepting new enrollments)	Associate of Arts Visual Communication (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.

Degree Programs: Specialization Matrix

	Atlanta	South Florida	Houston	London	Online
Bachelor of Accounting	*	+	X	+	*
Bachelor of Business Administration	X	+	X	+	*
Accounting	*	+	*	+	*
Entrepreneurship	*	+	X	+	*
Finance	*	+	*	+	*
Generalist	*	+	X	+	*
Healthcare Management	*	+	*	+	*
Human Resource Management	*	+	X	+	*
International Business	*	+	X	+	*
Management	X	+	X	+	*
Marketing	*	+	X	+	*
Operations Management	*	+	*	+	*
Project Management	*	+	*	+	*
Bachelor of Science Criminal Justice	X	+	X	+	*
Corrections and Case Management	X	+	*	+	*
Forensic Science	X	+	X	+	*
Generalist	X	+	X	+	*
Homeland Security & Crisis Management	X	+	*	+	*
Law Enforcement	X	+	*	+	*
Bachelor of Fine Arts Fashion Marketing	X			+	
Fashion Retailing	X			+	
Marketing	X			+	
Bachelor of Fine Arts Fashion Marketing and Design	X	+		+	
Costume Design	X			+	
Fashion Design	X	X		+	
Fashion Marketing	X	+		+	

	Atlanta	South Florida	Houston	London	Online
Bachelor of Fine Arts Interior Design		+		+	
Commercial Interior Design				+	
Generalist				+	
Residential Interior Design		+		+	
Bachelor of Fine Arts Media Production	X	+		+	
Audio Recording and Sound Design	X	+		+	
Digital Film and Post Production	X	+		+	
Bachelor of Fine Arts Visual Communication	#		#	+	#
Generalist	#		#	+	#
Graphic Design	#		#	+	#
Illustration	#		#	+	#
Web Design	#		#	+	#
Bachelor of Information Technology	#	+	#	+	
Digital Investigations	#	+	#	+	*
Information Assurance and Security	#	+	#	+	*
Network Administration	#	+	#	+	*
Software Analysis and Development	#	+	#	+	*

Degree Programs: Specialization Matrix

	Atlanta	South Florida	Houston	London	Online
Master of Accounting	*	+	X	+	*
Master of Business Administration	*			+	*
Accounting	*	*	*	+	*
Finance	*	*	*	+	*
Healthcare Management	*	*	*	+	*
Human Resource Management	*	*	X	+	*
International Business	*	*	X	+	*
Management	*	X	X	+	*
Marketing	*	*	X	+	*
Operations Management	*	*	X	+	*
Project Management	*	*	X	+	*
Master of Business Administration International Management				+	
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 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.

Bachelor of Accounting

180 CREDITS

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.

Program Outcomes

- Prepare required financial statements according to Generally Accepted Accounting Principles (GAAP);
- Demonstrate the importance of the moral standards embodied in the Code of Ethics of the Accounting Profession, and recognize, understand and manage potential ethical and legal conflicts in accounting and business;
- Distinguish between financial, managerial, cost and tax accounting principles and practices and identify the appropriate information to be used in managerial decision making;
- Differentiate between the accounting principles used for federal income taxation of both individuals and business, and evaluate the impact of those differences on the financial statements and managerial decision making;
- Formulate and communicate the relevant accounting issues in the Sarbanes-Oxley area and demonstrate ability to communicate effectively in business situations;
- Design and manage a complete set of accounts for a small to moderate-sized organization;
- Analyze the implications of technology and the Internet on today's businesses.

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 –	
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 Education Requirements **58.5**

Lower Division Core

ACCT 205	Principles of Accounting I	4.5
ACCT 210	Principles of Accounting II	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**

General Electives

**General Elective	4.5
General Elective or Internship	4.5

Total General Elective Requirements **9**

Upper Division Core

ACCT 310	Managerial Accounting	4.5
ACCT 311	Principles of Financial Accounting	4.5
ACCT 315	Intermediate Accounting I	4.5
ACCT 320	Intermediate Accounting II	4.5
ACCT 420	Cost Accounting	4.5
BUSN 310	International Legal and Ethical Issues in Business	4.5

Total Upper Division Core Requirements **27**

**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.*

Specialization Options

ACCT 430	Taxation	4.5
ACCT 435	Auditing	4.5
ACCT 440	Accounting Information Systems	4.5
ACCT 445	Government/Institutional Accounting	4.5
ACCT 450	Business and Professional Ethics for Accountants	4.5
ACCT 460	Professional Accounting	4.5
BUSN 311	Quantitative Methods and Analysis	4.5
FINA 310	Financial Management	4.5
FINA 412	Risk Management	4.5
MGMT 305	Management Information Systems	4.5
MGMT 315	Survey of Human Resource Management	4.5
MGMT 445	Creative Problem Solving	4.5

Total Specialization Requirements **54**

ACCT 499	Program Capstone	4.5
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Total Bachelor Degree Requirements **180**

School of Business

Master of Accounting

60 CREDITS

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.

Program Outcomes

- Develop organizational and operational plans to solve problems and improve the business 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 economic concepts, principles, and theory to critically analyze and evaluate economic problems and opportunities;
- Evaluate the opportunities provided by technology for businesses;
- Recognize, evaluate, and manage potential ethical and legal conflicts;
- Communicate effectively in business situations.

Program Core

ACCT 600	Advanced Accounting I	6.0
ACCT 601	Advanced Accounting II	6.0
ACCT 685	Review Course: Auditing and Regulation	6.0
BUS 610	Economics for the Global Manager	6.0
BUSN 621	Business Law	6.0
FIN 645	Theory of Corporate Finance	6.0
FINA 634	Financial Statement Analysis and Report Writing	6.0

Total Core Requirements	42
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Specialization

ACCT 680	Financial Accounting and Reporting-Business Environmental Concepts	6.0
ACG 630	Accounting Information Systems	6.0
ACG 675	Public and Not-For-Profit Accounting	6.0

Total Specialization Requirements	18
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Total Program Requirements	60
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Associate of Arts Business Administration

90 CREDITS

Program Description

The Associate of Arts Degree in Business Administration allows students who do not already possess the career-focused knowledge and skills from a diploma or certificate program to gain the critical thinking, communication and career advancement objectives found in an associate degree completion program. The liberal arts curriculum supports the critical thinking and communication skills necessary to business operations.

Program Outcomes

- Demonstrate broad knowledge and understanding of the principles and processes involved in the functional areas of business careers.
- Demonstrate broad knowledge and understanding of the principles and methods involved in marketing.
- Demonstrate broad knowledge and understanding of economic principles and practices, financial markets, banking, and the business economy.
- Demonstrate the ability to use knowledge of technology to adapt to a technologically advancing society and to use computer applications and systems as learning tools.

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 Education Requirements 58.5

Lower Division Core

ACCT 205	Principles of Accounting I	4.5
ACCT 210	Principles of Accounting II	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

General Electives

**General Elective or

BUSN 150	Legal and Ethical Environment of Business	4.5
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Total General Elective Requirements 4.5

Total Bachelor Degree Requirements 90

**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.*

School of Business

Bachelor of Business Administration

180 CREDITS

Program Description

The Bachelor of Business Administration degree program combines the required General Education courses that can provide liberal arts foundation with a coherent business core that is designed to provide a foundation for careers in business and management or preparation for advanced study. The upper division program builds on the lower division curriculum and provides an in-depth study in a selected area of focus including Accounting, Finance, International Business, Healthcare Management, Human Resource Management, Management, Marketing, Operations Management and Project Management.

Program Outcomes

- Apply teambuilding and leadership skills and employ methods for improving decision-making.
- Apply quantitative tools to analyze contemporary business functions and practices.
- Apply the concepts and principles of finance, economics, and accounting to make effective decisions in the global business environment.
- Apply current operations and marketing management practices and principles used in the business environment.
- Examine the implications of technology and the Internet on today's businesses.
- Recognize and manage potential ethical and legal conflicts in today's business environment.

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 Education Requirements 58.5

General Electives

**General Elective or	
BUSN 150 Legal and Ethical Environment of Business	4.5
Internship or General Elective or	
MGMT 350 Professional Business Development	4.5
Total General Elective Requirements	9

Lower Division Core

ACCT 205	Principles of Accounting I	4.5
ACCT 210	Principles of Accounting II	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

Upper Division Core

ACCT 310	Managerial Accounting	4.5
BUSN 311	Quantitative Methods and Analysis	4.5
FINA 310	Financial Management	4.5
MGMT 310	Management and Leadership of Organizations	4.5
MGMT 315	Survey of Human Resource Management	4.5
MGMT 305	Management Information Systems	4.5
Total Upper Division Core Requirements		27

MGMT 499	Program Capstone	4.5
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.*

Specialization Options

ACCOUNTING

ACCT 311	Principles of Financial Accounting	4.5
ACCT 315	Intermediate Accounting I	4.5
ACCT 320	Intermediate Accounting II	4.5
ACCT 420	Cost Accounting	4.5
ACCT 430	Taxation	4.5
ACCT 435	Auditing	4.5
ACCT 440	Accounting Information Systems	4.5
ACCT 445	Government/Institutional Accounting	4.5
ACCT 450	Business and Professional Ethics for Accountants	4.5
ACCT 460	Professional Accounting	4.5
FINA 412	Risk Management	4.5
FINA 425	Budgeting	4.5

ENTREPRENEURSHIP

ACCT 430	Taxation	4.5
FINA 425	Budgeting	4.5
MGMT 330	Business Law and Regulations	4.5
MGMT 402	Employment and Labor Law	4.5
MGMT 412	Project Management	4.5
MGMT 422	Advanced Entrepreneurship	4.5
MGMT 444	Team Leadership	4.5
MGMT 447	Technology Management	4.5
MGMT 448	Capitalization and Investment	4.5
MGMT 450	Supply Chain Management and Purchasing	4.5
MGMT 455	Managing High Performance	4.5
MGMT 475	Contracts and Procurement	4.5

FINANCE

FINA 315	Financial Instruments	4.5
FINA 320	Capital Planning	4.5
FINA 325	Funds Acquisition	4.5
FINA 330	Asset and Debt Management	4.5
FINA 405	Investment	4.5
FINA 410	International Financial Management	4.5
FINA 420	Commercial Bank Management	4.5
FINA 425	Budgeting	4.5
FINA 430	Financial Policy and Strategy	4.5
FINA 435	Financial Analysis	4.5
FINA 440	Investment and Portfolio Management	4.5
FINA 450	Financial Engineering	4.5

GENERALIST

*The Generalist specialization provides students the opportunity to transfer in or take specialization courses in any area of Business. The courses below are suggestions but may be substituted for any upper level course in the Business discipline.

BUSN 310	International Legal and Ethical Issues in Business or Specialization Elective	4.5
FINA 425	Budgeting or Specialization Elective	4.5
MKTG 305	Marketing Management – or – Specialization Elective	4.5
MGMT 335	Personnel and Organization Policy – or – Specialization Elective	4.5
MGMT 340	Building Teams and Resolving Conflict – or – Specialization Elective	4.5
MGMT 345	Diversity in the Workforce – or – Specialization Elective	4.5
MGMT 412	Project Management – or – Specialization Elective	4.5
MGMT 415	Global Operations Management – or – Specialization Elective	4.5
MGMT 436	Managing Organizational Change – or – Specialization Elective	4.5

MGMT 444	Team Leadership or Specialization Elective	4.5
MGMT 447	Technology Management – or – Specialization Elective	4.5
MGMT 455	Managing High Performance – or – Specialization Elective	4.5

HEALTHCARE MANAGEMENT

FINA 412	Risk Management	4.5
HLTH 310	Survey of Healthcare Management	4.5
HLTH 320	Ethical and Legal Issues in Healthcare	4.5
HLTH 420	Healthcare Finance	4.5
HLTH 430	Healthcare Information Systems	4.5
HLTH 440	Healthcare Resource Allocation and Policy Making	4.5
MKTG 305	Marketing Management	4.5
MKTG 340	Public Relations	4.5
MGMT 335	Personnel and Organization Policy	4.5
MGMT 345	Diversity in the Workforce	4.5
MGMT 402	Employment and Labor Law	4.5
MGMT 447	Technology Management	4.5

HUMAN RESOURCE MANAGEMENT

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

School of Business

HUMAN RESOURCE MANAGEMENT

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

INTERNATIONAL BUSINESS

BUSN 310	International Legal and Ethical Issues in Business	4.5
FINA 315	Financial Instruments	4.5
FINA 335	International Corporate Finance	4.5
FINA 410	International Financial Management	4.5
FINA 445	Introduction to Financial Markets	4.5
MGMT 320	International Organizations	4.5
MGMT 405	Global Leadership and Management	4.5
MGMT 410	International Trade Operations	4.5
MGMT 415	Global Operations Management	4.5
MGMT 492	Managing Globalization	4.5
MKTG 305	Marketing Management	4.5
MKTG 410	International Marketing	4.5

MANAGEMENT

BUSN 310	International Legal and Ethical Issues in Business	4.5
FINA 425	Budgeting	4.5
MKTG 305	Marketing Management	4.5
MGMT 335	Personnel and Organization Policy	4.5
MGMT 340	Building Teams and Resolving Conflict	4.5
MGMT 345	Diversity in the Workforce	4.5
MGMT 412	Project Management	4.5
MGMT 415	Global Operations Management	4.5
MGMT 436	Managing Organizational Change	4.5
MGMT 444	Team Leadership	4.5
MGMT 447	Technology Management	4.5
MGMT 455	Managing High Performance	4.5

MARKETING

MKTG 305	Marketing Management	4.5
MKTG 310	Pricing Theory	4.5
MKTG 340	Public Relations	4.5
MKTG 405	Consumer Behavior	4.5
MKTG 407	Marketing Research	4.5
MKTG 408	Advertising and Promotion Management	4.5
MKTG 410	International Marketing	4.5
MKTG 415	Demand Analysis	4.5
MKTG 420	Market Segments	4.5
MKTG 430	Sales Operations and Management	4.5
MKTG 440	Electronic Business Marketing	4.5
MKTG 450	Marketing Campaign and Strategic Planning	4.5

OPERATIONS MANAGEMENT

BUSN 310	International Legal and Ethical Issues in Business	4.5
MGMT 333	Materials Planning	4.5
MGMT 345	Diversity in the Workforce	4.5
MGMT 348	Industrial Labor Relations	4.5
MGMT 370	Cost Control Management	4.5
MGMT 411	Operations Management	4.5
MGMT 412	Project Management	4.5
MGMT 430	Production Planning and Quality Management	4.5
MGMT 450	Supply Chain Management and Purchasing	4.5
MGMT 460	Plant Management	4.5
MGMT 465	Strategic Manufacturing Policy	4.5
MGMT 470	Productivity Analysis and System	4.5

PROJECT MANAGEMENT

BUSN 310	International Legal and Ethical Issues in Business	4.5
MGMT 333	Materials Planning	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 411	Operations Management	4.5
MGMT 412	Project Management	4.5
MGMT 430	Production Planning and Quality Management	4.5
MGMT 435	Project Cost and Time Management	4.5
MGMT 440	Managing Project Risks and Opportunities	4.5
MGMT 444	Team Leadership	4.5
MGMT 475	Contracts and Procurement	4.5

Master of Business Administration

48 CREDITS

Program Description

This Master of Business Administration degree program is a 48-credit program designed to give students the knowledge, skills and decision-making ability to accelerate their careers in the fields of business or management. The program culminates in a capstone experience from a business research perspective.

Program Outcomes

- Develop organizational and operational plans to solve problems and improve the business 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 economic concepts, principles, and theory to critically analyze and evaluate economic problems and opportunities.
- Evaluate the opportunities provided by technology for businesses.
- Recognize, evaluate, and manage potential ethical and legal conflicts.
- Communicate effectively in business situations.

Business Core

FIN 630	Global Financial Management	6
MGT 600	Business Research for Decision Making	6
MKT 640	A Managerial Approach to Marketing	6
MGT 680	Strategic Management	6

Total Business Core Requirements **24**

Specialization Option 24

Total M.B.A. Degree Requirements **48**

Specialization Options

ACCOUNTING

ACG 610	Accounting for Managers	6
ACG 630	Accounting Information Systems	6
ACG 675	Public & Not-For-Profit Accounting	6
MGT 615	Leadership and Ethics for Managers	6

FINANCE

BUS 610	Economics for the Global Manager	6
FIN 620	Financial Statement Analysis	6
FIN 640	Derivatives	6
FIN 645	Theory of Corporate Finance	6

HEALTHCARE MANAGEMENT

HCM 610	Systems in Healthcare	6
HCM 620	Health Policy	6
HCM 630	Healthcare Administration	6
HCM 640	Healthcare Strategies	6

HUMAN RESOURCE MANAGEMENT

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

INTERNATIONAL BUSINESS

BUS 610	Economics for the Global Manager	6
BUS 638	Legal and Regulatory Environment in International Business	6
FIN 631	International Finance	6
MGT 658	International Management and Leadership	6

MANAGEMENT

BUS 610	Economics for the Global Manager	6
MGT 615	Leadership and Ethics for Managers	6
MGT 625	Legal Aspects of Business Decisions	6
MGT 656	Quality Management and Continuous Improvement	6

MARKETING

MKT 651	Strategic Marketing	6
MKT 655	Research Methods in Marketing	6
MKT 660	International Marketing	6
MKT 665	Product and Brand Management	6

OPERATIONS MANAGEMENT

MGT 635	International Business Operations Management	6
MGT 636	Operations Management for Competitive Advantage	6
MGT 656	Quality Management and Continuous Improvement	6
SCM 645	Introduction to Transportation, Logistics, and Supply Chain Management	6

PROJECT MANAGEMENT

MGT 637	Project Management: Integration, Scope, Time, and Communication	6
MGT 647	Project Planning, Execution and Closure	6
MGT 656	Quality Management and Continuous Improvement	6
MGT 657	Project Management: Cost, Quality, Risk, and Procurement	6

School of Business

Master of Business Administration International Management

54 CREDITS – LONDON ONLY

Program Description

The MBA in International Management degree program is designed to give students the knowledge, skills and decision-making tools necessary to accelerate their careers in the fields of business or management. The program culminates in a capstone experience from a business research perspective.

Program Outcomes

- Comprehensively and accurately analyze business and management.
- Manage people in organizations with a full appreciation of how the management process is shaped by individual, interpersonal, group and organizational influences on behavior.
- Apply key techniques of accounting and financial management.
- Assess the influences of markets, business structures, economic decision-making and government economic policy upon their firm.
- Work effectively with a team either as a member or as a leader.
- Use a wide range of types of information, information sources and methodologies in undertaking research tasks with minimum guidance.
- Reflect critically on their own and others' functioning as a practitioner.
- Communicate effectively and confidently with others in both written and spoken form.

Business Core

BUS 610	Economics for the Global Manager	6
FIN 630	Global Financial Management	6
MGT 600	Business Research for Decision Making	6
MGT 615	Leadership and Ethics for Managers	6
MGT 680	Strategic Management	6
MKT 640	A Managerial Approach to Marketing	6

Total Business Core Requirements 36

Concentration

MGT 658	International Management and Leadership	6
MGT 659	International Internship	6
MKT 659	Marketing in the European Union	6

Total Concentration Requirements 18

Total M.B.A. Degree Requirements 54

Associate of Science Criminal Justice

90 CREDITS

Program Description

The Associate of Science degree curriculum in Criminal Justice is designed to prepare students to enter the criminal justice profession in a variety of first-line positions. Students in the program are exposed to the foundational areas of the criminal justice system: law enforcement, the courts, corrections and the juvenile justice system.

Program Outcomes

- Demonstrate foundational knowledge of law enforcement, the courts, corrections and the juvenile justice system
- Describe and differentiate the various explanations of crime causation
- Demonstrate appropriate knowledge, skills and abilities to obtain an entry level position in the criminal justice field

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 Education Requirements 58.5

General Electives

**General Elective or CRJS 240 Careers in Criminal Justice	4.5
Total General Elective Requirements	4.5

Total General Elective Requirements 9

Lower Division Core

CRJS 101	Foundations of Criminal Justice Systems	4.5
CRJS 105	Theories of Crime Causation	4.5
CRJS 205	Introduction to Criminal Law	4.5
CRJS 210	Introduction to Law Enforcement	4.5
CRJS 215	Introduction to American Court System	4.5
CRJS 220	Foundations of Corrections	4.5

Total Lower Division Core Requirements 27

Total Associate Degree Requirements 90

**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.*

School of Criminal Justice

Bachelor of Science Criminal Justice

180 CREDITS

Program Description

The Bachelor of Science degree in Criminal Justice provides students with a broad based education in criminal justice studies. The curriculum is designed to give students a professional education in the criminal justice field, with particular emphases in policing, courts, criminology, corrections, juvenile justice, homeland security and the field of forensic science. The focus is to provide students with an education that will help them master the skills and expertise needed to work in the field of criminal justice.

Program Outcomes

- Apply appropriate knowledge and skills necessary for a vital career in criminal justice and related professions
- Analyze and synthesize key theories of criminology, including the causes of crime, typologies, offenders, and victimization
- Differentiate between the substantive and procedural aspects of the criminal and juvenile justice processes
- Apply knowledge and understanding of law enforcement, homeland security and crisis management principles to analyze and evaluate police organization, discretion, terrorist threats and legal constraints
- Demonstrate knowledge and understanding of law adjudication including criminal law, prosecution, defense, court procedures, and legal decision-making processes
- Demonstrate knowledge and analytical skills pertaining to corrections including incarceration, community-based corrections, and treatment of offenders, as well as other alternatives to incarceration programs
- Demonstrate knowledge and understanding of techniques, abilities, and limitations in the forensic science laboratory, the field of medicolegal death investigations, forensic psychology and computer crimes and computer forensics

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 Education Requirements 58.5

General Electives

General Elective or CRJS 240 Careers in Criminal Justice	4.5
**General Elective or Internship	4.5

Total General Elective Requirements 9

Lower Division Core

CRJS 101	Foundations of Criminal Justice Systems	4.5
CRJS 105	Theories of Crime Causation	4.5
CRJS 205	Introduction to Criminal Law	4.5
CRJS 210	Introduction to Law Enforcement	4.5
CRJS 215	Introduction to American Court System	4.5
CRJS 220	Foundations of Corrections	4.5

Total Lower Division Core Requirements 27

Upper Division Core

CRJS 300	Proseminar in Criminal Justice	4.5
CRJS 310	Crime Victim Studies	4.5
CRJS 315	Juvenile Justice & Delinquency Theory	4.5
CRJS 330	Constitutional Issues in Criminal Procedures	4.5
CRJS 400	Constitutional Law	4.5
CRJS 405	Research Methods and Statistics for Criminal Justice	4.5
CRJS 410	Cultural Diversity in Criminal Justice	4.5
CRJS 420	Ethics and Criminal Justice	4.5

Total Upper Division Core Requirements 36

CRJS 499	Senior Capstone in Criminal Justice	4.5
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Total Specialization Requirements 45

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.*

Specialization Options

GENERALIST

*The Generalist specialization provides students the opportunity to transfer in or take specialization courses in any area of Criminal Justice. The courses below are suggestions but may be substituted for any upper level course in the Criminal Justice discipline

CRJS 270	Security and Loss Prevention or Program Elective	4.5
CRJS 305	Comparative Criminal Justice System or Program Elective	4.5
CRJS 325	Crime and Substance Abuse	4.5
CRJS 345	Administration of Criminal Justice	4.5
CRJS 355	Evidence or Program Elective	4.5
CRJS 365	Criminalistics or Program Elective	4.5
CRJS 370	Terrorism and Homeland Security	4.5
CRJS 445	Offender Rehabilitation or Program Elective	4.5
CRJS 450	Advanced Topics in Corrections	4.5
CRJS 455	Criminal Investigation	4.5

LAW ENFORCEMENT

CRJS 270	Security and Loss Prevention	4.5
CRJS 320	Community Oriented Policing	4.5
CRJS 325	Crime and Substance Abuse	4.5
CRJS 345	Administration of Criminal Justice	4.5
CRJS 355	Evidence	4.5
CRJS 360	Advanced Law Enforcement	4.5
CRJS 365	Criminalistics	4.5
CRJS 370	Terrorism and Homeland Security	4.5
CRJS 455	Criminal Investigation	4.5
CRJS 465	Crime Mapping and Analysis	4.5

FORENSIC SCIENCE

CRJS 350	Arson Investigation	4.5
CRJS 355	Evidence	4.5
CRJS 365	Criminalistics	4.5
CRJS 375	Aspects of Forensic Psychology	4.5
CRJS 406	Criminalistics II	4.5
CRJS 466	Psychopathology and Criminality	4.5
CRJS 471	Medicolegal Death Investigation	4.5
CRJS 472	Introduction to Biometrics	4.5
CRJS 475	Cybercrimes	4.5
CRJS 478	Forensic Biology	4.5

CORRECTIONS AND CASE MANAGEMENT

CRJS 325	Crime and Substance Abuse	4.5
CRJS 335	Penology	4.5
CRJS 340	Addiction Intervention in the Justice System	4.5
CRJS 345	Administration of Criminal Justice	4.5
CRJS 435	Prison Law	4.5
CRJS 445	Offender Rehabilitation	4.5
CRJS 450	Advanced Topics in Corrections	4.5
CRJS 454	Case Management & Treatment Planning	4.5
CRJS 456	Psychopharmacology for Criminal Justice Professionals	4.5
CRJS 466	Psychopathology and Criminality	4.5

HOMELAND SECURITY AND CRISIS MANAGEMENT

CRJS 225	Foundations of Crisis Management	4.5
CRJS 255	Law and Society	4.5
CRJS 370	Terrorism and Homeland Security	4.5
CRJS 380	Critical Infrastructures	4.5
CRJS 385	Interagency Collaboration and Homeland Security	4.5
CRJS 390	Stress and Crisis Management	4.5
CRJS 412	Ethics, Intelligence & Technologies in Homeland Security	4.5
CRJS 416	Homeland Security & Crisis Management Planning	4.5
CRJS 422	Psychosocial Dimensions of Terrorism	4.5
CRJS 426	Communication and Crisis Planning	4.5

School of Design

Bachelor of Fine Arts Fashion Marketing

180 CREDITS

Program Description

Graduates of the BFA Fashion Marketing program are expected to be innovative, visionary marketers, with an excellent understanding of fashion marketing and confident communication skills. They will have learned how to develop innovative marketing solutions, based on sound analysis of market information and knowledge of marketing theory. They are expected to be media-savvy, to have a strong sense of ethical and social values, and the ability to work autonomously on a wide range of fashion marketing promotions. On graduation they will be expected to be able to work in the fashion industry as a competent professional.

Program Outcomes

- Demonstrate a comprehensive knowledge of the fashion industry, fashion marketing, its products, markets, consumers and marketing activities.
- Demonstrate a confident understanding of the, key theoretical, and other issues at the forefront of the fashion marketing industry.
- Know how to promote your work professionally in the contemporary fashion marketplace and present work visually, verbally and through text, confidently employing current industry practices including digital technologies.
- Confidently engage in critical thinking, analysis, problem-solving, reflection and evaluation in relation to fashion marketing and your own and others' work.
- Independently apply ideas and knowledge creatively to generate ideas, concepts, proposals, solutions and reasoned arguments to a given or self-initiated brief.
- Systematically and comprehensively apply skills and tools and methodologies of fashion marketing within complex situations and in relation to a fast changing industry.
- Analyze and interpret trend and market information towards the creation of marketing ideas.
- Independently identify and define an area for study and creatively employ complex practical skills utilizing materials, technologies and tools to fulfill a given or self-initiated fashion marketing brief.
- Effectively self-manage, set goals, meet deadlines and anticipate and accommodate change in independent and team work.

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 Education Requirements 58.5

General Electives

**General Elective	4.5
Internship/General Elective	4.5

Total General Elective Requirements 9

Lower Division Core

FASH 206	Marketing for Fashion	4.5
FASH 208	Promoting Fashion	4.5
FASH 209	The Fashion Cycle	4.5
FASH 210	Fashion Marketing Research	4.5
FASH 212	Historical and Contextual Studies	4.5
FASH 216	Images & Society	4.5

Total Lower Division Core Requirements 27

Upper Division Core

FASH 301	Fashion Trends	4.5
FASH 304	Fashion Product Development	4.5
FASH 309	Styling Fashion	4.5
FASH 310	Fashion Buying	4.5
FASH 312	CAD for Fashion Marketing	4.5
FASH 337	Textiles I – or –	
FASH 342	Textiles II	4.5
FASH 441	Final Fashion Marketing Project IV	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.*

Specialization Options

MARKETING

FASH 214	Targeting Customers	4.5
FASH 306	Fashion Branding	4.5
FASH 308	Media & PR	4.5
FASH 314	Strategic Fashion Marketing	4.5
FASH 355	Fashion Event Management	4.5
FASH 404	Integrated Marketing	4.5
FASH 406	Contemporary Response	4.5
FASH 408	Professional Development	4.5
FASH 440	Fashion Business	4.5
FASH 411	Final Fashion Marketing Project I	4.5
FASH 421	Final Fashion Marketing Project II	4.5
FASH 431	Final Fashion Marketing Project III	4.5

FASHION RETAILING

FASH 214	Targeting Customers	4.5
FASH 231	Retailing for Fashion	4.5
FASH 308	Media & PR	4.5
FASH 319	Merchandise Control	4.5
FASH 339	Retailing for Fashion II	4.5
FASH 355	Fashion Event Management	4.5
FASH 402	Retail Strategy	4.5
FASH 408	Professional Development	4.5
FASH 409	Visual Merchandising	4.5
FASH 411	Final Fashion Marketing Project I	4.5
FASH 421	Final Fashion Marketing Project II	4.5
FASH 431	Final Fashion Marketing Project III	4.5

School of Design

Bachelor of Fine Arts Fashion Marketing and Design

198 CREDITS

Program Description

Graduates of the BFA Fashion Marketing and Design program are expected to be creative, design-focused, fashion innovators, who will be passionate about fashion design and who will have a good understanding of fashion marketing. They will have learned how to express their personal vision of fashion through the development of innovative design and marketing ideas, which express their grasp of the conceptual and the aesthetic. They will have a strong foundation in traditional methods and will be able to apply modern digital technologies to fashion methods and processes. They will have the ability to develop innovative ideas from original research, and prototype and construct garments and marketing materials which embody their talents in design and marketing. Upon graduation, they are expected to be able to work in the fashion industry as successful creative professionals in the fashion design and marketing field. Graduates of the costume specialization are expected to be able to apply their creative design and marketing skills to the field of costume.

Program Outcomes

- Demonstrate how to apply the skills and tools of fashion to design and marketing projects creatively and confidently.
- Create original fashion designs either by hand or with computer-aided design software, which demonstrate creativity with design elements.
- Confidently and professionally communicate ideas verbally, visually and through text and be able to promote your work professionally in the contemporary fashion marketplace.
- Work effectively, both independently and collaboratively, setting goals and employing good project-management skills, in relation to fashion design and marketing.
- Demonstrate knowledge of contemporary fashion, and key theoretical issues relevant to fashion, and at the forefront of the discipline.
- Confidently engage in sustained problem-solving, decision making and creative thinking necessary to the fashion process, generating and presenting ideas, concepts, solutions and arguments.
- Analyze fashion trends, consumer needs, and preferences that are used to forecast, plan, develop, and promote clothing lines.
- Critically evaluate and articulate your understanding of your own and others' work, and be able to devise and sustain a reasoned argument in relation to contemporary fashion.

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 Education Requirements 58.5

General Electives

**General Elective	4.5
Internship/General Elective	4.5

Total General Elective Requirements 9

Lower Division Core

FASH 201	Design Process	4.5
FASH 202	Drawing and Design Principles	4.5
FASH 206	Marketing for Fashion	4.5
FASH 209	Fashion Cycle	4.5
FASH 212	Historical and Contextual Studies	4.5
FASH 227	Sewing Techniques	4.5

Total Lower Division Core Requirements 27

Upper Division Core

FASH 300	Creative Drape	4.5
FASH 303	Womenswear I	4.5
FASH 311	3 D Form III	4.5
FASH 337	Textiles I – or –	
FASH 342	Textiles II	4.5
FASH 340	Computer Applications for Fashion	4.5
FASH 350	Fashion Portfolio II	4.5
FASH 403	Final Fashion Portfolio	4.5

Total Upper Division Core Requirements 31.5

Total Specialization Requirements 72

Total Bachelor Degree Requirements 198

**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.*

Specialization Options

FASHION DESIGN

FASH 205	3D Form I	4.5
FASH 207	3D Form II	4.5
FASH 214	Targeting Customers	4.5
FASH 221	Fashion Portfolio I	4.5
FASH 301	Fashion Trends	4.5
FASH 305	Womenswear II	4.5
FASH 309	Styling Fashion	4.5
FASH 315	Fashion Accessories	4.5
FASH 355	Fashion Event Management	4.5
FASH 401	Collection Project	4.5
FASH 405	Fashion Menswear	4.5
FASH 412	CAD for Fashion II	4.5
FASH 410	Fashion Collection I	4.5
FASH 420	Fashion Collection II	4.5
FASH 430	Fashion Collection III	4.5
FASH 440	Fashion Business – or –	
FASH 407	Fashion Thesis	4.5

FASHION MARKETING

FASH 205	3D Form I	4.5
FASH 207	3D Form II	4.5
FASH 208	Promoting Fashion	4.5
FASH 214	Targeting Customers	4.5
FASH 301	Fashion Trends	4.5
FASH 304	Fashion Product Development	4.5
FASH 306	Fashion Branding	4.5
FASH 308	Media & PR	4.5
FASH 310	Fashion Buying	4.5
FASH 312	CAD for Fashion Marketing	4.5
FASH 314	Strategic Fashion Marketing	4.5
FASH 408	Professional Development	4.5
FASH 409	Visual Merchandising	4.5
FASH 411	Final Fashion Marketing Project I	4.5
FASH 421	Final Fashion Marketing Project II	4.5
FASH 431	Final Fashion Marketing Project III	4.5

COSTUME DESIGN

FASH 205	3D Form I	4.5
FASH 207	3D Form II	4.5
FASH 221	Fashion Portfolio I	4.5
FASH 305	Womenswear II	4.5
FASH 307	CAD for Fashion	4.5
FASH 315	Fashion Accessories	4.5
FASH 320	Introduction to Costume	4.5
FASH 330	Costume Construction	4.5
FASH 335	Historical Costume Design	4.5
FASH 355	Fashion Event Management	4.5
FASH 405	Fashion Menswear	4.5
FASH 410	Fashion Collection I	4.5
FASH 420	Fashion Collection II	4.5
FASH 430	Fashion Collection III	4.5
FASH 435	Advanced Costume Design	4.5
FASH 440	Fashion Business	4.5

School of Design

Bachelor of Fine Arts Interior Design

180 CREDITS

Program Description

The Bachelor of Fine Arts Interior Design program at American InterContinental University is designed to combine the elements and principles of design with practical applications, incorporating space planning and problem-solving, supplemented with general education coursework. The curriculum offers students the opportunity to explore creative design, business skills and computer-aided design technology. At the completion of the program, graduates who have diligently attended class, studied, and practiced their skills should have the skills to seek entry-level employment in the interior design industry.

Program Outcomes

- Complete the interior design programming process with a client [i.e. interviewing, assessing needs, inventorying existing conditions, creating matrixes and adjacency diagrams, stating the project objectives and desired outcomes, problem solving, proposing solutions].
- Complete technically correct drafted floor plans, interior elevations, building sections, and interior details for both residential and commercial applications.
- Understand and be able to skillfully apply the principles and elements of interior design [balance, rhythm, proportion, scale, emphasis, harmony, space, shape, line, texture, pattern, light, and color].
- Understand the use of color theory and how its application effects both visual presentation of a space and the psychological impact of that space on those existing in that environment.
- Have a strong understanding of the variety of Human factors to be considered in the practice of interior design [physical proportions, physical limitations, cultural influences, global considerations].
- Have a full understanding of their future Interior Design Career options and skill set requirements.

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 Education Requirements 58.4

General Electives

**General Elective	4.5
Internship/General Elective	4.5

Total General Elective Requirements 9

Lower Division Core

IDIA 103	Interior Design I	4.5
IDIA 105	Architectural Drafting	4.5
IDIA 208	Color Theory For Interior Design	4.5
IDIA 110	Human Factors & Contextual Studies	4.5
IDIA 215	Interior Design II	4.5
IDIA 216	Drawing Basics for Design	4.5

Total Lower Division Core Requirements 27

Upper Division Core

IDIA 308	History Of Architecture & Design I	4.5
IDIA 315	Rendering Techniques	4.5
IDIA 323	Materials & Resources	4.5
IDIA 328	History Of Architecture & Design II	4.5
IDIA 330	Drawing & Perspectives Development	4.5
IDIA 331	Textile Applications	4.5
IDIA 428	Capstone Design Project & Presentation	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.*

Specialization Options

GENERALIST

The Interior Design specialization provides students the opportunity to transfer in or take specialization courses in any area of Interior Design. The courses below are suggestions but may be substituted for any upper level course in the Interior Design discipline.

RESIDENTIAL INTERIOR DESIGN

IDIA 306	Building Systems & Codes	4.5
IDIA 309	Special Topics for Residential Interiors	4.5
IDIA 311	Lighting For Interior Spaces	4.5
IDIA 313	CAD I – Introduction to Autocad	4.5
IDIA 316	Residential Interior Design Studio	4.5
IDIA 321	Living Environments For Special Needs Populations Studio	4.5
IDIA 325	Kitchen & Bath Design Studio II	4.5
IDIA 402	ID Professional Practices	4.5
IDIA 410	Working Drawings & Construction Documents Studio	4.5
IDIA 420	Portfolio Development	4.5
IDIA 425	Kitchen & Bath Design Studio III	4.5
IDIA 427	Capstone Research & Development	4.5

COMMERCIAL INTERIOR DESIGN

IDIA 306	Building Systems & Codes	4.5
IDIA 311	Lighting For Interior Spaces	4.5
IDIA 312	Commercial Environments Studio	4.5
IDIA 313	CAD I – Introduction to Autocad	4.5
IDIA 314	BIM I – Introduction to BIM/Revit	4.5
IDIA 317	Retail Store Environments Studio	4.5
IDIA 318	Hospitality Design Studio	4.5
IDIA 319	Health Care Design Studio	4.5
IDIA 402	ID Professional Practices	4.5
IDIA 410	Working Drawings & Construction Documents Studio	4.5
IDIA 420	Portfolio Development	4.5
IDIA 427	Capstone Research & Development	4.5

School of Design

Bachelor of Fine Arts Media Production

180 CREDITS

Program Description

The goal of the Digital Film and Audio Production program at American InterContinental University is to educate creative and imaginative Students for careers in the motion picture and sound/audio industries. Students will develop a strong foundation in industry standard techniques and technologies, and will learn to apply these skills using real-world processes. Graduates of the program should be able to function as successful creative professionals in a variety of film, video and audio markets.

Program Outcomes

- Produce creative works of media to a client's specification through the application of industry standard tools, techniques and technologies.
- Demonstrate an understanding of the processes that underlie the creation of works of media.
- Apply appropriate creative and research methods to the production of practical and theoretical work.
- Demonstrate the ability to make creative decisions that are relevant to their context and audience, employing knowledge of social, cultural, historical and physical perspectives.
- Manage time, personnel and resources effectively to deliver work to a given length, format, budget and deadline.
- Demonstrate an understanding of current Media Production business practice and skills through a variety of team-based initiatives.

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 Education Requirements 58.5

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.*

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 423	Advanced Digital Cinematography	4.5
DFAP 444	Postproduction Recording	4.5
DFAP 445	Postproduction III	4.5
VCDD 303	Web Design I	4.5
VCDD 443	Experimental Animation	4.5

AUDIO RECORDING AND SOUND DESIGN

DFAP 222	Music Production I	4.5
DFAP 302	Music Production II	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 429	Sound Design II	4.5
DFAP 438	Producing and Engineering	4.5
DFAP 444	Postproduction Recording	4.5
DFAP 446	Music for Picture	4.5
VCDD 303	Web Design I	4.5

School of Design

Associate of Arts Visual Communication

90 CREDITS – NOT ACCEPTING APPLICATIONS FOR NEW ENROLLMENTS STARTING AFTER JANUARY 7TH, 2013.

Program Description

The Associate of Arts in Visual Communication program is designed to educate and to develop artistic and imaginative students for careers in the fields of commercial art and design. Emphasis is placed on the development of the thinking process and the ability to solve design problems creatively. Students can learn the principles, practical applications, and methodologies used in completing competent and creative design solutions.

Program Outcomes

- Demonstrate a depth of knowledge and understanding in design strategies and methodologies.
- Demonstrate the ability to apply relevant research methodologies to practical and theoretical work.
- Apply a selective, critically analytic approach to visual problem solving using creativity and originality towards innovative expression in design.
- Demonstrate appropriate skill in creating presentations and communications within a range of contexts.

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 Elective (1)	4.5

Total General Education Requirements 58.5

General Electives

****Total General Elective Requirement (1) 4.5**

Lower Division Core

VCDD 101	Design Principles	4.5
VCDD 102	Fundamentals of Color	4.5
VCDD 201	Computer Design I	4.5
VCDD 202	Drawing Concepts	4.5
VCDD 231	Typography Design I	4.5
VCDD 301	Portfolio and Career Concepts	4.5

Total Lower Division Core Requirements 27

Total Associate Degree Requirements 90

**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.*

Bachelor of Fine Arts Visual Communication

180 CREDITS

Program Description

The Visual Communication program at American InterContinental University is designed to educate and develop artistic and imaginative students for careers in the fields of commercial art and design. Emphasis is placed on the development of thinking process and the ability to solve design problems creatively. Students can learn the principles, practical applications, technologies, and methodologies used in solving complex design problems in a creative and unique manner. Graduates of the program should be able to apply their knowledge to become leaders in their field.

Program Outcomes

- Demonstrate a depth of knowledge and understanding in design strategies and methodologies.
- Apply a cultural and contextual perspective to solving complex design problems.
- Apply contemporary skills and technologies to create, analyze, and evaluate the relevance of their work within the industry.
- Demonstrate the ability to apply relevant research methodologies to practical and theoretical work.
- Apply a selective, critically analytic approach to visual problem solving using creativity and originality towards innovative expression in design.
- Demonstrate appropriate skill in creating presentations and communications within a range of contexts.
- Demonstrate responsible self-management skills throughout the design process to production using a range of relevant and clear communication skills within a variety of contexts.

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 Education Requirements 58.5

General Electives

**General Elective	4.5
Internship/General Elective	4.5

Total General Elective Requirements 9

Lower Division Core

VCDD 101	Design Principles	4.5
VCDD 102	Fundamentals of Color	4.5
VCDD 201	Computer Design I	4.5
VCDD 202	Drawing Concepts	4.5
VCDD 231	Typography Design I	4.5
VCDD 301	Portfolio and Career Concepts	4.5

Total Lower Division Core Requirements 27

Upper Division Core

VCDD 302	Graphic Design I	4.5
VCDD 303	Web Design I	4.5
VCDD 306	Creative Research	4.5
VCDD 411	Senior Design Presentation I	4.5
VCDD 412	Senior Design Presentation II	4.5
VCDD 413	Portfolio Presentation I	4.5
VCDD 490	Portfolio Presentation 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.*

Specialization Options

GRAPHIC DESIGN

VCDD 304	Business Practices and Project Management	4.5
VCDD 313	Computer Design II	4.5
VCDD 314	Time Based Media	4.5
VCDD 315	Branding Concepts & Corporate Identity	4.5
VCDD 316	Packaging & 3D Design	4.5
VCDD 330	Web Design II	4.5
VCDD 421	Advanced Graphic Design I	4.5
VCDD 431	Information Graphics	4.5
VCDD 432	Typography Design II	4.5
VCDD 433	Typography Design III	4.5
VCDD 434	Advanced Graphic Design III	4.5
VCDD 435	Graphic Design Project	4.5

ILLUSTRATION

VCDD 225	Life Drawing	4.5
VCDD 304	Business Practices and Project Management	4.5
VCDD 320	Illustration I	4.5
VCDD 322	Illustration II	4.5
VCDD 323	Concept Design	4.5
VCDD 440	Life Drawing II	4.5
VCDD 451	Sequential & Narrative Illustration	4.5
VCDD 453	Experimental Computer Illustration I	4.5
VCDD 454	Experimental Computer Illustration II	4.5
VCDD 455	3D Illustration	4.5
VCDD 456	Editorial & Book Illustration	4.5
VCDD 457	Illustration Project	4.5

WEB DESIGN

VCDD 304	Business Practices and Project Management	4.5
VCDD 313	Computer Design II	4.5
VCDD 330	Web Design II	4.5
VCDD 331	Internet as an Art Medium	4.5
VCDD 332	Web Design III	4.5
VCDD 333	Mobile Technology Design	4.5
VCDD 443	Experimental Animation	4.5
VCDD 444	Multimedia for Web Design	4.5
VCDD 471	Web Application	4.5
VCDD 473	Web Application II	4.5
VCDD 475	Advanced Multimedia Web Design	4.5
VCDD 476	Web Design Project	4.5

GENERALIST

*The Generalist specialization provides students the opportunity to transfer in or take specialization courses in any area of Visual Communication. The courses below are suggestions but maybe substituted for any upper level course in the Visual Communication discipline.

VCDD 304	Business Practices and Project Management	4.5
VCDD 313	Computer Design II	4.5
VCDD 314	Time Based Media	4.5
	Design Project (Choose 1)	4.5

Design Electives

54

Master of Education

48 CREDITS

Program Description

The role of teachers, instructional designers, and curriculum developers has changed dramatically over the past decade. The emphasis in education today focuses on ensuring that educational programs help learners understand abstract concepts, solve problems, work as effective team members, and develop critical thinking skills. Additionally, the burgeoning role of technology in the learning process has developed the demand for both educators and designers who have solid skills in utilizing technology in the classroom, laboratory, and distributed learning environments. The Master of Education Degree provides a solid foundation for effective educational practice and career advancement for all levels of educational practitioners including K-12, higher education, and corporate learning. Students develop a solid foundation in learning theory, instructional design, and instructional technology, as well as application of educational research methods.

Program Outcomes

- Analyze research findings to respond to academic, physical, social and cultural differences in educating students and recommend method modifications based on research results.
- Design educational programs that effectively address objectives integrating the appropriate use of various instructional media and technologies for learning.
- Develop educational programs that use the appropriate criteria for selecting curricular content, organization of content and methods of curriculum evaluation.
- Create a plan for implementation of learning content in various educational settings.
- Evaluate the opportunities and challenges involved in the organizational development and delivery of learning programs using formative and summative instruments.
- Evaluate educational situations and problems in order to develop and substantiate solutions using leadership and management strategies.
- Demonstrate advanced, discipline appropriate communication skills in written and presentation formats.

Division Core

EDU 602	Analysis, Assessment, and Technology	6.0
EDU 604	Integrative Design and Evaluation	6.0
EDU 622	Applying Learning Theories	6.0
EDU 624	Mastery in Educational Specialty	6.0

Total Division Core Requirements **24**

Total Specialization Requirements **24**

Total M.Ed. Degree Requirements **48**

Specialization Options

ADULT EDUCATION AND TRAINING

EDU 652	The Art and Science of Learning	6.0
EDU 656	Characteristics of Adult Learners	6.0
EDU 662	Designing Instruction for Adult Learners	6.0
EDU 667	Facilitating & Assessing Adult Learning	6.0

CLASSROOM INTEGRATION OF TECHNOLOGY

EDU 600	Introduction to Technology in K-12 Education	6.0
EDU 639	Twenty-First Century Learning Skills for Classrooms	6.0
EDU 642	Digital Citizenship in Elementary and Secondary Education	6.0
EDU 668	Universal Classroom Learning through Technology	6.0

CURRICULUM AND INSTRUCTION FOR EDUCATORS

EDU 633	Principles of Curriculum Improvement	6.0
EDU 643	Designing Effective Curricula	6.0
EDU 660	Curriculum Design and Evaluation	6.0
EDU 673	Decision Making in Curriculum and Instruction	6.0

EDUCATIONAL ASSESSMENT AND EVALUATION

EDU 632	Evaluating Education and Training Programs	6.0
EDU 638	Educational Assessment and Evaluation Systems for Schools	6.0
EDU 648	Methods and Instruments for Assessment of Learning	6.0
EDU 678	Using Evaluation Results to Improve Learning	6.0

INSTRUCTIONAL DESIGN AND TECHNOLOGY

EDU 621	Foundations & Models of Instructional Design	6.0
EDU 631	Instructional Media & Learning Environments	6.0
EDU 641	Designing for Computer Mediated Learning	6.0
EDU 651	Online Learning: Design & Development	6.0

LEADERSHIP OF EDUCATIONAL ORGANIZATIONS

EDU 635	Leading Educational Organizations	6.0
EDU 645	Human Resource Planning and Evaluation	6.0
EDU 672	Dynamic Educational Leadership	6.0
EDU 675	Education Planning and Development	6.0

School of Information Technology

Bachelor Information Technology

180 CREDITS

Mission

American InterContinental University's School of Information Technology's mission is to provide for the varying educational needs of a culturally diverse and geographically dispersed student body with the goal of preparing students academically, personally, and professionally for successful careers that meet societal and organizational needs through the selection, creation, application, integration, administration, and management of various computing technologies.

Program Description

From mission-critical business systems to e-commerce and the Internet, IT is not only an industry in its own right but also a fundamental building block of all other industries. American InterContinental University offers a Bachelor's degree program which is designed to equip students with the technical and commercial understanding to commence a successful career in a high-tech field or in any organization which relies on IT. With a dynamic curriculum focused on current technology trends and applications, students can acquire not only high-quality technical knowledge and hands-on abilities, but also key career skills in areas which include leadership, behavioral understanding, implementation of change and project management. We can also provide students with the industry insights, contacts and work experience to make an early impact in their career.

Program Educational Objectives

In support of the University and School of Information Technology mission statements, the Bachelor of Information Technology program is designed to produce graduates who, within a few years of graduation, demonstrate that they:

- Analyze and incorporate business requirements into the design and implementation of information technology systems.
- Apply skills, appropriate tools and best practices in the creation, application and administration of information technology systems.
- Effectively contribute to projects as team members through communication and implementation of IT concepts.
- Engage in professional development activities.

Program Outcomes

- Apply knowledge of computing and mathematics appropriate to the IT disciplines.
- Identify and define the user computing requirements and user needs, and take them into account in the selection, creation, evaluation and administration of computer-based systems.
- Analyze problems, design, implement, integrate, and evaluate a computer-based system, solution, process, component, or program to meet desired needs.
- Function effectively on teams to accomplish a common goal and to assist in the creation of an effective project plan.

- Analyze and understand the professional, ethical, legal, security and social implications of computer environments on individuals, organizations and society, both locally and globally.
- Understand, use and apply techniques, tools, best practices, standards and technology necessary for computing practice and continue to develop professionally in these areas.

General Education

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
ITCO 101	Discovering Information Technology	4.5
MATH 133	College Algebra	4.5
*PHIL 201	Introduction to Philosophy	4.5
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 Education Requirements 63.0

General Electives

Internship/General Elective	4.5
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Total General Elective Requirements 4.5

Lower Division Core

ITCO 103	Introduction to Computer and Network Hardware	4.5
ITCO 211	Introduction to Operating Systems	4.5
ITCO 221	Fundamentals of Programming and Logic	4.5
ITCO 231	Introduction to Databases	4.5
ITCO 251	Network Infrastructure Basics	4.5
ITCO 299	Comprehensive IT Project	4.5
MATH 233	Survey of Calculus	4.5

Total Lower Division Core Requirements 31.5

Upper Division Core

ITCO 321	Data Structures and Implementation	4.5
ITCO 331	Relational Database Management Systems	4.5
ITCO 341	Applications of Discrete Mathematics and Statistics in IT	4.5
ITCO 361	Information Technology Security	4.5
ITCO 381	Introduction to Web Systems and Media	4.5
ITCO 391	Human/Computer Interface and Interactions	4.5
ITCO 499	Program Capstone	4.5

Total Upper Division Core Requirements 31.5

Total Specialization Requirements 49.5

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.*

Specialization Options

DIGITAL INVESTIGATIONS

ITDI 372	Introduction to Cyber Crime and Digital Investigations	4.5
ITDI 374	Laws and Ethics in Digital Investigations	4.5
ITDI 375	Digital Investigations I	4.5
ITDI 377	Social Media and Social Engineering in Digital Investigations	4.5
ITDI 379	Digital Investigations II	4.5
ITDI 472	Principles in Electronic Discovery	4.5
ITDI 473	Network Investigations	4.5
ITDI 474	Global Investigations	4.5
ITDI 475	Wireless Network Investigations	4.5
ITDI 477	Wireless Investigations	4.5
ITDI 479	Senior Project in Digital Investigations	4.5

INFORMATION ASSURANCE AND SECURITY

ITAS 362	Introduction to Information Assurance and Information Security	4.5
ITAS 363	Telecommunications and Network Infrastructure Security	4.5
ITAS 364	Web Application Security Strategies	4.5
ITAS 365	Information Systems Control and Auditing	4.5
ITAS 367	Principles and Methods in Cryptographic Security	4.5
ITAS 462	Information Security Certification and Accreditation Process	4.5
ITAS 463	Operating Systems Security Strategies	4.5
ITAS 464	Introduction to Computer Forensics	4.5
ITAS 465	Ethical Hacking and Penetration Testing	4.5
ITAS 467	Global Information Security Laws and Standards	4.5
ITAS 469	IT Governance for Information Security Managers	4.5

NETWORK ADMINISTRATION

ITNA 353	Routing and Switching	4.5
ITNA 354	Network Hardware: Physical Layer	4.5
ITNA 355	Advanced Routing and Switching	4.5
ITNA 357	Network Security Management	4.5
ITNA 359	Special Topics in Network Administration	4.5
ITNA 452	Wireless and Mobile Computing	4.5
ITNA 453	Cluster Computing	4.5
ITNA 454	Data Storage and Compression	4.5
ITNA 455	Enterprise Networking	4.5
ITNA 457	Specialized Network Administration	4.5
ITNA 459	Implementing and Managing a Network	4.5

SOFTWARE ANALYSIS AND DEVELOPMENT

ITSD 322	Object Oriented Application Development I	4.5
ITSD 323	Software Requirements	4.5
ITSD 324	Software Quality Control and Testing	4.5
ITSD 325	E-commerce Development	4.5
ITSD 327	Application of Scripting Language	4.5
ITSD 422	System Analysis and Design	4.5
ITSD 423	Advanced Web Application Programming	4.5
ITSD 424	Object Oriented Application Development II	4.5
ITSD 425	Data-connected Application Development	4.5
ITSD 427	Software Development for Mobile Devices	4.5
ITSD 429	Distributed Systems Design and Development	4.5

School of Information Technology

Master Information Technology

48 CREDITS

Program Description

Information Technology is one of the fastest-growing industries in the world today. It is essential in all industries, not just high-tech. As the business world has become increasingly dependent on computers, the demand for IT professionals has grown so rapidly that it now far exceeds the number of university graduates who have the necessary education and skills. The AIU Information Technology program was created in response to that need. The team-based program is one of the few in North America solely dedicated to providing graduates with the industry-current IT skills required in today's competitive market. Our dynamic, flexible curriculum is based on market demand, and designed to keep pace with changing technologies. Additionally, the Master's of Information Technology program combines essential technology skills with business and management skills to enhance students' skills and enable success in the job market.

Program Outcomes

- Manage enterprise information systems and supporting teams.
- Analyze network environment issues and develop solutions.
- Understand the challenges of designing and implementing a database system.
- Formulate application development plans to meet business requirements.
- Research, evaluate, and select appropriate technologies for use in information systems.
- Apply advanced skills within the specialization to a business environment.

Program Core

ITCO 610	Principles of Information Systems	6
ITCO 620	Object-Oriented Applications	6
ITCO 630	Database System Design and Implementation	6
ITCO 650	Enterprise Networks	6

Total Core Requirements **24**

Total Specialization Requirements **24**

Total Program Requirements **48**

Specialization Options

INFORMATION ASSURANCE AND SECURITY

ITAS 661	Principles of Information Security	6
ITAS 663	Applied Cryptography and Network Security	6
ITAS 665	Legal Issues in Information Security and Incident Response	6
ITAS 669	IT Auditing and Security Risk Management	6

IT PROJECT MANAGER

ITPM 611	Principles of IT Project Management	6
ITPM 613	Leadership, Management, and Communication of Technical Projects	6
ITPM 615	IT Project Quality Management	6
ITPM 619	Risk Management and Project Cost Control	6

Course Descriptions

Course Code Legend

ACCT	Accounting
ACG	Accounting – Graduate
BUS	Business – Graduate
BUSN	Business
COMP	Computers
CRJS	Criminal Justice
DFAP	Media Design
ECON	Economics
EDU	Education – Graduate
EMG	Entertainment and Sport – Graduate
ENGL	English
ENSM	Entertainment and Sport – Undergraduate
FASH	Fashion
FIN	Finance-Graduate
FINA	Finance
FREN	French
GDGD	Game Design & Development
HCM	Healthcare Management – Graduate
HIST	History
HLTH	Healthcare Management – Undergraduate
HUMA	Humanities
IDIA	Interior Design
IPM	Information Technology – Project Management – Graduate
INTR	Internship
ITAS	Information Technology – Security
ITCF	Information Technology – Forensics
ITCO	Information Technology – Core Concepts
ITD	Information Technology – Database – Graduate
ITDI	Information Technology Digital
ITF	Information Technology – Forensics – Graduate
ITGE	Information Technology – General
ITN	Information Technology – Networking – Graduate
ITNA	Information Technology – Networking
ITNE	Information Technology – Networking
ITP	Information Technology – Programming – Graduate
ITPM	Information Technology – Project Management – Graduate
ITPR	Information Technology – Programming
ITS	Information Technology – Systems/Security – Graduate

ITSC	Information Technology – Security
ITSD	Information Technology
MASC	Mass Communications
MATH	Mathematics
MGMT	Management
MGT	Management – Graduate
MKT	Marketing – Graduate
MKTG	Marketing
OLPD	Organizational Psychology – Undergraduate
OPD	Organizational Psychology – Graduate
PHIL	Philosophy
PRES	Public Speaking
QMB	Quantitative Methods – Graduate
SCIE	Natural Sciences
SCM	Supply Chain Management – Graduate
SMG	Sport Management – Graduate
SSCI	Social and Behavioral Sciences
STAT	Statistics
UNIV	University Studies
VCDD	Visual Communication Design

Course Numbering Legend

100-199	Freshmen-Level Courses
200-299	Sophomore-Level Courses
300-399	Junior-Level Courses
400-499	Senior-Level Courses
500-699	Graduate-Level Courses

Undergraduate and Graduate Course Descriptions

ACCT 205 Principles of Accounting I (4.5)

Prerequisite: MATH 133 or equivalent

This course introduces students to financial accounting. Students can learn the fundamentals of the accounting cycle.

ACCT 210 Principles of Accounting II (4.5)

Prerequisite: ACCT 205

This is the second course in accounting principles and is an introduction to managerial accounting concepts. The objective of this course is to help students develop a solid understanding of costs and cost behavior and the use of cost information for planning, controlling, and making managerial decisions.

ACCT 310 Managerial Accounting (4.5)

Prerequisite: None

This course is designed to provide students with an understanding of the role of accounting information in support of decision making and planning throughout the organization. Students will learn accounting methods for planning and controlling operations through budgets, responsibility centers and cost management. Furthermore, students will learn various measures and analysis techniques to evaluate the performance of the business.

ACCT 311 Principles of Financial Accounting (4.5)

Prerequisite: ACCT 310

This course focuses on the underlying concepts, ethical, regulatory and business environment of financial reporting with an emphasis on measurement, valuation and presentation of typical asset-related items.

ACCT 315 Intermediate Accounting I (4.5)

Prerequisite: ACCT 310

Intermediate accounting I provides a combination of professional language and vibrant pedagogy to facilitate the transition from financial principles to the professional accounting world and beyond. This course links accounting principles to the central activities of a business. A user/decision making approach, combined with the necessary coverage of GAAP, prepares the student to understand accounting in terms of a business' activities, which reflects the broadening definition of accounting today.

ACCT 320 Intermediate Accounting II (4.5)

Prerequisite: ACCT 315

This course covers the fundamentals of management accounting, including cost accounting, how to develop and use information for costing products and services, decision making, operational budgeting, performance evaluation, and other important subjects and provides an update on recent developments in the field.

ACCT 420 Cost Accounting (4.5)

Prerequisite: ACCT 310

An advanced study of the concepts and techniques used by management accountants to assist decision-makers within the organization. Areas covered include process accounting, job-order accounting, measuring quality costs, activity-based costing, and evaluating performance.

ACCT 430 Taxation (4.5)

Prerequisite: ACCT 310

This course will provide the students the fundamentals of individual income taxation. A background of accounting courses is not essential for this course. The course may be of special interest to non-accounting majors. Topics include exemptions, exclusions, and deductions available to the individual. These concepts will aid the student in the preparation of an individual tax return.

ACCT 435 Auditing (4.5)

Prerequisite: ACCT 310

This course presents concepts of auditing, outlining the standards and practices of today's auditors, and preparing students to perform the Integrated Audit with a necessary understanding of enterprise risk management and professional judgment as the future of the auditing profession.

ACCT 440 Accounting Information Systems (4.5)

Prerequisite: ACCT 310

This course focuses on the study of concepts and terminology of accounting information systems and their use in decision making in accounting and auditing. The course also covers Information Technology (IT) fundamentals, responsibilities and business implications.

ACCT 445 Government/Institutional Accounting (4.5)

Prerequisite: ACCT 310

This course exposes students to governmental and not-for-profit accounting practices, in the areas of financial analysis and planning, accounting for general capital assets and capital projects, and long term financing and routine governmental bookkeeping.

ACCT 450 Business and Professional Ethics for Accountants (4.5)

Prerequisite: None

This course is an examination of moral and ethical issues within the accounting professional. Topics include ethical behavior and decision-making in the context of professional codes of conduct.

ACCT 460 Professional Accounting (4.5)

Prerequisite: ACCT 310

This course is an introduction to the accounting profession including the institutional, legal and regulatory framework of accounting, the role of accounting associations and institutes, traditions, and the availability of diverse career options.

ACCT 499 Program Capstone (4.5)

Prerequisite: Last term

This course focuses on writing an accounting capstone that focuses on applying and synthesizing concepts, applications and techniques learned from the accounting program with emphasis on the understanding and application of Financial Accounting and reporting.

ACCT 600 Advanced Accounting I (6)

Prerequisite: None

This course studies the accounting principles for partnerships, mergers, acquisitions, and consolidations including the worksheet analysis of consolidation principles.

ACCT 601 Advanced Accounting II (6)

Prerequisite: ACCT 600

This is a continuation of the study of accounting principles for partnerships, mergers, acquisitions, and consolidations including an introduction to international accounting and fund accounting.

ACCT 680 Financial Accounting and Reporting – Business Environmental Concepts (6)

Prerequisite: ACCT 600

This course covers financial accounting concepts, applications, the presentation of information in financial statements, concepts related to business and the business environment, such as economics, information technology, and general business measurement including concepts in management accounting. The course content serves as an overview of the topics for the accounting and the business environment portion of the AICPA exam.

ACCT 685 Review Course: Auditing and Regulation (6)

Prerequisite: Last term

This course provides an overview of the topics for the auditing and regulation parts of the CPA exam.

ACG 610 Accounting for Managers (6)

Prerequisite: None

This course is designed to allow students to develop the ability to use cost and financial data in the planning, management, and controlling functions of an organization. Students focus on the budget process, utilization of internal and external data for control and performance analysis, and the allocation of resources to achieve corporate objectives.

ACG 622 Financial Accounting (6)

Prerequisite: None

This course covers the concepts and standards underlying the preparation and analysis of external reports. Students will review the elements, structure, and interrelationships of financial statements and the tools necessary to understand and interpret them.

ACG 630 Accounting Information Systems (6)

Prerequisite: None

The course covers the development and application of accounting information system, including analysis, design, control concepts, and implementation. Emphasis is placed upon developing abilities to understand the processing of accounting data in the computer environment and the controls that are necessary to assure accuracy and reliability of the data processed by the accounting system.

ACG 675 Public and Not-for-Profit Accounting (6)

Prerequisite: None

This course is an introduction to the theory and application of authoritative guidance, rules and regulations that govern governmental and not-for-profit entities such as colleges, universities, hospitals, and associations. This course emphasizes the similarities and differences between government, not-for-profit and commercial accounting methods and procedures.

BUS 610 Economics for the Global Manager (6)

Prerequisite: None

In this course students will apply the theory and tools of micro and macroeconomics and research to the formation of business decisions in the global environment.

BUS 638 Legal and Regulatory Environment in International Business (6)

Prerequisite: None

This course provides a review of the key 21st century issues facing global enterprises in which business issues are determined by legal strategies and the legal regulatory environment. The course begins with a consideration of state responsibility for acts that affect private enterprise (e.g. expropriation); the regulation of the environmental impact of business activities in foreign countries; the rise of international regulation of trade in services and labor; international sales of goods; international transportation; international financing; and taxation.

Course Descriptions

BUSN 105 Introduction to Business (4.5)

Prerequisite: None

This course provides students with a general introduction to business activity and how it relates to our economic society. Students will explore how businesses are owned, organized, managed, and controlled.

BUSN 150 Legal and Ethical Environment of Business (4.5)

Prerequisite: None

This course provides undergraduate students with a comprehensive introduction to the business sector's relationship to the principal forces operating in the ethical and legal environments. Particular attention is given to the constraints and opportunities presented by the regulatory environments in North America and the European Union. The course also provides an in-depth, comparative framework for understanding the ethical and intercultural challenges facing contemporary multinational and international organizations. With respect to the legal framework within which most business organizations operate, course topics include corporate problems of raising and maintaining capital by shares; relationships of directors to shareholders; respective rights and obligations; relationships of companies to third parties; control and the principle of majority rule.

BUSN 300 Lower Division Capstone (4.5)

Prerequisite: All lower level courses

This course requires students completing their AABA degree to demonstrate knowledge learned throughout the program and apply the theories to real world issues. Students are expected to synthesize and integrate learning experiences acquired throughout their program and to evaluate research and current topics relative to their area of specialization.

BUSN 310 International Legal and Ethical Issues in Business (4.5)

Prerequisite: None

This course presents the ethical and legal issues of business including contracts, agency law and investor protection.

BUSN 311 Quantitative Methods and Analysis (4.5)

Prerequisite: None

In this course, students will learn the fundamentals of probability, statistics, and their applications in business decision making.

BUSN 621 Business Law (6)

Prerequisite: None

This course examines basic principles of law, contract law, laws governing sales, agency and employment, property law, and the legal framework of business organizations, the laws governing the usage of commercial paper, credit transactions, and government regulations such as anti-trust laws. It also examines employment relationship and procedures, employment discrimination laws, and employment regulation laws. Students having completed this course should be able to audit the financial aspects of their clients' activities related to these laws.

COMP 101 Introduction to Computers (4.5)

Prerequisite: None

This course is a practical overview of desktop applications including word processing, spreadsheet, and presentation applications.

COMP 102 Introduction to Computers Lab (1.5)

Prerequisite: None

COMP102 is an introductory hands-on lab providing an overview of computer applications software, including word processing, spreadsheets, and presentation graphics where students demonstrate their knowledge and skills.

CRJS 101 Foundations of Criminal Justice Systems (4.5)

Prerequisite: None

This course provides an overview of the criminal justice system. Emphasis will be on crime in America, the criminal justice process, law enforcement, adjudication, punishment, corrections, and prisons. Students will also learn about crime, law and justice, as well as special issues in the criminal justice system.

CRJS 105 Theories of Crime Causation (4.5)

Prerequisite: CRJS 101

This course is an overview of theoretical perspectives in criminology. This entails the nature, causation and etiology of criminal behaviors in offenders.

CRJS 205 Introduction to Criminal Law (4.5)

Prerequisite: CRJS 101

This course furnishes a concise but comprehensive introduction to the substantive criminal law. It offers an understanding of the legal environment in which criminal justice professionals must function and helps students to gain a clear understanding of the principles of the law that will be vital to success in the field of criminal justice.

CRJS 210 Introduction to Law Enforcement (4.5)

Prerequisite: CRJS 101

This course surveys the police service delivery system at the Federal, state, and local levels. Consideration will be given to historical development, the police role in contemporary society, and primary objectives of police agencies.

CRJS 215 Introduction to American Court System (4.5)

Prerequisite: CRJS 101

This course covers the structure and organization of the federal and state court system with special attention to the criminal courts. The basic functions of the courts will be examined.

CRJS 220 Foundations of Corrections (4.5)

Prerequisite: CRJS 101

This course is an introduction to the correctional process and interventions designed to prevent and control adult criminal behavior. This course will address the philosophy and goals underlying the correctional interventions, types of criminal sentencing, and penal sanctions including community-based corrections, institutional corrections, and parole.

CRJS 225 Foundations of Crisis Management (4.5)

Prerequisite: None

This course introduces students to various concepts and strategies involved in crisis management. Students will learn of different types of disasters (natural and manmade), organizational responses, preparedness, mitigation and recovery techniques.

CRJS 240 Careers in Criminal Justice (4.5)

Prerequisite: None

This course introduces students to multiple aspects of the criminal justice system: investigations, interviewing and report writing activities as practiced by police, court and correctional personnel for career success. Students will learn writing, reporting procedures and requirements, crime scene management, technology, interviewing and interrogation skills practiced by criminal justice professionals, and strategies for successfully seeking and obtaining employment

CRJS 255 Law and Society (4.5)

Prerequisite: None

This course examines the role taken by the courts in determining social policy as it relates to the American court system. Emphasis is placed on social and political policies and its influences on judicial decision making. The role of democracy and punishment in the courts using current social policies is also examined.

CRJS 270 Security and Loss Prevention (4.5)

Prerequisite: None

This course examines the theories and principles of security and loss prevention through a systematic review of key issues and concepts associated with the reduction and prevention of personal and corporate loss. This course will review the historical development of loss prevention, exposures to losses, risk assessment techniques, and strategies to minimize loss and improve security.

CRJS 300 Proseminar in Criminal Justice (4.5)

Prerequisite: Associate Students should be in their last term of study

This course provides a comprehensive review of the criminal justice system focusing on how the system functions in theory and practice. Analyses of specific policies relevant to crime and the administration of justice is used to explore the process of forming public policy and the impact criminal justice professionals have upon the policy implementation. It is an in-depth study of the American criminal justice system including the history, theories, responsibilities, and functions of primary parts of the system.

CRJS 305 Comparative Criminal Justice System (4.5)

Prerequisite: None

This course gives students a rationale for understanding and appreciating the different ways justice is conceived and administered internationally. This course serves as a basis for comparing various justice systems as they relate to the American justice system. Students will explore how various countries organize their law enforcement, judicial systems and corrections agencies, and compare them with the American criminal justice system.

CRJS 310 Crime Victim Studies (4.5)

Prerequisite: None

This course presents the scientific study of crime victims and public policy responses to victims and their situations. It also looks at the different types of victimizations, how victimization rates are measured, and what attempts the government has made to increase the involvement of victims' role in the criminal justice system.

CRJS 315 Juvenile Justice & Delinquency Theory (4.5)

Prerequisite: None

This course explores and defines the important components of the juvenile justice system in the United States. This course examines the theories associated with juvenile delinquency, and explores the treatment interventions that are being employed, and the current societal responses to juvenile delinquency.

Course Descriptions

CRJS 320 Community Oriented Policing (4.5)

Prerequisite: None

This course examines the relationship between police agencies and the communities they serve. Topics will include traditional relations and public policy as well as new programs designed to involve the community in resolving crimes in the community. Students will also examine issues involving police ethics and the public image of police agencies in the media.

CRJS 325 Crime and Substance Abuse (4.5)

Prerequisite: None

This course examines drug abuse and its relationship to crime. Topics include the statistical relationship between drugs and crime, drug laws, and courts, drug prevention programs, and public policy concerning the use and abuse of substances.

CRJS 330 Constitutional Issues in Criminal Procedures (4.5)

Prerequisite: None

This course examines procedural law and its role in criminal prosecution. It compares criminal procedure and evidence law in the federal and state courts systems, and analyzes the social, political and historical significance of the evolution of Constitutional law. Additionally, this course addresses the way in which laws and legal institutions function.

CRJS 335 Penology (4.5)

Prerequisite: None

This course examines the history of criminal punishment beginning with early developments in Europe. Special attention is given to theories of punishment and the development of prisons, correctional institutions, and other forms of punishment to the wider system of social control. Modern penal systems are then examined both from sociological and legal viewpoints.

CRJS 340 Addiction Intervention in the Justice System (4.5)

Prerequisite: None

This course provides the student with an overview of substance abuse intervention and rehabilitative services and models available across the justice continuum. It will cover topics such as addiction issues, diagnosis, treatment planning, and strategic individual and group counseling models and techniques involving diverse populations within the criminal justice system. The course provides students with the information necessary to understand the language and application of clinical diagnostic criteria used in classifying substance use disorders and describing appropriate treatment modalities and placement criteria for the client/offender within the scope of available care. The course will also discuss the ways in which appropriate treatment services are determined relative to the personal and cultural identity and language of the client.

CRJS 345 Administration of Criminal Justice (4.5)

Prerequisite: None

This course focuses on the challenges administrators face in law enforcement, courts, and corrections. Students will examine the various organizational frameworks in the criminal justice system and the concepts, organizational principles, and models associated with these criminal justice agencies.

CRJS 350 Arson Investigation (4.5)

Prerequisite: None

This course will explore criminal and scientific investigation techniques associated with arson. Various arson causation theories and principles of incendiary fire analysis and detection along with social, psychological and environmental factors associated with arson will be explored. This course will assist students in identifying the origin and cause of suspicious fires.

CRJS 355 Evidence (4.5)

Prerequisite: None

This course examines the various types of evidence admissible by law, including real, demonstrative and documentary evidence. This course addresses the roles lay witnesses and expert evidence play in the legal setting as well as during a criminal trial.

CRJS 360 Advanced Law Enforcement (4.5)

Prerequisite: None

This course provides an in-depth analysis and systematic study of the principles of law enforcement and policing. It covers the administration, organization, and activities of the police in the United States. Topics such as homeland security, terrorism, and cybercrime are also addressed.

CRJS 365 Criminalistics (4.5)

Prerequisite: None

Criminalistics is part I of a two part series. This course is a survey course of forensic science. The course content will focus on defining "forensic science"; recognizing practices of legitimate, junk, and fraudulent science; examining the properties of physical evidence; discussing the scope, potential, and limitations of a variety of forensic sciences; examining analytical techniques applied by forensic scientists; evaluating the criteria for admissibility of scientific evidence; and discussing the ethical responsibilities of forensic scientists.

CRJS 370 Terrorism and Homeland Security (4.5)

Prerequisite: None

This course presents an overview of the key security issues facing the United States in both the areas of Homeland Security and Terrorism. It introduces students to the changing dynamics of homeland security at both the national and state levels. Students will explore the various dynamics of providing security in different settings. Additionally, the history and future of terrorism will be examined.

CRJS 375 Aspects of Forensic Psychology (4.5)

Prerequisite: None

This course examines the aspects of human behavior directly related to the legal process and the professional practice of psychology in the context of forensic science. The course explores many aspects of the practice of forensic psychology including assessment, treatment, and consultation within the legal system that encompasses both criminal and civil law. The student will learn the many ways psychology can assist and influence the legal system. Finally, students will be introduced to various career opportunities in forensic psychology and will be exposed to a variety of professionals who work in the area of forensic science.

CRJS 380 Critical Infrastructures (4.5)

Prerequisite: None

Understanding the concepts pertaining to critical infrastructure in fighting terrorism is a core component of Homeland Security studies. The student will learn how to identify the different sectors of critical infrastructure, and the assets within various sectors that must be protected. Various strategies utilized to protect key assets will be covered.

CRJS 385 Interagency Collaboration and Homeland Security (4.5)

Prerequisite: None

This course introduces students to national security policies, the nature of the collaboration that exists between the various agencies involved in Homeland Security and Emergency Management. Federal, state, and local agencies all play a role in Homeland Security and Crisis Management, and this course will assist students to understand how the various agencies interact with each other and work together to protect the nation from all types of hazards and threats. The importance of interagency and intra-agency communication and coordination will be covered.

CRJS 390 Stress and Crisis Management (4.5)

Prerequisite: None

This course, to be delivered in three phases, addresses conflict resolution, stress management and working with survivors. Combining aspects of sociological and psychological considerations, students will be introduced to skills necessary to help resolve interpersonal conflict under very trying and stressful conditions like those marked by catastrophic incidents such as a terrorist act or a natural disaster. Students will learn that conflict is an inevitable, and complex, yet normal result of working closely with others in a high pressure, stress-inducing environment. There will be persons with competing personal as well as professional goals, egocentric maneuvering for power and influence and petty jealousies. Working under pressure, often fighting fatigue, irregular (and often unwholesome) meals, dealing with strict timelines and often irritable personalities, stress accumulates and takes an exacting toll on a person. This course will provide students with guidelines and methods for recognizing and mitigating high-pressure stress inducing symptoms. Students will find that survivors of a traumatic event will have various psychological and physical reactions.

CRJS 400 Constitutional Law (4.5)

Prerequisite: None

This course examines the United States Constitution, its history, evolution and influence on the criminal justice system, including the structure of government and our system of checks and balances. Additionally, students will analyze doctrinal shifts in the court's decisions, and critique the role of individual jurisprudential viewpoints in judicial decision making.

CRJS 405 Research Methods & Statistics for Criminal Justice (4.5)

Prerequisite: College Math or equivalent

This course is an introduction to social science research methods generally with an emphasis on applying them to the field of criminal justice. Students should leave the course with a sound understanding of the scientific method, the terminology of research, how to conduct research, and various methodological and statistical techniques used to answer research questions.

Course Descriptions

CRJS 406 Criminalistics II (4.5)

Prerequisite: CRJS 365

Criminalistics II is part II of a two part series. This course introduces the non-scientific student to the field of forensic science through an exploration of its applications to criminal investigations, and clear explanations of the techniques, abilities, and limitations of the modern crime laboratory. The course combines classroom lecture/discussion with practical laboratory exercises related to the field of forensics. Topics include the recognition, identification, collection/preservation, individualization, and evaluation of physical evidence such as hairs, fibers, chemicals, blood, semen, glass, soil, fingerprints, documents, firearms, impression evidence, and serial number restoration. Students will document a crime scene by means of photography, notes, and scene sketching.

CRJS 410 Cultural Diversity in Criminal Justice (4.5)

Prerequisite: None

This course offers a social historical overview of issues of race, class, gender, crime, and justice. The impact of the criminal justice system on culturally diverse groups is the primary theme of all class activities.

CRJS 412 Ethics, Intelligence and Technologies in Homeland Security (4.5)

Prerequisite: None

This course explores ethical challenges, current technology being used in homeland security and crisis management, and limitations presented by these technologies. The course introduces students to concepts of interoperability addressing the ability of diverse agencies and jurisdictions to communicate, to exchange data, and to use that information effectively.

CRJS 416 Homeland Security & Crisis Management Planning (4.5)

Prerequisite: None

This course will provide students with the necessary tools for planning and responding to Homeland Security threats and disasters, and for managing emergency situations. Students will be introduced to the "how to" aspects of planning.

CRJS 420 Ethics and Criminal Justice (4.5)

Prerequisite: None

This course is designed to help students develop a working knowledge of the theoretical underpinnings of ethical conduct in the administration of justice. This course explores moral choices associated with individuals in the criminal justice field, and examines consequences associated with various choice options.

CRJS 422 Psychosocial Dimensions of Terrorism (4.5)

Prerequisite: None

This course guides students into examining the motivations behind terrorist groups and the psychosocial impact of terrorist attacks. The course will assist students in understanding the impact of fear and government response to terrorism in the media. The students will explore various ways that these responses shape public perception and attitude towards terrorist threats and attacks.

CRJS 425 Police Administration (4.5)

Prerequisite: None

This course examines key issues concerning law enforcement agencies. Students will learn the organizational structures of law enforcement agencies and their operational principles.

CRJS 426 Communication and Crisis Planning (4.5)

Prerequisite: CRJS 225

This course combines primary areas of homeland security / crisis management, i.e., intelligence, strategic planning, critical infrastructure, research and analysis, technology and strategic communications to provide students with a basis for developing a coordinated response. Students will develop an emergency plan to address preparedness, response, mitigation and recovery.

CRJS 435 Prison Law (4.5)

Prerequisite: None

This course focuses on the historical context in which prisoners' rights were established in the United States. Students will examine landmark court decisions that established these rights and learn how they changed the administration of corrections.

CRJS 445 Offender Rehabilitation (4.5)

Prerequisite: None

This course focuses on the various factors utilized to develop personalized sentencing and treatment plans for individual offenders. It examines the personality of the offender who may be diagnosed as a psychopath, sociopath, drug addict or mentally ill person. Students will learn how to develop treatment plans that will assist in the rehabilitation of the offender.

CRJS 450 Advanced Topics in Corrections (4.5)

Prerequisite: None

This course examines the theories and practices involved in probation and parole processes and decision-making. Topics include pre-sentence and pre-parole investigations, probation and parole supervision, the administration of corrections services including treatment and release decision-making processes. Finally, this course examines juvenile corrections and the use of intermediate methods of treatment including electronic monitoring, community service, and the use of restitution.

CRJS 452 Special Topics in Criminal Justice (4.5)

Prerequisite: None

This course addresses modern-day issues in the criminal justice field. Various perspectives (i.e., social, political, cultural, religious) will be utilized to examine and analyze contemporary criminal activity and governmental response.

CRJS 454 Case Management & Treatment Planning (4.5)

Prerequisite: None

Students will study case management systems and techniques as used in both public and private rehabilitation and human service agencies. Topics include case identification, referral, eligibility determination, assessment, goal setting, plan development, intervention strategies, case monitoring, inter-agency coordination, advocacy, organizational structures, time management, critical case management skills, and funding sources.

CRJS 455 Criminal Investigation (4.5)

Prerequisite: None

This course explores the elements of investigation including crime scenes, witnesses and evidence, and includes such topics as investigative techniques, evidence documentation, interrogation and arrest. The course addresses the particulars of investigating major crimes.

CRJS 456 Psychopharmacology for Criminal Justice Professionals (4.5)

Prerequisite: None

This course will explore several psychological and behavioral causes and effects of chemical dependency and the impact of various behavior-altering substances/chemicals (drugs) on criminality. This course will examine historical factors and trends, developmental issues, family system patterns, and addiction theories. Likewise, research findings in the behavioral sciences will be used to guide the students' understanding of the impact that social institutions, social structure, and cultures have in fostering the use of behavior altering substances.

CRJS 460 Facial Reconstruction (4.5)

Prerequisite: None

The student will learn techniques and media used in the production of two-dimensional scientific materials. The student will also learn two-dimensional facial reconstruction, and will construct the facial features of the unknown individual on the basis of the underlying cranial structure.

CRJS 462 3D Facial Reconstruction (4.5)

Prerequisite: None

The student will learn techniques and media used in creating and producing three-dimensional scientific materials, including prosthetics. The student will also learn three-dimensional facial reconstruction and will construct the facial features of the unknown individual on the basis of the underlying cranial structure.

CRJS 465 Crime Mapping and Analysis (4.5)

Prerequisite: None

This course introduces basic concepts in Geographic Information Systems (GIS) applications in criminal justice. The class provides an overview of the use of maps in policing. Emphasis is on learning how to properly design, construct, manipulate, and interpret maps.

CRJS 466 Psychopathology and Criminality (4.5)

Prerequisite: None

This course is designed to provide students with a firm understanding of abnormal human behavior. Students will gain knowledge and insight into disorders relating to eating, sleeping, attention deficit, mood, learning, impulse control, sexuality, criminality, and interpersonal conflict. The nature of various disorders will be discussed as well as their impact on criminal behavior. The diagnosis and treatment of these disorders will be covered in this class.

CRJS 471 Medicolegal Death Investigation (4.5)

Prerequisite: CRJS 365

This course introduces the student to the field of medicolegal death investigation in the context of forensic science. In this course, students will learn jurisdiction established by the law to define the cause and manner of death, conduct a death scene investigation and techniques in establishing identity and post mortem interval. Students will obtain skills in notification of next of kin, interviewing witnesses, and interpreting crime scene photography.

CRJS 472 Introduction to Biometrics (4.5)

Prerequisite: CRJS 365

This course provides students with an overview of the research and techniques used in the field of biometrics. Students will be exposed to various recognition patterns and techniques such as voice, facial expression, retina identification, fingerprint and other unique traits and identifying markers. Several important issues on the ethics and viability of biometrics in forensic science will be considered in this course.

Course Descriptions

CRJS 475 Cybercrimes (4.5)

Prerequisite: None

This hands-on introductory course provides students with the knowledge and skills necessary to begin a computer-based investigation. The course begins with an overview of computer forensics and then proceeds to introduce forensics tools, concepts, and documentation of evidence/procedures. The course uses common and accepted incident Response Policies and Procedures for previewing and securing digital evidence. Topics include: the basics of computer evidence and basic forensic methodology.

CRJS 478 Forensic Biology (4.5)

Prerequisite: CRJS 365

This introductory course exposes students to the areas of cellular biology, forensic serology, genetics, and human physiology as well as their applications within forensic science. Through lectures, readings, discussions and general exercises emphasizing the fundamentals of basic science within Forensic Biology, students will learn the principles of biological and biochemical processing in relationship to forensics. The course will afford students the opportunity to enhance their critical thinking and problem solving skills within the field of forensic science. This course includes a discussion of the various areas of forensic science where a biologist can specialize.

CRJS 499 Senior Capstone in Criminal Justice (4.5)

Prerequisite: Last term of study

This course offers a comprehensive and systematic analysis of key contemporary criminal justice issues through a close review of the theories and policies guiding many crime-fighting strategies. By applying critical thinking and analytical skills, oral and written communication skills, and information systems skills, students will learn of the complex nature of crime and society's response to criminality. This course serves as the Criminal Justice capstone class and involves the student preparing a project agreed upon between the student and the instructor. Each project will require research, report writing, oral presentation, and interactive teamwork.

DFAP 101 Production Techniques I (4.5)

Prerequisite: None

This course introduces students to the basic concepts, practices and equipment of motion picture production. Students will learn to organize a shoot, put together a crew, shoot out of sequence and finish a variety of video productions.

DFAP 102 Audio Production I (4.5)

Prerequisite: None

This course introduces students to basic audio concepts, techniques, theories and equipment; including microphones, the studio mixing console and nonlinear recording and editing.

DFAP 201 Screenwriting I (4.5)

Prerequisite: None

In this class, students will examine the screenplay development process. Through the course, students will learn the elements of narrative form, professional formatting, and character development.

DFAP 202 Postproduction I (4.5)

Prerequisite: None

This course introduces the student to the theory and practice of nonlinear editing including capture, creation, manipulation, and output of digital video. Through a series of hands-on assignments, students will begin to develop storytelling and technical proficiency using industry-standard software.

DFAP 203 Producing (4.5)

Prerequisite: None

This course examines all aspects of preproduction planning for various productions. Beginning with the development of script proposals from clients' and producers' ideas, the student advances to storyboards, script breakdowns, schedules, legal requirements and budgets. Included are the practical skills of hiring a crew, purchasing insurance, obtaining releases and permissions, booking catering and working with rental houses.

DFAP 204 Production Techniques II (4.5)

Prerequisite: None

In this course, students continue to develop their understanding of basic and intermediate-level production mechanics.

DFAP 205 Audio Production II (4.5)

Prerequisite: None

Students learn thoroughly the concepts and methodologies required for multi-track recording, mixing and editing. This course will focus on industry standard Digital Audio Workstation (DAW) application skills including editing, level balancing, imaging, use of EQ, dynamic processing, spatial effects and multi-track organization.

DFAP 210 Screenwriting II (4.5)

Prerequisite: None

Students continue to develop their skills in screenwriting, with particular focus on character driven, three-act narrative structure, story development and crafting dialog.

DFAP 211 Camera & Lighting I (4.5)

Through a series of hands on exercises, students develop skills in the basics of lighting for the camera. Particular attention will be paid to the various roles and responsibilities of the camera and lighting departments and developing an understanding of proper set protocols.

DFAP 222 Music Production I (4.5)

Prerequisite: None

Students learn multi-track recording, advanced MIDI applications, pre-production and various techniques and strategies for recording live drums, bass, guitar and vocals. Students are also introduced to key concepts in mixing music within a stereo environment.

DFAP 295 Design Study (4.5)

Prerequisite: None

This course allows the student to obtain course credit for unique learning situations that may periodically present themselves. It may be repeated once.

DFAP 299 Student Study Tour (4.5)

Prerequisite: None

This course combines lecture, research, analytical studies, and travel to provide students with the opportunity to learn through the experience of travel. The course allows students to visit and experience the professional environment of a new city. Final projects documenting the experience are required for completion of the course.

DFAP 300 Field Recording Techniques (4.5)

Prerequisite: None

Students will explore the role of the sound recordist in film and video production and examine how to record sound for picture. Microphone selection, boom operation, stereo recording, live mixing, and use of radio mics are all essential elements of the course.

DFAP 302 Music Production II (4.5)

Prerequisite: None

Students learn advanced production techniques including how to work with talent, multiple microphone instrument recording, advanced engineering techniques and studio signal flow.

DFAP 303 International Cinema (4.5)

Prerequisite: None

This course examines the history of international cinema from a variety of aesthetic, sociological, and technological perspectives with the intent of developing an understanding and aesthetic appreciation for film. Students will research and discuss selected cinematic genres, styles, techniques, and developments from the earliest days of cinema to the present.

DFAP 304 American Cinema (4.5)

Prerequisite: None

The course examines the history of cinema from a variety of aesthetic, sociological, and technological perspectives with the intent of developing an understanding and aesthetic appreciation of film. Students will research and discuss selected cinematic genres, styles, techniques and developments from the earliest days of cinema to the present.

DFAP 309 Production Techniques II (4.5)

Prerequisite: None

In this course, students continue to develop their understanding of basic- and intermediate-level production mechanics. Particular attention will be placed on the collaborative nature of movie making and the roles and responsibilities of various crew positions.

DFAP 310 Production Techniques III (4.5)

Prerequisite: None

Students continue to develop their technical and creative skills as they create a longer-form and more advanced motion picture project. Particular emphasis will be placed on directing actors and use of the camera as an expressive tool. This concludes the first half of the production process, which will be completed in the second course, DFAP312 Postproduction III.

DFAP 313 Music Mixing and Mastering (4.5)

Prerequisite: None

Working with a series of pre-recorded music sessions students will focus on mixing techniques and be able to creatively utilize effects, processors and automation.

DFAP 314 Media Postproduction II (4.5)

Prerequisite: None

Students study advanced editing styles and techniques, with particular focus placed on developing dramatic tension, continuity and storytelling, and the psychological effects of specific techniques. Students will also develop their technical skill in relation to color-correction, basic motion graphics and digital effects and sound design.

Course Descriptions

DFAP 315 History of Documentary Film (4.5)

Prerequisite: None

This course combines and examines the analytical elements of the documentary film with a historical perspective from 1874 to the present. Included are the beginnings of cinema and the historical role of, motivations for, and social implications of the nonfiction film.

DFAP 316 MIDI and Electronic Music (4.5)

Prerequisite: None

An introductory course focusing on the creation of music via MIDI (Musical Instrument Digital Interface). Students learn how to record, sequence and edit their own music using a computer with appropriate software and MIDI keyboard.

DFAP 318 Producing I (4.5)

Prerequisite: None

In this course, students explore the preproduction process underpinning the creation of a work of media. Scheduling, budgeting, rights acquisition and packaging of the finished product will be of particular focus.

DFAP 320 Film and Audio Aesthetics (4.5)

Prerequisite: None

In this course, students learn to analyze film in terms of form, structure, cinematography, editing and use of sound and music.

DFAP 323 Musicianship for Engineers (4.5)

Prerequisite: None

Students will explore a variety of music subjects within the context of audio recording and production. Specific topics include music fundamentals, music theory, form and styles, and basic aural and keyboarding skills.

DFAP 329 Sound Design I (4.5)

Prerequisite: None

Students focus on the creative role of the sound designer, learning to create and mix sonic landscapes that enhance the moving image. Students in this course will collaborate with those enrolled in DFAP401 Senior Project I to develop a complete movie soundtrack.

DFAP 351 Media Writing (4.5)

Prerequisite: None

The objectives of this course are to examine and apply the techniques required for writing press feature articles (new, general interest, topical debate, art reviews, etc.). This course emphasizes the importance of writing in video production and its contribution at many different levels, and develops the critical reading of film and video as organized in structured essays and reviews.

DFAP 400 Advanced Production I (4.5)

Prerequisite: None

In this intensive course, students apply principles and techniques to create an advanced production motion picture project. Students are expected to finish a professional-quality work, worthy of inclusion on their show reel.

DFAP 401 Senior Project I (4.5)

Prerequisite: None

Students will take an advanced-level project from concept through principle photography. Projects started in this course will be completed in DFAP402 Senior Project II.

DFAP 402 Senior Project II (4.5)

Prerequisite: DFAP 401

Students will "finish" and distribute projects started in DFAP401 Senior Project I. Particular focus will be placed upon the creation of a professional-quality, festival-ready package.

DFAP 412 Portfolio (4.5)

Prerequisite: None

Students will develop and submit demo reels to showcase their best work. Topics covered will include advanced editing, presentation skills, resume writing, interviewing technique, and new media delivery (website, social media, etc.). Portfolios will be submitted for review by faculty and invited industry experts. Upon completion of the course, students will have professional-quality, industry-reviewed portfolios to use as part of their job search.

DFAP 415 Directing (4.5)

Prerequisite: None

Students examine the role and responsibility of the director. Also covered is the director's role in each of the three phases of film production, including scripting, casting, creative work with actors, camera and lighting design and communicating effectively with the crew in order to achieve a specific vision.

DFAP 422 Camera & Lighting II (4.5)

Prerequisite: None

In this course, students develop advanced skills in motion picture photography and a greater appreciation of lighting techniques and style. Topics will include genre-appropriate lighting techniques, source lighting, lighting for composite and special effects photography, and lighting for the mobile camera.

DFAP 423 Advanced Digital Cinematography (4.5)

Prerequisite: None

In this advanced course, students explore the potential of the video camera. Included are the elements of lenses and filters, shot framing and composition, color theory, non-tripod shooting techniques, internal electronics, aesthetics, and editing.

DFAP 427 History of Recorded Music (4.5)

Prerequisite: None

A survey of recorded music, this course gives a broad overview of the major developments in music since the advent of recording, and places those developments in a social context.

DFAP 429 Sound Design II (4.5)

Prerequisite: None

Applying the creative experience and practical skills learned in Sound Design I, students will be placed in groups to complete audio pre-production, on-set recording and audio file organization for a video project being produced by Digital Filmmaking students in DFAP402 Senior Project II.

DFAP 438 Producing and Engineering (4.5)

Prerequisite: None

In this class students will develop and apply advanced multitrack recording techniques, advanced song production, talent direction, and studio communication skills in several music projects.

DFAP 440 Distribution and Marketing (4.5)

Prerequisite: None

This course investigates the processes involved after the production is “in the can” (finished). How do major motion picture studios go about promoting and distributing their films, and how does that differ from a small independent producer of programs? Included are the elements of distribution contracts, negotiating points, and an exploration of the hierarchy of the integral yet separate promotion and distribution businesses.

DFAP 444 Postproduction Recording (4.5)

Prerequisite: None

Students develop skills needed to create a professional film soundtrack, including: effects editing, automatic dialog replacement (ADR), dialog editing and Foley recording.

DFAP 445 Postproduction III (4.5)

Prerequisite: None

This advanced level course concentrates on workflow options and the “finishing” of digital video productions. Students edit their productions to a high standard, including titles, music, special effects and grading. Output, compression and DVD authoring will also be covered. In addition, lectures on various editing styles and techniques and the building of narrative structure enhance and build on the practical aspects of the course.

DFAP 446 Music for Picture (4.5)

Prerequisite: None

Students learn to compose music for a variety of film and video-based projects. Each assignment is mixed to stereo and subsequently laid back to picture.

DFAP 450 Law in the Media (4.5)

Prerequisite: None

This course is intended to raise the general level of knowledge and understanding of those without formal legal training within the law as it relates to video and audio production. It addresses such legal issues as copyright, defamation of character, intellectual properties, and freedom of speech, pornography, and contracts.

DFAP 495 Design Study (4.5)

Prerequisite: None

This course involves the intensive study of a particular aspect of Digital Film and Audio Production. The specific topics of this course will be determined by the interests of both the students and the instructor.

DFAP 496 Thesis (4.5)

Prerequisite: None

This course is a special in-depth project under the direction of the Program Dean or Chair. The thesis is primarily concerned with a student’s knowledge of the substantive content of his or her major field as defined by the general program of study. The thesis is regarded as the student’s culminating work and should draw upon all of a student’s experiences throughout his or her four years of study.

DFAP 499 Student Study Tour (4.5)

Prerequisite: None

This course combines lecture, research, analytical studies, and travel to provide students with the opportunity to learn through the experience of travel. The course allows students to visit and experience the professional environment of a new city. Final projects documenting the experience are required for completion of the course.

ECON 220 Microeconomics (4.5)

Prerequisite: None

This course focuses on Economic theory of the firm, resource allocation and price determination, the free market supply/demand mechanism, and pure and imperfect competition models are analyzed.

Course Descriptions

ECON 224 Macroeconomics (4.5)

Prerequisite: None

Presents basic economic concepts emphasizing the part the United States plays in a global economy. Foundations of economic theory are presented, using topics from television news and mass media. Topics introduced are GDP, National Income Accounting, United States fiscal policy and economic growth.

EDU 600 Introduction to Technology in K-12 Education (6)

Prerequisite: None

This course introduces students to foundational concepts and skills for personal and professional use of technology including the current edition of Windows Operating System and Microsoft Office. This course also explores instructional technology, including definition, components of design, and development. The use of technology in the classroom, as well as Distance Education is covered.

EDU 602 Analysis, Assessment and Technology (6)

Prerequisite: None

This course provides the foundations of analysis and assessment methodologies used in the field of education. Learners are introduced to applied quantitative and qualitative educational research methods in context of the practitioner's educational environment. Comparisons of formative and summative assessment and formative evaluation will be addressed.

EDU 604 Integrative Design and Evaluation (6)

Prerequisite: None

This course examines the development of curricula for education and workplace learning and development. Comparison of evaluation design, curriculum design, and instructional design will assist learners in understanding the similarities and differences in these fields of education. Learner will learn to develop learning objectives. Program evaluation techniques will be introduced.

EDU 610 Understanding the Learning Process (6)

Prerequisite: None

This course provides an introduction to the various schools of thought regarding how people learn and apply their learning to concrete situations. It provides a comprehensive survey of our progressive understanding of the learning process. Students will explore developmental, behaviorist, cognitive, social, and adult learning theories, as well as the research regarding the role of motivation and learning in novel domains.

EDU 612 Educational Research Methods (6)

Prerequisite: None

This course focuses on educational research methods for the teaching practitioner. Students will design, conduct, and present an applied educational research project.

EDU 620 Principles of Instructional Design (6)

Prerequisite: None

This course provides a foundation for the practice and evaluation of instructional design, as well as an in-depth elaboration of standard instructional design models and associated methodologies. The course includes strategies for development of objectives, taxonomy classification schemes, content analysis procedures, and instructional strategy selection, as well as adaptation and adoption of available resources.

EDU 621 Foundations & Models of Instructional Design (6)

Prerequisite: None

This course provides a foundation for the practice and evaluation of instructional design as well as an in-depth elaboration of standard instructional design models and associated methodologies. Course includes strategies for development of objectives, taxonomy classification schemes, content analysis procedures, and instructional strategy selection, as well as adaptation and adoption of available resources.

EDU 622 Applying Learning Theories (6)

Prerequisite: None

This course provides an introduction to the various schools of thought on how people learn. The course will emphasize the practical implications of cognitive science. It provides a comprehensive survey of the progressive understanding of the learning process. Learners will explore learning theories, such as cognitive, behaviorist, and constructivist. Learners will compare the theories and their application in the learner's respective field using the appropriate formal written communication for the discipline of Education.

EDU 624 Mastery in Educational Specialty (6)

Prerequisite: All core courses and student is in the final term of program.

This capstone course will allow the learner to demonstrate mastery of all the concepts and skills presented in the core courses and specialization courses in the learner's field of study. The emphasis will be on designing and producing a real world quality deliverable in the specialization studied to be used as a highlight in a professional portfolio.

EDU 631 Instructional Media & Learning Environments (6)

Prerequisite: None

This course introduces students to foundational concepts and skills for personal and professional use of technology, including productivity software. This course explores instructional technology including definition and components of design and development. The use of technology in the classroom as well as distance learning is covered.

EDU 632 Evaluating Education and Training Programs (6)

Prerequisite: None

This course will introduce students to the history of program evaluation and contemporary approaches. Students will integrate that knowledge into developing a program evaluation.

EDU 633 Principles of Curriculum Improvement (6)

Prerequisite: None

In this course, students will examine forces influencing curriculum improvement. This course focuses on the analysis of curriculum and the application of principles for resolution of curriculum problems.

EDU 635 Leading Educational Organizations (6)

Prerequisite: None

This course will examine contemporary leadership theory and its applications in current education services as well as workplace learning and performance settings. This course is designed to prepare students for operational and strategic leadership.

EDU 638 Educational Assessment and Evaluation Systems for Schools (6)

Prerequisite: None

This course examines the scope of evaluation processes and how those processes fit into other organizational operating systems. How to integrate information from various parts of an educational system into an evaluation process will be discussed, as well as the value to an organization of having a robust evaluation system.

EDU 639 Twenty-First Century Learning Skills for Classrooms (6)

Prerequisite: None

This course will discuss web-based tools available free of charge that can be utilized in the classroom by teachers and students. Curriculum integration of these tools will be demonstrated and lesson planning for these types of projects will be taught. Background theory on constructivism will be tied to the development of projects for the classroom. Building foundations for online learning communities will be established. Use of the National Education Technology Standards (NETS) for both students and teachers will be discussed and integrated into evaluation processes.

EDU 641 Designing for Computer Mediated Learning (6)

Prerequisite: None

The course examines the use of computer-mediated learning environments in classroom, lab and distributed learning contexts. Students will work on specific projects related to their field of practice, creating computer-based instructional materials reflecting problem definition, learner analysis, objectives specification, criterion tests, construction, strategies selection, formative validation, and evaluation. Attention is given to ethical and legal issues regarding the appropriate use of copyrighted material.

EDU 642 Digital Citizenship in Elementary and Secondary Education (6)

Prerequisite: None

This course will concentrate on the unique aspects of online information. How to evaluate online material as opposed to edited and published material, the copyright laws and fair use policy as it applies to online material, safety guidelines when working with children online, as well as proper etiquette online will all be discussed and investigated. Ways to use online tools to gather appropriate information for projects will be addressed.

EDU 643 Designing Effective Curricula (6)

Prerequisite: none

This course examines techniques and methods of effective course design and implementation. Topics covered include motivation, consultation, instructional strategies, and student assessment.

Course Descriptions

EDU 645 Human Resource Planning and Evaluation (6)

Prerequisite: None

The course examines the processes of human resource planning in educational organizations, including recruitment and selection, training and development, motivation, and performance appraisals. It provides an overview of human resource administration as well as addresses evaluation, problem-solving, and leadership skills.

EDU 648 Methods and Instruments for Assessment of Learning (6)

Prerequisite: None

This course provides an overview of various published instruments and their appropriate use in educational and training settings. Topics include how to determine the validity and reliability of existing instruments, automated survey and data collection systems, and information management/knowledge management systems for data collection, storage, and retrieval/reporting.

EDU 651 Online Learning: Design & Development (6)

Prerequisite: None

This course explores the organization, development, and delivery of distance learning programs. Additionally, this course explores course logistics, technology applications, and student management systems. Students will engage in discourse with instructors, peers, and other experts while creating Internet resources to be used in their own educational settings. By the end of the course, students will have an electronic portfolio of their work and be prepared to assume leadership roles within their specific contexts related to technology.

EDU 652 The Art and Science of Learning (6)

Prerequisite: None

This course provides an introduction to the various schools of thought regarding how people learn and apply their learning to concrete situations. It provides a comprehensive survey of our progressive understanding of the learning process. Students will explore developmental, behaviorist, cognitive, social, and adult learning theories as well as the research regarding the role of motivation and transfer of learning in novel domains.

EDU 656 Characteristics of Adult Learners (6)

Prerequisite: None

This course content includes theories of adult learning, including andragogy, adult developmental stage theories, and action learning along with focus on assessment of learning needs and evaluation of education and training outcomes among adult populations.

EDU 660 Curriculum Design and Evaluation (6)

Prerequisite: None

This course examines the development of comprehensive educational curricula and/or development programs. Students will perform all phases of curricula design tied to their area of professional practice.

EDU 662 Designing Instruction for Adult Learners (6)

Prerequisite: None

In this course, students will learn instructional design for various venues, groupings, and situations common to adult learning environments, such as vocational classrooms, field training, individual and group learning. Topics ranging from technical skills to management training and education will be included.

EDU 667 Facilitating & Assessing Adult Learning (6)

Prerequisite: None

In this course, students consider the delivery of education and training, and conduct a lesson based on adult learning theory and topics. Course includes coverage of tools for engaging adult learners, conducting classes in unfamiliar circumstances, and classroom management appropriate to adult audiences.

EDU 668 Universal Classroom Learning through Technology (6)

Prerequisite: None

This course will do an in-depth study of Universal Design for Learning. Preparing classrooms to meet the needs of all learners and provide differentiated learning will be investigated. The theory of multiple intelligences and how they affect the use of technology tools will be addressed. A look at the present and future of learning online will be researched.

EDU 670 Educational Research Methods (6)

Prerequisite: None

This course focuses on educational research methods for the teaching practitioner. Students are introduced to applied quantitative and qualitative educational research methods in context of the practitioner's educational environment.

EDU 672 Dynamic Educational Leadership (6)

Prerequisite: None

This course focuses on the interaction of complex educational systems, and the ways in which leadership is necessary in defining and encouraging learning and productivity within the organization. The student will consider four "frames" of organizational structure: the physical structure itself; the human resources; the political realities that affect an organization; and the cultural factors that influence direction and decision processes for success of the enterprise.

EDU 673 Decision Making in Curriculum and Instruction (6)

Prerequisite: None

This course examines the roles of curriculum designers and instructors in the educational decision-making process. Students analyze the underlying assumptions and research supporting various teaching and design practices. Students will create a curriculum design project integrating concepts and skills gained throughout this program.

EDU 675 Education Planning and Development (6)

Prerequisite: None

This course provides a view of leadership responsibilities in planning and developing new educational programs, products, and services. Students will examine processes and issues related to change management, including changes involving technology. The course offers an opportunity for students to consider how educational leaders introduce and implement new educational programs, products, and services in an organization.

EDU 678 Using Evaluation Results to Improve Learning (6)

Prerequisite: None

This course examines how to create an evaluation plan, including how to interpret and present results from complex evaluation data to parents, managers, or other stakeholders. This course will also focus on how to create a certification program.

ENGL 097 Foundation Reading (4.5)

Prerequisite: None

This is a general English course designed for non-native students with a Low-Intermediate level of English, with the aim of building their language skills towards Intermediate level and a special focus on skills necessary for future academic study. The course stresses the parts of speech, basic vocabulary and grammar fundamentals, and builds up students' speaking, listening and reading skills. It also covers the basic mechanics of sentence writing and introduces the concept of paragraph.

ENGL 098 Foundation Writing (4.5)

Prerequisite: None

This is a general English course designed for non-native students with an Intermediate level of English, with the aim of building their language skills towards Upper-Intermediate level and a special focus on skills necessary for future academic study. The course continues developing students' vocabulary and grammar knowledge, as well as their speaking, listening and reading skills, and reinforces the mechanics of sentence and paragraph writing and organization.

ENGL 099 Preparatory English (4.5)

Prerequisite: None

This is a general English course designed for non-native students with an Upper-Intermediate level of English, with the aim of building their language skills towards Advanced level and a special focus on skills necessary for future academic study. The course revises and builds up students' vocabulary and grammar knowledge. It also continues developing their speaking, listening and reading skills, and focuses on writing various types of paragraphs (definition, comparison/contrast, logical division on ideas, process etc.).

ENGL 100 Foundation English (4.5)

Prerequisite: None

This is a preparatory Academic English course designed for non-native students with an Advanced level of English. The concept of "essay" will be introduced and explored. Various types of essays (Process, Comparison/Contrast, Cause/Effect and Argumentative) will be analyzed, followed by students' own attempts at drafting, writing and editing these types of essays. Instruction will also cover listening and reading skills, as well as note-taking strategies.

ENGL 106 English Composition I (4.5)

Prerequisite: None

In this course, students focus on developing writing skills through practice and revision of a variety of different types of essays. Students are also given instruction in library and online research and methods of documentation.

ENGL 107 English Composition II (4.5)

Prerequisite: ENGL 106

In this course, students focus on research and developing writing skills through writing the "argument" essay. Students are also given instruction in library and online research and methods of documentation.

ENGL 206 Topics in Literature (4.5)

Prerequisite: ENGL 106

Students in this course can learn to interact with and respond to literature through the study of a body of works drawn from a wide range of genres and cultures. To adequately respond to the literary works presented to them, the library, online research, and methods of documentation are explored.

ENGL 210 Creative Writing I (4.5)

Prerequisite: ENGL 106

This class introduces students to various genres of writing, i.e., short story, memoir, poetry, and drama, and provides opportunities to write in each genre.

Course Descriptions

ENGL 215 Creative Writing II (4.5)

Prerequisite: ENGL 210

This class builds on the foundation work of Creative Writing I. Fewer works are studied in greater depth, and most of the course work focuses on student work. Each student completes one major and one minor project in the term.

ENGL 413 Literary London (4.5)

Prerequisite: None

This course introduces students to selected texts of English literature on a theme, establishes a context for understanding the development of literary genres, and helps students to understand critical theory as it affects reading of literature. The course is designed to broaden understanding of British culture as experienced by chosen writers and reflected in their works, and includes visits in London to places that formed writers' perceptions in selected works.

FASH 201 Design Process (4.5)

Prerequisite: None

Design Process teaches you how to pinpoint a source of inspiration from a current or topical exhibition. Working to a set brief you will be introduced to research development and gain an understanding of how to apply a creative working process from inspiration, to design, to product. You will gain an understanding of how to apply the selection process to your work and how to pull information from various aspects to culminate in final range planning and capsule collections. With a strong understanding of "idea development", and developing a "concept" you will experiment with different media to find solutions for communicating these ideas in a creative visual format.

FASH 202 Drawing and Design Principles (4.5)

Prerequisite: None

This course is a foundation class in principles relating to all areas of visual design. In this course, students can develop an awareness of the basic elements of visual language, aesthetics sensitivity, and the ability to think and act as a designer. Students explore methods for evoking intuitive responses through color, shape, texture, rhythm, line, and other compositional elements. The class consists of both practical studio-based assignments and contextual studies areas.

FASH 205 3D Form I (4.5)

Prerequisite: None

3D Form One introduces you to the basic concept of working in 3 Dimensions in order to create a 2 Dimensional "block" or pattern for a selection of skirts of your own design. You will be introduced to the tools necessary for calculating specific body measurements, core terminology and cutting techniques enabling you to add seams, fullness, pleats, gathers and functional details. Working to a design brief you will be required to explore and collect research material to develop design ideas which will form the basis of your experimental garments.

FASH 206 Marketing for Fashion (4.5)

Prerequisite: None

In Marketing for Fashion you will begin to gain knowledge of the concept of fashion marketing, the marketing environment and market segmentation. In this, your first introduction to fashion marketing, it is important for you to learn to apply basic marketing research skills, tools and methodologies, which will enable you to start to research contemporary fashion companies, their products and consumers and how they operate within the wider marketplace. Through exercises and group projects you will develop an understanding of effective team working.

FASH 207 3D Form II (4.5)

Prerequisite: None

3D Form II further develops your knowledge of basic pattern cutting skills focusing on the bodice. You will continue to develop your pattern production techniques and use of terminology. You will be working to a set brief requiring you to demonstrate development through initial research, design, experimentation and final garment.

FASH 208 Promoting Fashion (4.5)

Prerequisite: None

In Promoting Fashion you will examine external and internal promotional activities of fashion companies including public relations, fashion styling, fashion shows, advertising, visual merchandising and the fashion media. To understand the way in which fashion promotions work to promote fashion products and brands to consumers it is important to consider fashion promotion in relation to society and cultures. You will start to explore fashion communication through engagement with the visual and written areas of fashion promotion and the production of a series of promotional assignments which communicate to the consumer using words and images.

FASH 209 The Fashion Cycle (4.5)

Prerequisite: None

In The Fashion Cycle you will gain a broad understanding of the fashion industry and the different contexts in which it sits. You will gain a good understanding of the structure of the industry and the way that fashion works. This will provide you with a good foundation on which to build deeper specialist knowledge as you move through your fashion program. You will learn how to explore the business of fashion through investigation, observation and gathering of materials. You will learn to question, discuss, and argue about current fashion business issues and to put forward ideas and information in presentations and written work. You will learn how to know what is happening at the forefront of fashion, and to think about the future for fashion.

FASH 210 Fashion Marketing Research (4.5)

Prerequisite: None

In Fashion Marketing Research you will develop your knowledge and understanding of fashion marketing through analytical enquiry into the business of fashion. You will research, analyze and present an informative report on a selected aspect of the fashion industry. Your research will include aspects of locating and utilizing both market and competitor intelligence from a wide range of sources. You will broaden your understanding of fashion marketing practices, and the strategies and techniques used by companies to give competitive edge. Within this context, you will also be introduced to fashion marketing in the context of the wider marketplace, taking into consideration global, environmental and cultural issues.

FASH 212 Historical & Contextual Studies (4.5)

Prerequisite: None

In Historical and Contextual Studies you will be introduced to studying fashion from a historical and contextual viewpoint. The course will introduce fashion as a cultural phenomenon that will enable you to develop an analytical approach to contemporary fashion. Fashion is understood as object, image and idea and will be explored as such through the analysis of designs, images and ideas. The course will explore the links between clothing and other mediums and will be thematic as well as historically chronological in approach. You will be introduced to methods of enquiry and terminology which you will be able to use in your own marketing and/or design practice.

FASH 214 Targeting Customers (4.5)

Prerequisite: None

In Targeting Customers you will study consumer buyer behavior, analyzing its relationship to how consumers purchase fashion products and brands. The course will focus on research into consumer attributes and trends that inspire and influence the purchase of fashion products.

You will develop an understanding of how cultural, social, personal and psychological characteristics of consumers affect their buyer behavior. You will develop an understanding about how customer attributes including geo-demographics, social class, life cycle, reference groups, lifestyles, values and attributes affect the development and marketing of international fashion product and brands. You will learn how market researchers effectively communicate their findings to others, through statistical, biographical and visual formats.

FASH 216 Images & Society (4.5)

Prerequisite: None

In Images and Society you will be introduced to a range of theories about how society uses images to communicate and express. Our contemporary culture is saturated with imagery, we are bombarded by images: advertising, TV, photography, film, art and the Internet all clamor for our attention. Our relationship with these visual signs, how we read, respond to and/or ignore them is a key factor in the way we live our lives. This course aims to provide the student with the visual and theoretical literacy with which to survive this bombardment and turn the energy of the world of visual communication to their advantage in its application within the world of fashion promotion.

FASH 221 Fashion Portfolio I (4.5)

Prerequisite: None

Fashion Portfolio I introduces you, as potential fashion designers, to the concepts, techniques and uses of various media that will enable you to communicate your ideas. This will be achieved through drawing live models using line and color, representing texture and movement. This will develop your perception and visual interpretation of garments and how they relate to the human form.

FASH 227 Sewing Techniques (4.5)

Prerequisite: None

In Sewing Techniques you will be introduced, under close supervision, to the use of basic manufacturing processes, construction techniques and the study skills that are integral to the design process. You will keep a technical and sample file, showing your learning through this course. Using knowledge gained in manufacturing and construction, you will make a garment in response to a given brief, incorporating the sewing techniques learned. You will keep a journal to document your learning and to review and reflect on your progress.

FASH 231 Retailing for Fashion (4.5)

Prerequisite: None

In Retailing for Fashion you will cover concepts, strategies and methodologies used for retailing management. You will explore the changing retail environment and methods of distribution including e-tailing, mail-order supermarkets and store retailing through which fashion companies sell their range of products. These include clothing, accessories, perfume, and lifestyle products. As part of the course you will analyze these various formats, fascias and environments that these companies use in successful fashion retailing.

Course Descriptions

FASH 295 Design Study (4.5)

Prerequisite: None

This course involves the intensive study of a particular aspect of fashion design. The specific topics of this course will be determined by the interests of both the students and the instructor.

FASH 299 Study Tour (4.5)

Prerequisite: None

The Study Tour combines lectures, research, analytical studies and travel to provide an opportunity to learn and understand how fashion operates in a different part of the world with a different culture, history and ways of engaging in design, business, marketing, etc. The course allows you to visit and experience the cultural and professional environments of a world city through scheduled appointments, private tours, and presentations. You will meet with an instructor every second week for a two-hour class in preparation for the study tour. Final projects documenting and analyzing the experience are required for completion of the course.

FASH 300 Creative Drape (4.5)

Prerequisite: None

Creative Drape builds upon the cutting skills you gained in previous courses and introduces how to apply drape and volume to garments. You will discover and develop the techniques of manipulating paper drafts and draping directly onto the stand and to judge which method would be most suitable. There is a set design brief enabling you to work with greater autonomy as you develop the visual and verbal language with which to communicate the techniques, technologies and materials with skill and imagination. This will enable you to demonstrate good working practice in response to critical assessment.

FASH 301 Fashion Trends (4.5)

Prerequisite: None

In Fashion Trends you will look at how they arise by considering macro business environmental drivers as well as social and cultural influences. You will consider trend identification, market assessment and competitive response strategies. This will be appropriate preparation for fashion product development, range planning and the exploitation of market opportunities.

FASH 303 Womenswear I (4.5)

Prerequisite: None

In Womenswear I you will build, expand on and apply technical, theoretical and design skills and knowledge from 3D Form I to III (also Textiles for Fashion and Creative Drape for Fashion Design students). This course will enable you to explore and generate creative design concepts through research and interpretation of a given project brief and will give you the opportunity to demonstrate your skills through range building and planning, use of fabrication, color, selection and styling of a range of male or female garments. Working with increased independence and autonomy, you will complete a sketchbook, design boards and finished outfit.

FASH 304 Fashion Product Development (4.5)

Prerequisite: None

In Fashion Product Development you will build on your earlier classes to relate current and future fashion trends to “desirable” fashion products. You will work in a team to respond to an identified fashion trend to plan and manage the design of a new product/range extension or the development of a marketing plan. This could involve repositioning an existing product range or developing a new product range for an existing or new market.

FASH 305 Womenswear II (4.5)

Prerequisite: None

In Womenswear II you will build, expand on and apply technical, theoretical and design skills and knowledge from 3D Form I to III (also Textiles for Fashion and Creative Drape for Fashion Design students). This course will enable you to explore and generate creative design concepts through research and interpretation of a given project brief and will give you the opportunity to demonstrate your skills through range building and planning, use of fabrication, color, selection and styling of a range of male or female garments. Working with increased independence and autonomy, you will complete a sketchbook, design boards and finished outfit.

FASH 306 Fashion Branding (4.5)

Prerequisite: None

In Fashion Branding you will explore contemporary fashion brands and examine the strategies they use to create a unique personality, generate appeal and generally develop a “desirability factor” for potential consumers. This course will build directly on your skills and knowledge by deepening the understanding of the complexity of brands and branding, from conception and development, through to the management and marketing of the end products. The course will cover the development of values and ethics required to develop successful brands, as well as the creation of identity, revitalization and extension strategies. You will also explore the implications of changing environments for fashion consumers and fashion brands, and employ creative thinking, innovative problem solving and applied skills and methodologies to investigate and develop appropriate solutions to brand strategies.

FASH 307 CAD for Fashion (4.5)

Prerequisite: None

CAD for Fashion re-enforces the application of creative software (Photoshop, Illustrator, etc.), to advance student's skills with computer applications used to enhance fashion presentations including color rendering of drawings and drafting of flats. Students will design a collection, and all the appropriate accoutrements that sit alongside the collection. Students will then take this work and develop and present it in a professional manner using the CAD skills learned in this class.

FASH 308 Media & PR (4.5)

Prerequisite: None

In Media and PR you will learn how fashion communications are planned, written, managed and delivered. Through directed activities you will experience situations replicating the "real-life" of working in the fast paced roles of fashion public relations and journalism. These assignments will develop your knowledge and understanding of the dynamics and interplay between the key fashion promotion sectors, highlighting the methodologies required for building successful working relationships within these roles. During this course, you will be expected to work with a degree of autonomy, structuring your own time management and applied research to a professional level and developing your professional and communication skills to a higher level. You will also be required to utilize a range of new and emerging technologies and applications to the media and communication assignments.

FASH 309 Styling Fashion (4.5)

Prerequisite: None

In Styling Fashion you will explore the skills required for this growing specialty in the fashion industry. The stylist creates the visual fashion story whether it is for art, photography, video, window display, advertising, promotions or fashion shows. You will have the opportunity, in groups, to spend time in a photographic studio and on location to develop an understanding of the role of stylist on fashion shoots and other scenarios.

FASH 310 Fashion Buying (4.5)

Prerequisite: None

Fashion Buying presents buying practices and techniques, with an examination of consumer buying power, major market resources, governmental regulations and merchandise analysis. Through a simulated experience, students will conduct research and plan a six-month seasonal dollar merchandise plan. A final product book will include all stages of development of the seasonal merchandise plan including trend forecasting, vendor negotiation, and profitability analysis.

FASH 311 3D Form III (4.5)

Prerequisite: None

3D Form III extends your knowledge of pattern cutting and introduces the skills required to cut and make trousers. You will continue to develop your pattern production techniques, use of tools required for drafting trousers and employ an extended use of appropriate construction terminology. You will work to a design brief requiring you to demonstrate how you developed initial research and design ideas for both the mens and womenswear market.

FASH 312 CAD for Fashion Marketing (4.5)

Prerequisite: None

CAD for Fashion Marketing re-enforces the application of creative software (Photoshop, Illustrator, etc.), to advance student's skills with computer applications used to enhance fashion presentations including color rendering of drawings and drafting of flats. Students will design a collection, and all the appropriate accoutrements that sit alongside the collection. Students will then take this work and develop and present it in a professional manner using the CAD skills learned in this class.

FASH 314 Strategic Fashion Marketing (4.5)

Prerequisite: None

Strategic Fashion Marketing gives students the opportunity to develop marketing strategies and tactics from initial concept to finished proposal. Students will utilize elements of management leadership, critical thinking, problem-solving and creative skills to develop a strategic marketing initiative and implementation plan.

FASH 315 Fashion Accessories (4.5)

Prerequisite: None

In Fashion Accessories you will be introduced to the specialist cutting and manufacturing skills involved in creating accessories. While building on existing conceptual and design skills, you will develop a strong understanding of the accessories market place and the relationship between this and the fashion garment industry. You will produce a small range of pieces with the opportunity to explore millinery, glove making and fashion bags or shoes. This course provides the option to design for men or women.

FASH 319 Merchandise Control (4.5)

Prerequisite: None

In Merchandise Control you will learn how merchandise strategies are created to meet an organization's objectives with regard to, for instance, its financial, marketing and general business aims. You will learn about the merchandise management process in relation to channel management, and the role of merchandise control in relation to the costs, sales, profits and turnover. You will explore how merchandise control relates to meeting product and service objectives within the contemporary fashion environment.

Course Descriptions

FASH 320 Introduction to Costume (4.5)

Prerequisite: None

In this course students will explore the role of the costume designer in the theatre and film production process, including collaboration with directors, actors and other members of the design team. Script analysis and breakdown, design concept and communication of character (culturally, economically and psychologically) through clothing will be stressed. Research methods, organizational skills, sketching and fitting room etiquette will be examined as well.

FASH 324 eCommerce for Fashion (4.5)

Prerequisite: None

The application of information technology has become critical to all areas of business. In eCommerce for Fashion you will explore its application to marketing communications, promotion and sales. The focus will be on fashion promotional activities but will be presented in the context of IT usage across the fashion industry.

FASH 326 Supply Chain Management (4.5)

Prerequisite: None

Behind the highly visible world of retail brands and fashion outlets there are major manufacturing and logistics operations. In Supply Chain Management you will explore the structure and dynamics of this industry by considering the flows of goods, money and ideas in the context of the end user (consumer) requirements. The course will build on the lower level Fashion Marketing courses with a greater emphasis on business to business, B2B, rather than their predominant Business to Consumer, B2C, focus. The course will consider the economic, social and ethical challenges faced by this part of the fashion industry.

FASH 330 Costume Construction (4.5)

Prerequisite: None

This course will introduce students to various techniques used in constructing and patterning costumes for stage and screen. Fabric modification and craft techniques will also be examined. Students will also explore the role of costume shop technicians and wardrobe personnel.

FASH 335 Historical Costume Design (4.5)

Prerequisite: None

This course will examine the design and construction of historically inspired costumes and fashion. Methods of historical clothing research and the examination of theatrical conventions associated with period plays will be addressed. Students may construct period foundations as well as outer garments. Methods of research and play analysis will be presented.

FASH 337 Textiles I (4.5)

Prerequisite: None

In Fashion Textiles you will be introduced to various hand knitting, crochet, felting and weaving techniques. Working to a brief, the course allows you the opportunity to explore, create, develop and display your textiles on illustrative boards for professional presentation of your collection. You will have the opportunity to design for men's or women's wear.

FASH 339 Retailing for Fashion II (4.5)

Prerequisite: None

In Retailing for Fashion II you will identify a contemporary issue that is important to current fashion and will negotiate a retail marketing project on that topic. You will also deepen your knowledge of marketing for fashion retail through a series of lectures on different themes, including; retail branding, the retail consumer and customer service, retail formats, the retail environment, and marketing retail brands internationally.

FASH 340 Computer Applications for Fashion (4.5)

Prerequisite: None

Computer Design Applications for Fashion enables you to develop industry-relevant skills in the use of computer software (Adobe) as applied to fashion projects which relate closely to industry practice.

FASH 342 Textiles II (4.5)

Prerequisite: None

This course is a basic study of fibers, yarns, fabric construction methods, coloring processes, and finishing techniques. Emphasis is placed on the practical application of this knowledge in judging performance and in the proper use and care of fabrics used in the apparel industry.

FASH 350 Fashion Portfolio II (4.5)

Prerequisite: None

Fashion Portfolio II will enable you to further develop and enhance your individual drawing style, employing and expanding on the skills, technology and media introduced in Fashion Portfolio I. You will interpret the fashion figure by drawing a variety of poses and outfits from life, discovering how the figure can be dramatized in order to show the body and garments to visual advantage. We will examine methods of achieving professional levels of garment representation, layout and overall presentation. This will be done manually and/or using appropriate computer software.

FASH 355 Fashion Event Management (4.5)

Prerequisite: None

In Fashion Event Management you will be introduced to the different roles that have to work together in order to create a successful fashion event. You will develop an understanding of traditional runway shows and other fashion events such as exhibitions, seasonal press days and PR marketing activities to understand their role within contemporary fashion. You will learn the theory of fashion event production through lectures and guest talks, and work in teams to plan a professional event.

FASH 401 Collection Project (4.5)

Prerequisite: None

The Collection Project course offers you the opportunity to identify your individual vision and design philosophy, which you will carry through to your collection/final project. The course is designed to enable you to fully explore, experiment with and develop ideas, methods and processes for your collection/final project. You will prepare a personalized brief outlining areas of research and development relevant to the concept of your ideas, and management of this process, including a customer profile report and visuals. In this way your work will become clearly self-initiated, enabling you to demonstrate the skills you have already acquired and outlining areas through which you intend to learn further. As part of the ongoing research, exploration and design development you will create experimental toiles and textile development where relevant. This will consolidate your proposal and give direction to your progression over the course of your final project.

FASH 402 Retail Strategy (4.5)

Prerequisite: None

In Retail Strategy you will develop an understanding of the role of strategic marketing within fashion retail. You will learn how a retail marketing strategy is created and used within fashion retail and will work on a project that involves you in experiencing the decision making and planning processes involved in creating a marketing strategy for fashion retail.

FASH 403 Final Fashion Portfolio (4.5)

Prerequisite: None

Final Fashion Portfolio will give you the opportunity to consider your future and define your goals as you prepare to move from university into the fast moving world of fashion. The course will help you to research the career market, analyze your skills and strengths while developing your portfolio and building your confidence in preparation for professional practice.

FASH 404 Integrated Marketing (4.5)

Prerequisite: None

In Integrated Marketing you will be exposed to innovative and visionary contemporary marketing communication campaigns, used to generate awareness and sales of brands, products or services in fashion and fashion related sectors. You will cover

fashion communication media within a fully integrated fashion marketing communications strategy. You will be working as part of a team to develop ideas and proposals for integrated marketing communications in response to a complex brief.

FASH 405 Fashion Menswear (4.5)

Prerequisite: None

Fashion Menswear enables you to build upon the design, technical and cutting skills you have learned up to this point. You will focus on developing a collection that demonstrates the specialist skills involved in the relevant area of design, its market and trends. There is a set design brief enabling you to work with greater autonomy. You will employ materials, techniques and technologies with imagination to enable the creation and development of a range of clothing. You will make one outfit from your designed collection. You will demonstrate good working practice in response to critical assessment.

FASH 406 Contemporary Response (4.5)

Prerequisite: None

In Contemporary Response you will consider and discuss the influence of current world events, global issues, future trends and developments on the strategic marketing of fashion. You will have the opportunity to participate and contribute to a series of seminars and debates on identified key issues for fashion marketing. In this honors level course you will work autonomously in researching material for selected seminars and debates, as well as choosing a topic for deeper study.

FASH 407 Fashion Thesis (4.5)

Prerequisite: None

Fashion Thesis draws upon knowledge and skills developed in theoretical studies in levels one, two and three. In the thesis you will explore a subject of your own choosing negotiated with your tutor who will guide your selection. The subject will be fashion related and may be something you have touched upon earlier in your studies which you want to explore in depth. It will be a subject which relates in some way to the Collection you wish to produce, and work for the thesis will help to inform your thinking for your Collection and possibly to set your Collection within the contexts of contemporary fashion. Fashion Thesis is concerned with choosing a topic, setting the parameters of your research, and gathering research material. Then students move on to write the thesis in full. You will work independently, effectively applying skills learned earlier in your degree, with weekly individual and/or group tutorials to guide you. As you write your thesis, you will be exploring concepts and ideas from the thesis through practical application in your Fashion Collection classes. You will be given weekly tutorial guidance as you structure and write your 8,000 word project. Fashion Thesis is usually taken alongside Collection Project.

Course Descriptions

FASH 408 Professional Development (4.5)

Prerequisite: None

As you prepare to move from university into the fast moving world of fashion, Professional Development will give you the opportunity to consider your future and to plan and prepare to achieve your goals. The course will help you to define your goals, analyze your skills, your strengths, and research the career market. It will enable you to develop your skills and to build your confidence in preparation for launching yourself into the fashion marketplace.

FASH 409 Visual Merchandising (4.5)

Prerequisite: None

Effective retail display and space are essential elements of a fashion company's brand image. In this course, students study the key principles and techniques used globally in the retail environment. Students develop a capstone project that incorporates all aspects of store planning and design (e.g. exterior signing, interior signing, walls, floors, lighting, sound, merchandise, fixtures, mannequins, window displays, and wall elevations). Visual merchandising in the e-tailing environment is also examined.

FASH 410 Fashion Collection I (4.5)

Prerequisite: None

In Fashion Collection I you will continue to develop the work and ideas begun in Collection Project, consolidating your ideas and your philosophy in preparation for moving on to further Collections classes. Final Collection One requires you to review and demonstrate your ability and accomplishment as a fashion designer as you apply the knowledge and skills you have learned during the program, to your final collection. You will continue to apply inspirational research to your self-initiated brief, translating ideas, engaging in toile development and consolidating fabrication, color and textile manipulation. Your work will be focused and within the contexts set out in your brief. By the end of this course you will have completed fully resolved toiles for three outfits, which will be reviewed by the course team and your peers. (Fashion Collection One will usually be taken alongside Fashion Collection Two, so students will be designing a collection of 6 outfits in total.) You may wish to attempt more outfits. Speak to your tutor for recommendations and advice.

FASH 411 Final Fashion Marketing Project I (4.5)

Prerequisite: None

In Final Fashion Marketing Project I you have the opportunity to undertake a sustained period of self-directed research to employ all of your learning, to explore an area of interest to you. The area chosen needs to be related to your studies on fashion marketing. You will be expected to work autonomously and to use tutor guidance to inform your work. You will work on an individual project. Group tutorials will enable you to learn from each other and gain mutual support.

FASH 412 CAD for Fashion II (4.5)

Prerequisite: None

This course introduces students to industry-specific software (such as Gerber and/or Lectra) used to create and manipulate fashion pattern. Note: The software used varies from campus to campus based upon need and resources.

FASH 420 Fashion Collection II (4.5)

Prerequisite: None

In Fashion Collection II you will continue to develop the work and ideas begun in Collection Project, consolidating your ideas and your philosophy in preparation for moving on to further Collections classes. Final Collection Two requires you to review and demonstrate your ability and accomplishment as a fashion designer as you apply the knowledge and skills you have learned during the program, to your final collection. You will continue to apply inspirational research to your self-initiated brief, translating ideas, engaging in toile development and consolidating fabrication, color and textile manipulation. Your work will be focused and within the contexts set out in your brief. By the end of this course you will have completed fully resolved toiles for three outfits, which will be reviewed by the course team and your peers. (Fashion Collection Two will usually be taken alongside Fashion Collection One, so students will be designing a collection of 6 outfits in total.) You may wish to attempt more outfits. Speak to your tutor for recommendations and advice.

FASH 421 Final Fashion Marketing Project II (4.5)

Prerequisite: None

In Final Fashion Marketing Project II you have the opportunity to further develop your ideas and activity from Final Fashion Marketing Project I or to undertake a new project. This will be a sustained period of self-directed activity. The area chosen needs to be related to your studies on fashion marketing and negotiated with your tutor. You will be expected to work autonomously using tutor guidance to inform your work. This will be an individual project but group tutorials will enable you to learn from each other and gain mutual support.

FASH 430 Fashion Collection III (4.5)

Prerequisite: None

In Fashion Collection III you will complete and style a collection of a minimum six outfits. Working independently, viewing tutors as a resource through which you seek guidance and feedback, you will continue to develop and demonstrate professionalism through time-management, planning and the progress of your collection. This course will include preparation for professional practice. Your outfits should be fully accessorized and styled before assessment and possible inclusion in the Graduation Fashion Show. Only collections that are fully complete and demonstrate your development at honors level will be considered.

FASH 431 Final Fashion Marketing Project III (4.5)

Prerequisite: None

In Final Fashion Marketing Project III you will develop ideas identified in Final Fashion Marketing Projects I & II. Utilizing your knowledge of fashion promotion and information technology skills, you will undertake idea generation, selection, creation and presentation phases, culminating in the creation of a fashion marketing communication. You will work autonomously and be self-directed in your study, informing your work with the guidance and feedback of your faculty. For large projects you may complete an initial phase in this course with an interim report and complete the project in Final Fashion Marketing Project IV.

FASH 435 Advanced Costume Design (4.5)

Prerequisite: None

This course is an intensive study in a particular aspect of Costume Design. The specific topics of this course will be determined by the interests of both the students and instructor.

FASH 440 Fashion Business (4.5)

Prerequisite: None

The Fashion Business course is designed to introduce students to business operations and practices in the fashion industry. The course combines the acquisition of knowledge and skills to start a fashion business and involves developing a business plan, complete with market analysis, forecasting, target customer research, and financial information.

FASH 441 Final Fashion Marketing Project IV (4.5)

Prerequisite: None

In Final Fashion Marketing Project IV you will either complete your fashion marketing communication that was developed to an interim level in Final Fashion Marketing Project III or develop a new fashion marketing communication based on ideas identified in Final Fashion Marketing Projects I & II. Utilizing your knowledge of fashion promotion and information technology skills, you will undertake idea generation, selection, creation and presentation phases, culminating in the creation of a fashion marketing communication. You will work autonomously and be self-directed in your study, informing your work with the guidance and feedback of your tutors.

FASH 445 Final Project Marketing Plan (4.5)

Prerequisite: None

Final Project Marketing Plan builds on earlier work in both design and marketing courses. In this course you will analyze the marketplace for your Fashion Collection or Final Project FDM. You will finalize the Marketing Plan, organizing information, ideas, arguments and justifications into a coherent structure, ready for final presentation. Through negotiation with your tutors you will decide upon an appropriate form for presentation of your work, and at mid-term you will hand in a first draft. You will submit and present the final piece of work, with supporting visuals and other materials, at the end of the term.

FASH 495 Design Study (4.5)

Prerequisite: None

This course involves the intensive study of a particular aspect of fashion design. The specific topics of this course will be determined by the interests of both the students and the instructor.

FASH 499 Study Tour (4.5)

Prerequisite: None

The Study Tour combines lectures, research, analytical studies and travel to provide an opportunity to learn and understand how fashion operates in a different part of the world with a different culture, history and ways of engaging in design, business, marketing, etc. The course allows you to visit and experience the cultural and professional environments of a world city through scheduled appointments, private tours, and presentations. You will meet with an instructor every second week for a two-hour class in preparation for the study tour. Final projects documenting and analyzing the experience are required for completion of the course.

FIN 620 Financial Statement Analysis (6)

Prerequisite: None

In this course, students learn how to analyze financial statements and methods used to value companies.

FIN 630 Global Financial Management (6)

Prerequisite: None

Within the context of the multinational firm, this course examines the development of policy, financing options for international business, and the making of standard financial management decisions.

FIN 631 International Finance (6)

Prerequisite: FIN 630

The course is an analysis of financial problems facing businesses engaged in international activities. Topics include financing foreign investments, financial control of foreign operations, key economic theories, various financial instruments for risk management, exchange risk management, international financing and investment issues and the effect of foreign exchange on working capital management.

FIN 640 Derivatives (6)

Prerequisite: None

The course provides an understanding of derivatives and their usage in risk management. Topics include the most common types of derivatives from basics to futures and forwards, zero rates, basic, intermediate and advanced options, and the application of the knowledge acquired in assessing the prices of options. It addresses researching and implementing trading strategies, and the analyzing of various options.

Course Descriptions

FIN 645 Theory of Corporate Finance (6)

Prerequisite: None

In this course students will explore the interactive relationship between financial policy and business strategy. Topics include the role of capital markets, government, product and factor markets.

FINA 310 Financial Management (4.5)

Prerequisite: None

This course examines the key components of financial decision making: valuation and risk management. Students will examine the implications of forecasting, capital budgeting, working capital management, and project risk management.

FINA 315 Financial Instruments (4.5)

Prerequisite: FINA 310

The course will examine each of the securities markets, the instruments available in these markets and putting the different investments into perspective. The course will introduce the students to the characteristics of the major investors and the terminology used in the securities markets.

FINA 320 Capital Planning (4.5)

Prerequisite: FINA 310

The course focuses on financial management techniques related to capital expenditure and investment decision making. Topics include short-term and strategic implications of capital expenditure decisions, developing an integrated approach to capital expenditure decision-making process on sound concepts and their managerial implications.

FINA 325 Funds Acquisition (4.5)

Prerequisite: FINA 310

This course examines the alternatives available to management in acquiring funds and related costs and risks. Topics include matching projects with funds acquired, assessing risk of projects with funds, and developing strategies on acquiring funds.

FINA 330 Asset and Debt Management (4.5)

Prerequisite: FINA 310

The course will examine details of managing client's assets including allocation, selection and management in a tax and estate in efficient manner.

FINA 335 International Corporate Finance (4.5)

Prerequisite: FINA 315

This course analyzes financial problems corporations face that result from operating in an international environment. Major topics covered are corporate strategy and the decision to invest abroad, forecasting exchange rates, international portfolio diversification, managing exchange risk, taxation issues, cost of capital and financial structure in the multinational firm, and sources of financing.

FINA 405 Investment (4.5)

Prerequisite: FINA 310

This course focuses on securities and securities markets. Topics include analysis of various categories of corporate securities, public securities, and other investments, types of risks and taxes that affect investment policy timing, selection and investment values.

FINA 410 International Financial Management (4.5)

Prerequisite: FINA 310

This course discusses how multinational corporations make financial decisions. Topics include international cash management, hedging cash flows, international capital budgeting and international financing.

FINA 412 Risk Management (4.5)

Prerequisite: FINA 310

The course deals with uncertainties of outcome resulting from the financial market and the strategies that enable an organization to manage the risk associated with it. Topics include identifying major financial risks such as interest rate risk, foreign exchange risk, credit, commodity, and operational risks, how they are measured and global initiatives in financial risk management.

FINA 420 Commercial Bank Management (4.5)

Prerequisite: FINA 310

This course studies the changing banking environment in the U.S. and the principles and practices used to effectively manage a commercial bank. It covers value creation in banking as well as capital funds, assets, and liability management. The course examines a typical bank's loan portfolio and its management. Hedging and derivatives are also covered.

FINA 425 Budgeting (4.5)

Prerequisite: FINA 310

This course will provide fundamental understanding of budgeting, budgeting process and includes a practical guide for preparing financial budgets.

FINA 430 Financial Policy and Strategy (4.5)

Prerequisite: FINA 310

This course focuses on the theory of the firm, strategic options, the financing of corporate strategies, strategic positioning, and corporate governance. Theories are used to examine the forces and factors that influence the strategies pursued by corporations and the governance of those firms. Focus is placed on quantitative and qualitative analysis of financial policies based on readings and empirical research.

FINA 435 Financial Analysis (4.5)

Prerequisite: FINA 310

The course focuses on how to read, interpret and analyze financial statements. Topics include overview of financial statement analysis, liquidity and activity, analysis of solvency and capital structure, profitability, market strength and overall evaluation, cash flow and interim statement and segment analysis.

FINA 440 Investment and Portfolio Management (4.5)

Prerequisite: FINA 310

The course focuses on investment evaluation theories and techniques in a range of financial assets and examination of portfolio practices while comparisons of investment alternatives are made. It mixes investment instruments and capital markets with detail on evaluating investment opportunities to satisfy risk-return objectives – as well as offers insight into how investment practice and theory are influenced by globalization.

FINA 445 Introduction to Financial Markets (4.5)

Prerequisite: FINA 310

This course focuses on international financial markets and exchange rates. Topics include pricing in the foreign currency and Eurocurrency markets, use of forward exchange for hedging, short-term returns and market efficiency in the international money markets, foreign currency options, international capital asset pricing, pricing of foreign currency bonds, currency swaps, Eurocurrency syndicated loans, foreign currency financing and exposure management.

FINA 450 Financial Engineering (4.5)

Prerequisite: FINA 310

Financial Engineering is the application of tools from finance and economics, engineering, math and statistics etc. to address problems such as derivative securities, valuation, strategic planning, investment strategies, risk management which are of interest to investment analysts, commercial banks, trading companies, insurance companies, hedge funds and regulatory agencies.

FINA 632 Corporate Finance (6)

Prerequisite: ACCT 600

Corporate Finance examines the financial decisions that impact management and corporate financial officers. This course compares and contrasts contemporary corporate finance theories and practices, including forecasting, capital budgeting, investment banking, cash flow, asset management, and short-term and long-term financing.

FINA 634 Financial Statement Analysis and Report Writing (6)

Prerequisite: ACCT 600

Students learn how to analyze financial statements and methods used to value companies. They learn how to prepare quarterly and annual filings in accordance with SEC requirements and how to demonstrate a working knowledge in handling unique accounting issues that affect the annual report such as foreign currency conversion, restatements, reporting of debt restructure and corporate insolvency.

FREN 101 Elementary French (4.5)

Prerequisite: None

Long recognized for its cultural significance, the French language continues to grow in importance in the design and business communities. This course provides students with an oral and written approach to beginning French grammar and conversation, with special emphasis on communication skills.

HCM 610 Systems in Healthcare (6)

Prerequisite: None

This course examines the concepts and skills necessary to assume leadership positions by integrating the various business functions. Systems are discussed that consider valid assumptions of human behavior, inter-organizational perspectives, medical needs, education, communication, and resources.

HCM 620 Health Policy (6)

Prerequisite: None

This course attempts to underscore the important role political factors play in the development of health policy, how administrative agencies translate legislation into statutory law, and the role played by the media in shaping public opinion on health policy issues.

HCM 630 Healthcare Administration (6)

Prerequisite: None

This course is an overview of the health care delivery system in the United States. Topics include composition, function, and interrelationships of organizations and professional groups within the system.

Course Descriptions

HCM 640 Healthcare Strategies (6)

Prerequisite: None

This course is designed to focus on planning and strategic development of healthcare organizations. Topics include needs assessment, demands analysis, generation of alternative, priority setting and evaluation.

HIST 105 U.S. History (4.5)

Prerequisite: None

This course examines the major themes in U.S. History, such as the evolution of government, immigration, race relations, economics, and the rise of the U.S. as a world power.

HIST 301 History of London (4.5)

Prerequisite: None

Few other cities have been as influential in the creation of the modern world as London. Founded during the Roman Empire, it gained its significance as a result of the British Empire, and today is home to 5 UNESCO world heritage sites (more than any other city in the world). It is twice the size of any other city in the European Union and yet it has more green space than any other city of comparable size. Students will learn about London and its history by being asked to visit important London sites and to discuss and explore their visits in class.

HLTH 310 Survey of Healthcare Management (4.5)

Prerequisite: None

This course explores management issues in healthcare such as the environment of care, performance improvement, risk assessment, and managing diverse workforces in healthcare.

HLTH 320 Ethical and Legal Issues in Healthcare (4.5)

Prerequisite: None

This course provides a working knowledge of law and ethics in a wide variety of healthcare topics, enabling students to deal with common legal and practical problems facing patients, their families, practitioners, caregivers, and society within the healthcare industry. Students must possess a basic knowledge of ethics and the law as it applies to their areas of responsibility.

HLTH 420 Healthcare Finance (4.5)

Prerequisite: FINA 310

This course covers an analysis and evaluation of the economic, financial and payment environment of the healthcare consumer, provider, institution and the different organizations found in the healthcare industry. These areas will be integrated to provide a complete understanding of the managed care organization's economic, financial and payment objectives to provide health services to all healthcare clients.

HLTH 430 Healthcare Information Systems (4.5)

Prerequisite: None

This course is designed to assist healthcare students in understanding principles of analysis, design, evaluation, selection, acquisition, and utilization of information systems in the healthcare organization. Sufficient technical detail on computer hardware, software, networks, and data management is included to enable the student to become conversant with modern information technology and its use in healthcare organizations.

HLTH 440 Healthcare Resource Allocation and Policy Making (4.5)

Prerequisite: None

This course focuses on the impact healthcare policy has on resource allocation. Students will achieve a better understanding of the public policy formulation and modification processes in addition to an awareness of critical issues in American health policy impacting healthcare managers to balance costs, quality, and access to care in various settings.

HUMA 200 History of Art I (4.5)

Prerequisite: None

A well-rounded student requires exposure to the history of humankind's artistic achievements. The purpose of this class is to acquaint students with an historic panorama of the visual arts, trends, and the creative spirit of the masters. The scope of the class covers the time from the ancient cave drawings to the Baroque period.

HUMA 201 History of Art II (4.5)

Prerequisite: None

Beginning with the Neoclassical period and following the major modern movements of abstraction, expressionism, and fantasy to the present day, this sequel to ART 200 completes the survey of humanity's artistic accomplishments. Field trips to permanent collections and exhibitions of contemporary art are scheduled throughout the term.

HUMA 205 Art Appreciation (4.5)

Prerequisite: None

This course introduces a variety of art forms within a cultural context, providing a basis of understanding of societal and cultural developments in historic and contemporary terms.

HUMA 210 Classical Music History (4.5)

Prerequisite: None

An introductory survey of formal Western music, from Gregorian chants to twentieth century minimalism, this course aims to give students a broad overview of the major developments in western music history.

HUMA 215 Topics in Cultural Studies (4.5)

Prerequisite: None

This course explores a specific region or culture in depth, emphasizing its cultural, political, and economic characteristics.

HUMA 301 Photography as an Art Form (4.5)

Prerequisite: None

This class aims to introduce to students a diverse range of photographer's work since the turn of the century, paralleling some of the major art movements of the 20th century. It will also offer students the opportunity to develop their own visual skills through project work and group seminars. Technical skills are not required for this class. Materials required include any camera the students can use (e.g. digital, SLR black and white, or color film).

HUMA 303 Survey of British Museums (4.5)

Prerequisite: None

In London alone there are dozens of museums and galleries housing a remarkable series of displays. In this course, students will be asked to visit a number of major institutions of the capital during the ten week period and to discuss and explore their visits in class. The course contents include an explanation of the wide variety of historical and design collections.

HUMA 304 Aesthetics (4.5)

Prerequisite: None

This course explores a range of theoretical and experimental tools through which art might be encountered and judged. It investigates whether particular objects have defining characteristics that affect their value as art, or if in fact, aesthetic value comes from culture or a special aesthetic interest on the viewer's part.

HUMA 305 Design Debates (4.5)

Prerequisite: None

Design Debates builds on the issues related to Interior Design and Design in general. Fundamental, key topics will be illustrated with a series of lecture, and then debated, in the attempt to foster awareness and critical thinking. This course will critically examine in depth current design "theories" in evolution and some of the ethical, moral and philosophical debates that surround creative practice in the contemporary period.

HUMA 310 History of Cinema (4.5)

Prerequisite: None

This class is a survey course on the history of film as an art form. It will familiarize students with elements of production and provide them with a working critical vocabulary. Class content will include sampling representative examples for the classic film repertoire. In addition, students will be required to attend current film offerings playing at local cinemas.

HUMA 311 The Films of Alfred Hitchcock (4.5)

Prerequisite: None

This class is an exploration of the filmmaker Alfred Hitchcock. His work will be discussed and analyzed. Comparisons and contrasts will be scrutinized between the novel and the film forms of Hitchcock's works.

HUMA 312 History of the Theatre (4.5)

Prerequisite: None

History of the Theatre is structured to give students the opportunity to gain an understanding and insight into contemporary theater using current productions as the basic study units of the course. Classroom time is spent in group discussions of these productions. Lectures are given by the instructor on the history of theater from ancient Greek drama to the present, elements of production, and current trends in American and British drama. A supplemental fee will be charged to students enrolling in this class.

HUMA 405 Design & Sustainability (4.5)

Prerequisite: None

Design & Sustainability will critically explore the role of design in consumer culture and the debates that have emerged about sustainability in the latter part of the 20th century onwards. It will evaluate theoretical perspectives on topics such as consumption, identity, free/fair trade and globalization, and consider the design strategies that attempt to address the global, environmental and social issues highlighted in sustainability.

IDIA 101 Interior Drafting (4.5)

Prerequisite: None

In this course, the student is introduced to the fundamentals of manual drafting and the tools used in this technique. Some of the goals are to learn basic interior drafting vocabulary, line quality, lettering, and drafting conventions for a floor plan, furniture plan, interior elevations, building sections, and reflected ceiling plans. The course involves presentation techniques and axonometric drawings. Anthropometrics and ergonomics will be introduced.

IDIA 103 Interior Design I (4.5)

Prerequisite: None

Students will be lead to understand the diversified disciplines within the field of interior design. Exploration of basic factors effecting applied design principles and elements will be emphasized. The students will study the aesthetic response of the elements of design in both two dimensional and three dimensional applications. Instruction in the development of networking skills and basic presentation skills is integral to this course. In addition students will be introduced to the principles of sustainable design and accessible design.

Course Descriptions

IDIA 105 Architectural Drafting (4.5)

Prerequisite: None

In this course, the student is introduced to the fundamentals and transported through advanced techniques of manual drafting and the tools used in these techniques. Included in these skills will be reading architectural scales, manual drafting of floor plans, elevations, sections, and interior details. Students will develop skills in line weight, lettering, annotations, as well as axonometric drawings.

IDIA 110 Human Factors & Contextual Studies (4.5)

Prerequisite: None

In this course students will research the relationship between interior space, human inhabitation of space, and the context of a given space. Geographical, topographical, structural, social and cultural conditions are deeply intertwined with the physical structure of buildings and the human perception of interior spaces. Students will learn how the physical makeup of the human body as well as human spirit, cultural influences, and climatic factors influence relationships in a built environment. These factors affect the design of the built environment as a designer strives for a healthy and comfortable environment in a successful design solution. Cultural and socio-economic influences will be addressed in terms of their impact on a successful design project. Students will investigate, map, and record a portion of an existing building. They will produce a survey of the space assigned, as well as a report containing a photographic documentation and an analytical essay. They will also propose an alternative use of the space mapped that can engage with and enhance the spirit of the space or community location.

IDIA 202 CAD I (4.5)

Prerequisite: None

In this course, students are introduced to the fundamentals of computer aided drafting and the tools used in this technique. Students can learn basic computer drafting vocabulary, line weights and values, as well as the skills necessary to produce floor plans, interior elevations, building sections, and reflected ceiling plans.

IDIA 203 Introduction to Interior Design I (4.5)

Prerequisite: None

This course investigates the fundamental elements of interior design and conveys their use through practical and theoretical research. The student will study the aesthetic response of the elements of design which include, for example, space, shape, form, mass, line, texture, pattern, light and color in two and three dimensional space through experiments and projects. Through the theoretical and contextual investigation of these responses and their application, the student will understand their use as an integral part of the design process.

IDIA 205 History of Interior Design I (4.5)

Prerequisite: None

This course is a survey of the development of interior design from the Egyptian through to the Classical Revival period through to the present. Knowledge of the terminology and the recognition of distinct identifiable styles are expected to be attained through lectures, slide presentations, field trips, research, and analytical assignments. Emphasis is placed on recognizing masters of contemporary design.

IDIA 208 Color Theory for Interior Design (4.5)

Prerequisite: None

This course explores and systematically studies the different color systems, including Munsell, Ostwall, DIN Koppers, and Gerritsen. Students will learn the science of color development and how color is viewed, reflection and absorption, and the psychological impact of color in the living-working environment. In addition students will learn how color is used to communicate in interior spaces. Practical application activities will develop students' skills in putting color systems and guidelines into practice in given applications.

IDIA 215 Interior Design II (4.5)

Prerequisite: None

Emphasis in this course is placed on the advanced understanding of the basic elements and principles used in interior design. Students will learn to use those factors in practical applications to create successful designs. Knowledge of the ID programming process will be developed and how this process is used to address client needs. This is the process which leads to a harmonious, successful design solution for the professional Interior Designer.

IDIA 216 Drawing Basics for Design (4.5)

Prerequisite: None

Drawing skills are an essential part of visual communications used in Interior Design. This course will give students a foundation in sketching and idea development through drawings. These skills will form the basis of further skills in presentation drawings developed in later courses.

IDIA 271 Historic Interiors (4.5)

Prerequisite: None

This course is a study of the development of interior design and decoration from Middle Ages to the late twentieth century. Slide presentations, lectures, and field trips are part of this course. Emphasis is placed on recognizing, recording and researching these different identifiable styles in a cosmopolitan city.

IDIA 272 Historic Architecture (4.5)

Prerequisite: None

This course is a study of the development of architecture through history. Slide presentations, lectures and field trips are part of this course. Emphasis is placed on recognizing, recording and researching the different identifiable styles present in a cosmopolitan city.

IDIA 299 Study Tour (4.5)

Prerequisite: None

This course combines lecture, research, analytical studies, and travel to provide students with the opportunity to learn and understand design and design history in another culture. The course allows students to visit and experience the design features and the professional environment of a new city (varies) through scheduled appointments, private tours, and presentations.

IDIA 300 Residential Interior Design I (4.5)

Prerequisite: None

This is a fundamental studio course in which the student develops a residential interior. The course includes lectures, in-class assignments, on-site investigation, field trips and critiques. The student will be expected to accomplish projects and learn essential skills such as contextual analysis, client analysis, programming, space planning, code analysis, furniture and finish selection. In addition, electrical, lighting, and plumbing requirements are introduced. Students are also expected to develop an awareness of the environment and issues related to environmental design, and to integrate in their project energy saving measures.

IDIA 301 Sustainable Design for Interiors (4.5)

Prerequisite: None

The course is composed of a first theoretical core, in which theory and standards will be illustrated, and a second core in which students will apply sustainable principles to the design process. A series of initial lectures will introduce briefly the theories of sustainable growth and environmental design as a necessary theoretical background to underpin sustainable design practice. Students will become familiar with the principles of the most important standards (such as LEEDS or BREEAM) used to benchmark energy efficiency, non-toxic materials, and air quality in interior environments. Finally, students will test their understanding of sustainable design on a small design studio, in which they will be expected to produce a creative, innovative, low-energy interior environment.

IDIA 302 Commercial Environments (4.5)

Prerequisite: None

This is a fundamental course in the design of environments for commercial use. Through studio projects, lectures and field trips, the student develops a commercial interior that includes contextual analysis, critical client analysis, complex

programming, space planning, and the use of open-office systems or other appropriate furniture systems. The student is also introduced to relevant accessibility codes/legislation and standard building and fire safety codes as they pertain to commercial design. Students are also expected to develop an awareness towards the environment and the issues related to environmental design, and to integrate in their project energy saving measures.

IDIA 303 Interior Design Detailing (4.5)

Prerequisite: None

In this course, the student will develop interior detailing technical skills such as stairways, doors, windows, and all other relevant building components. Built-in furniture details for residential and commercial spaces will also be investigated.

IDIA 306 Building Systems & Codes (4.5)

Prerequisite: None

This course gives students an understanding of the basic elements of construction and building systems which includes; mechanical, electrical and plumbing systems. Emphasis will be placed on knowledge of code adherence and how they govern the design fabrication. Students will develop a strong vocabulary related to construction and codes, as well as a critical understanding of the interaction between the design idea and the construction method. The latest energy guidelines and the Americans with Disabilities guidelines will be addressed in this course.

IDIA 307 Furniture Design (4.5)

Prerequisite: None

This course focuses on the issues related to custom furniture design including construction, styles, function, technical aspects and costs. Through the study of the human form and by researching appropriate materials and construction techniques, students develop a design of a furniture prototype from initial concept to construction. Students will also be introduced to concepts such as sustainable materials, finishings and production techniques, and life cycles of products.

IDIA 308 History of Architecture & Design I (4.5)

Prerequisite: None

This course is a survey of architectural and period design styles from the Egyptian through to the Classical Revival and on to the turn of the 20th century. Students will study how the economy and the arts of the period influenced the designs of architecture, furniture, and interior decorative finishes for each major period of history. Knowledge of the terminology and the recognition of district identifiable details, styles, & influences are expected to be attained through lectures, slide presentations, and analytical assignments. Emphasis is placed on identifying period styles.

Course Descriptions

IDIA 309 Special Topics for Residential Interiors (4.5)

Prerequisite: None

This course is designed to increase students understanding of current trends affecting the residential design community, addresses real estate value factors on residential design, and prepares residential design students for special event planning and presentation. This course will include learning through lecture, field trips, guest speakers, and applied learning activities.

IDIA 310 Residential Interior Design II (4.5)

Prerequisite: None

Building on the skills and knowledge acquired in Environments for Living I, this advanced studio course will require students to design more complex residential projects. Through research and analysis, students design and construct a model of an environmentally friendly residential interior, as well as exploring residential building systems in depth.

IDIA 311 Lighting for Interior Spaces (4.5)

Prerequisite: None

The impact of light in one's environment will be studied in this course. Students learn the importance of bringing spaces to life through great lighting design. The factors of natural light use, daylight harvesting, energy consumption, and the variety of lamp technology available will be addressed. Lighting fixtures, specification methods, and methods of measuring light levels will be included. Use of lighting as it affects accessibility issues will be addressed.

IDIA 312 Commercial Environments Studio (4.5)

Prerequisite: None

This is a fundamental studio course in the design of environments for commercial usage. Through studio work, research methods, classroom instruction, and field trips, the student will develop an understanding of commercial environment needs. The student will complete a full interior design programming process in which they will research a client's needs and assets, do an analysis of this information, and complete the space planning as well as all other aspects of the design for the client. Use of furniture systems and commercial grade furniture & fixtures will be included. This is a course to address general office and small commercial environments. A final juried presentation of the students work will be required.

IDIA 313 CAD I – Introduction to Autocad (4.5)

Prerequisite: None

Students will be introduced to the world of electronic drafting and drawing development using 3D software. In this course students will complete a basic residential building layout, space planning, and working drawings sheets using the latest in electronic architectural drafting technology. Students may take this course as an on-site hybrid course or an online virtual learning course.

IDIA 314 BIM I – Introduction to BIM/Revit

Prerequisite: None

This course introduces the student to the world of building information modeling using cutting edge software packages. A basic level understanding will develop of how completing designs using building modeling software can improve on cost management, communication with design – build partnerships, time management and management of energy consumption within buildings. Students will complete a small commercial building while learning the basic software techniques for BIM. Students may take this course as an on-site hybrid course or an on-line virtual learning course.

IDIA 315 Rendering Techniques (4.5)

Prerequisite: None

Instruction intention in this course is to demonstrate the variety of media types used in producing colored renderings for visual communication of a design project. Students will learn techniques of color application on drawings using pen & ink, colored pencil, watercolors, markers, pastels, and gouache. In addition students will advance their knowledge of board presentations of their design solutions.

IDIA 316 Residential Interior Design Studio (4.5)

Prerequisite: None

This is a fundamental studio course in which the student develops a residential interior. The course includes lectures, in-class assignment, on-site investigation, field trips and critiques. The student will be expected to accomplish projects and learn essential skills such as contextual analysis, client analysis, programming, space planning, and code analysis. Selection and placement of plumbing fixtures, electrical, lighting layout, and furniture placement will be included in this studio. This course includes a juried final presentation.

IDIA 317 Retail Store Environments Studio (4.5)

Prerequisite: None

This is an advanced design studio that focuses on retail planning and design, as well as the constant evolution of the retail experience. Students are required to analyze branding values, the product image, research the target market, and generate innovative and cutting edge design that compliments the product line. The importance of engaging customers in the physical retail environment to encourage purchase promotion will be reflected as students develop their designs. Furniture and fixture selection and specification help identify the branded space as well as allowing for ease and enjoyment in the retail experience, and addresses customer care needs. This course includes a juried final presentation.

IDIA 318 Hospitality Design Studio (4.5)

Prerequisite: None

In this studio course students will learn to research the special circumstances and needs required by a client for a variety of hospitality design needs. These could include hotel or room and board spaces, restaurant spaces (including food preparation spatial needs), and entertainment spaces. The project for this studio may include lodging with entertainment and/or food service requirements, retirement community facilities, casinos, or similar spaces. This will be a design group project, with each team member being responsible for a given set of design requirements. Principles used in interior design firm team projects will be emphasized. A final juried team presentation will be required.

IDIA 319 Health Care Design Studio (4.5)

Prerequisite: None

The special circumstances of Health Care Design as it impacts patient care physically, emotionally, and holistically will be addressed in this studio course. Course content will address the research and design development necessary to work on traditional health care centers, retirement health care facilities for the aging population, and non-traditional facilities used by various cultures globally. Students will learn to design with sensitivity and respect for privacy issues when dealing with an individual patients physical examination and storage of their medical records. This is an advanced studio course that will draw on the health care community for advisement and critique. Project completion will include construction documents, digital presentation boards, and a juried power point presentation.

IDIA 320 Retail Store Environments (4.5)

Prerequisite: None

This is an advanced design studio that focuses on retail planning and design, and the constant evolution of the retailing experience. Students are required to analyze branding values, the product image, research the target market, and generate innovative and cutting edge design that compliments the product lines, while interacting in new ways with the customers. Complete presentations include comparative analyses, floor plans, reflected ceiling plans, elevations, details, custom design, and furniture/finish selections and specifications.

IDIA 321 Living Environments for Special Needs Populations Studio (4.5)

Prerequisite: None

In this course students develop design skills for addressing audiences with special needs including those aging in place, children, and those with physical disabilities or restrictions. Emphasis will be put on designing spaces that address joint occupancy between two groups of clientele utilizing the same interior environment. Design solutions will include research and spatial development to support the needs of both groups. Juried design presentations will be a part of the final evaluation for this course.

IDIA 323 Materials & Resources (4.5)

Prerequisite: None

This course develops a student's understanding of the physical materials used in interior finish applications and how to source those materials. The scientific composition of materials, how they are produced or processed, and how they are applied as interior finishes will be addressed. Materials covered will include all general categories that are non-textile products. Students will learn how to specify appropriate materials, estimate and budget materials, and general installation knowledge of each material area. Knowledge of sustainability factors of various materials and how a given material impacts accessibility will be addressed as well.

IDIA 325 Kitchen & Bath Design Studio II (4.5)

Prerequisite: None

This course focuses on the in-depth development of kitchen and baths in a residential application. Students learn to evaluate the quality of fixtures and finishes specific for use in the K&B arena, which will include cabinetry (stock and semi-custom), plumbing fixtures, lighting, and surface finishes. In addition, issues related to venting, special electrical needs, and other special considerations for wet location and food preparation spaces will be undertaken. The successful analysis of client needs and expectations will be demonstrated in completion of a premier kitchen design, with accessible alternatives, and the completion of a full universal design compliant bathroom design. This course will include a juried final presentation.

IDIA 328 History of Architecture & Design II (4.5)

Prerequisite: None

This course is a survey of architectural and period design styles from the turn of the 20th century through to contemporary times. Students will study how the economy and the arts of the period influenced the designs of architecture, furniture, and interior decorative finishes for each major period of history. Knowledge of the terminology and the recognition of district identifiable details, styles, and influences are expected to be attained through lectures, slide presentations, and analytical assignments. Emphasis is placed on identifying period styles, as well as prominent designers impacting the period style.

IDIA 330 Drawing & Perspectives Development (4.5)

Prerequisite: None

The importance of drawing interior spaces as a means of client communication is essential in the interior design field. Students in this course will learn basic sketching skills and the use of perspective drawings in visually communicating design solutions. This course addresses sketching techniques, how to develop a sketch with shadow, line and texture, and how to develop a drawing using 1 point and 2 point perspective techniques. The media emphasis for this course is primarily pencil and ink.

Course Descriptions

IDIA 331 Textile Applications (4.5)

Prerequisite: None

Textile composition finishes, styles, and appropriate uses will be addressed in this course. Students will study where the fibers originate, the various methods used to make these fibers into cloth, and how to specify the final product for interior design finish applications. Knowledge gained will include how textiles are applied to surfaces (i.e. walls, furniture) or made into window treatments and other uses. Also included are the safety factors to be considered in specifying textiles and related applications, as well as the testing methods used to address these factors. Knowledge of sustainable textile applications and how textiles impact accessibility will be addressed as well.

IDIA 335 Kitchen & Bath II (4.5)

Prerequisite: None

In this course students will expand on their kitchen and bath design skills, as well as gain skills in custom millwork design. Completion of residential spaces that require custom millwork, including paneling, stair rails, and custom cabinetry will be undertaken. Students will complete a high custom residential interior design which requires custom millwork use throughout each type of space in the home. This design will include sustainable principles and adhere to universal design guidelines. In addition students will research and apply principles of “smart house” technology into their designs. The course will include a juried final power point presentation using digital boards.

IDIA 401 Event Design (4.5)

Prerequisite: None

This course enables the student to understand the presentation of design elements associated with ephemeral and transient events such as exhibitions, conventions, displays and set design. Selection of materials, budgeting, construction methods, dismantling, storing and transportation techniques will be integrated in the design process and final design. Presentations to include working drawings, models and detailing.

IDIA 402 ID Professional Practices (4.5)

Prerequisite: None

In this course students will learn the basics of business practices for the interior design industry. Students will learn to use standardized business forms for running an efficient cost effective design business, bookkeeping basics, scheduling, and marketing for a design business. In addition students will learn to develop a business plan for developing and funding their own interior design practice.

IDIA 403 Interior Design Based Set Design and Styling (4.5)

Prerequisite: None

Students will study the application of interior design skills as they apply to careers in Set Design and Styling for photographic presentations. Emphasis will be placed on developing skills in photographic lighting, accessorizing, and presentation using good use of design principles and elements to create impactful spaces.

IDIA 410 Working Drawings & Construction Documents Studio (4.5)

Prerequisite: IDIA 311

In this course, architectural drafting techniques, knowledge of product specification, and use of programming skills are applied to complete a set of architectural working drawings. This drawing package will include the design of a floor plan for a given space, construction details, elevations, and sections, as well as finish, door, and window schedules of the designed space. RCP layouts and switching plans and finish specifications will complete the working documents package. Completion of this package should allow actual construction of the built environment with minimal clarifications. Learning methods will include lecture, field trips, guest speakers, and hands-on application of technique. Final package completion of the working documents will be critiqued in a group interaction round table, to include industry professionals.

IDIA 417 Capstone Project Research (4.5)

Prerequisite: None

As the first part of a capstone project, students are required to prepare a research paper that demonstrates a comprehensive understanding of interior design and an ability to carry out pertinent research in an independent manner. In this course students advance their design skills to meet the challenge of a complex project. Selecting both client and project, students complete an in-depth precedent study, code and building analysis, user assessment, programming, conceptualization and presentation. A final presentation to an advisory panel is required.

IDIA 418 Capstone Project Design (4.5)

Prerequisite: IDIA 417

Part two of a capstone project. The student is required to implement his/her project research by developing the final project of the academic program. Emphasis is on individual competence in interior design development and specification. Students develop the project selected in Studio V, with a focus on choosing, refining and effectively communicating design intent. A final presentation to an advisory panel is required.

IDIA 420 Portfolio Development (4.5)

Prerequisite: None

This course is a review and redevelopment of a senior student's previous studio coursework. The primary objective is to develop a professional level portfolio studio work that shows the depth and breadth of a student's interior design skills. Students will put together a 20 x 30 board presentation portfolio and a digital portfolio using a website application. In addition students will learn skills in professional resume writing while developing their own paper resume, and in developing a video resume presentation. This event will culminate in an open house presentation of student work to be attended by professionals from the interior design field, as well as potential employers and recruiters.

IDIA 425 Kitchen & Bath Design Studio III (4.5)

Prerequisite: None

In this course students will expand on their kitchen and bath design skills, as well as gain skills in custom millwork design. Completion of residential spaces that require custom millwork, including paneling, stair rails, and custom cabinetry will be undertaken. Students will complete a high custom residential interior design which requires custom millwork use throughout each type of space in the home. This design will include sustainable principles and adhere to universal design guidelines. In addition students will research and apply principles of "smart house" technology into their designs. The course will include a juried final power point presentation using digital boards.

IDIA 427 Capstone Research & Development (4.5)

Prerequisite: None

This course is the capstone project for senior students. Students must present a proposed interior design project to the Interior Design Program Chair and Dean of Academics for approval, which determines that the project meets the level of interior design development appropriate for a capstone project. The capstone project should encompass the full breadth of skills studied during the academic years at AIU. The project should be based on the student's area of specialty interest. In this course the students do their due diligence, research, and programming phases of design, along with exploring alternative design solutions under the guidance of their instructing mentor. Students will follow the Capstone Project Guidelines for completion and documentation.

IDIA 428 Capstone Design Project & Presentation (4.5)

Prerequisite: None

Senior students will complete the design for their capstone project, documenting each phase of their design process. Students will follow the Capstone Project Guidelines set forth in the project manual, which includes full construction document production, presentation boards, and project summation. The

final design solution will be presented for evaluation to a panel of interior design professionals, the ID Program Chair person, Dean of Academics, and AIU Atlanta college president.

IDIA 495 Design Study (4.5)

Prerequisite: None

This is an advanced course in which students participate in a topic to be selected by the instructor, with the approval of the program chair, which develops an aspect of design and/or presentation. Pertinent and specific research, critical and self-reflected detailed analysis, application of the research and analysis to the design and excellent presentation skills will be required in this course.

IDIA 499 Study Tour (4.5)

Prerequisite: None

The interior design study tour is designed to give students direct exposure and experience in select aspects of interior design. The study tour may be a historical perspective of interior design environments or for the purpose of furthering a student's practical knowledge of a select skill (i.e. tour of historic sites to study their design influence, a training trip to Autodesk™ University for a learning seminar, or participation in Global Shop to increase knowledge of finishes and materials). Interior Design Study Tour proposals must be initiated or approved by the ID Program Chair, and Dean of Academics. Specific study tour learning objects must be developed and documentation of the successful achievement of those objects must be completed.

INTR 390 Internship (4.5)

Prerequisite: None

With the aid of the Program Chair/Dean and the Student Affairs Office on each campus, the student participates in a practical on-site internship in which theoretical principles are applied to work situations under professional supervision.

INTR 490 Internship (4.5)

Prerequisite: None

With the aid of the Program Chair/Dean and the Student Affairs Office on each campus, the student participates in a practical on-site internship in which theoretical principles are applied to work situations under professional supervision.

INTR 496 Thesis (4.5)

Prerequisite: None

This course is a special in-depth Research based written project under the direction of the Program Dean or Chair. The thesis is primarily concerned with a student's knowledge of the substantive content of his or her major field as defined by the general program of study. The thesis is regarded as the student's culminating work and should draw upon all of a student's comprehensive experiences throughout his or her study of upper level studies within the program.

Course Descriptions

INTR 499 Internship (4.5)

Prerequisite: None

With the aid of the Program Chair/Dean and the Student Affairs Office on each campus, the student participates in a practical on-site internship in which theoretical principles are applied to work situations under professional supervision.

ITAS 362 Introduction to Information Assurance and Information Security (4.5)

Prerequisite: ITCO 361

This class provides students with an overview of network security principles and implementation techniques. Topics covered include authentication issues, examples of attacks and malicious code that may be used against networks and the countermeasures against these, examples of perimeter and interior attacks, and protecting file and print services. Issues regarding Trusted Computing bases (TCB), authentication, access control and authorization, discretionary and mandatory security policies, secure kernel design, secure operating systems, and secure databases from a systems architecture perspective are also covered.

ITAS 363 Telecommunications and Network Infrastructure Security (4.5)

Prerequisite: ITCO 361

This course covers network security principles and implementation techniques. Topics covered include examples of attacks and countermeasures for securing e-mail, definitions and principles underpinning all IT security, security management, and security architectures. Fundamental concepts, principles, and practical networking and internetworking issues relevant to the design, analysis, and implementation of enterprise-level trusted networked information systems are also covered.

ITAS 364 Web Application Security Strategies (4.5)

Prerequisite: ITAS 362

This course focuses on issues related to the design and implementation of Web applications and data stores. Emphases are placed on multilevel security in database systems, covert channels, SQL Injection attacks, Cross-site Scripting, Cross-site Forgery, hostile codes, and countermeasures. OWAP Top 10 vulnerabilities and countermeasures are also covered.

ITAS 365 Information Systems Control and Auditing (4.5)

Prerequisite: ITAS 362

The course covers the essential subjects and topics in information systems control, including types of audits, types of audit risks, frameworks for management and application controls, audit software and tools, concurrent auditing techniques, data integrity, system effectiveness, IT services delivery, life cycle management, information asset protection,

IT governance, business continuity, and system efficiency. Also covered are processes for creating information systems audit and reviewing audit reports.

ITAS 367 Principles and Methods in Cryptographic Security (4.5)

Prerequisites: ITCO 341, ITAS 362

This course covers the mathematical background to cryptography as well as providing a comprehensive review of contemporary cryptographic technologies, as applied to computer and network operations. Topics include determining the appropriate cryptographic targets and methods, digital key management, cryptographic vulnerabilities, and implementation of effective cryptographic methodologies to secure enterprise-wide information systems.

ITAS 369 Management of Information Security Programs (4.5)

Prerequisite: None

This course covers the essential practices involved in developing a security policy. Topics covered include IT security policies and procedures, information security standards, frameworks, security baseline analysis, risk assessment, guidelines for security policy development, the value of security templates, and policy implementation, revision, metrics, maintenance, and enforcement, threat detection and reaction, and technical and managerial responses.

ITAS 462 Information Security Certification and Accreditation Process (4.5)

Prerequisites: ITAS 363, ITAS 364

This course covers the essential processes that are used to assess applications for risk and subsequently deploy them to production. Topics covered include risk assessment, Information security policies and procedures, security threats, likelihood and impact, security awareness training, and expected rules of behavior for end-users. Also covered are evaluation of the technical, management, and operational security controls, procedures for reporting and responding to security incidents, and contingency planning.

ITAS 463 Operating Systems Security Strategies (4.5)

Prerequisite: ITAS 362

This course covers techniques used to secure operating systems. Typical vulnerabilities, exploits, and countermeasures are covered. Also covered are third-party software and built-in utilities that can be used to protect operating systems from hacking. Operating systems covered include Windows, Unix, Mac, Linux, and z-OS. Vulnerabilities that are introduced by applications, open ports, and services are covered.

ITAS 464 Introduction to Computer Forensics (4.5)

Prerequisite: ITCO 361

This course covers intrusion detection, server security (with emphasis on the Windows operating system and server), and related advanced administration tasks on enterprise servers. Topics may include host and network based intrusion detection, implementing automated protection, packet filtering, software/hardware firewalls, directory concepts, account and group access control, security policies, installation and manual configuration, backup and recovery services, server and client policy security, securely deploying infrastructure servers, and hardening server security.

ITAS 465 Ethical Hacking and Penetration Testing (4.5)

Prerequisites: ITAS 364, ITAS 463

This course covers techniques that hackers use to circumvent security and penetrate computers and computer networks. Topics covered include legal framework for conduction penetration testing, foot-printing, social engineering, host reconnaissance, session hijacking methods, denial of service, exploits of web server vulnerabilities, breach of database security, password crackers, Intrusion Prevention Systems (IPS) and firewalls circumvention, routers and switches services disruption, scanning and penetration of wireless networks, and overflow attacks methods and prevention. Other topics covered include creating, using, and preventing Trojan Horses, viruses, and other backdoor hostile codes.

ITAS 467 Global Information Security Laws and Standards (4.5)

Prerequisite: ITAS 362

This course introduces students to U.S. and international laws and regulations that affect information systems security. Topics that are covered include Information Security laws and regulations in the United States and international regulations such as Safe Harbor, United Nations Commission on Internal Law (UNCITRAL), Organization for Economic Co-operation and Development (OECD), European Privacy Guidelines, ISO/IEC 27000 family of standards. Committee of Sponsoring Organizations (COSO), HIPAA, SOX, GLBA, ITIL, FIPS, PCI-DSS, OWASP, and emerging information security laws are also covered.

ITAS 469 IT Governance for Information Security Managers (4.5)

Prerequisites: ITAS 365, ITAS 467

This course covers enterprise IT governance framework, enterprise security governance framework, business-based investment decisions, maturity practices, compliance issues, IT security strategies, privacy regulations, computer misuse, and incident investigation procedures.

ITAS 661 Principles of Information Security (6)

Prerequisites: ITCO 610, ITCO 650

This course covers information security technologies as applied to operating systems, database management systems, and computer networks. The three major goals of information security, confidentiality, integrity, and availability, are introduced. Threats, vulnerability, exposure, risks, identity management, incidents response, the state machine model, and disaster recovery are also covered.

ITAS 663 Applied Cryptography and Network Security (4.5)

Prerequisites: ITCO 610, ITCO 650

In this course, students learn to apply secure protocols over networked systems using cryptography. Symmetric and asymmetric encryption is covered. Other topics that are also covered include one way function, hash, cryptography arithmetic, public key infrastructure, Digital Signature Algorithm, and Internet security issues.

ITAS 665 Legal Issues in Information Security and Incident Response (6)

Prerequisites: ITCO 610, ITCO 650

In this course, students explore current issues in network security and apply security concepts. The class focuses on technical topics as well as privacy and policy issues. Computer crimes, evidence presentation, chain of custody, and introduction to the United States criminal justice system are also covered.

ITAS 669 IT Auditing and Security Risk Management (6)

Prerequisites: ITCO 610, ITCO 650

The course covers information systems control, application audit, security threats, security risk types, computer attacks, countermeasures, and risk management. Risk assessment methodologies, certification, accreditation, information systems auditing, and metrics for measuring an organization's information security program are also covered in this course.

ITCO 101 Discovering Information Technology (4.5)

Prerequisite: None

This course introduces the student to the basics of computers. It addresses categories of computer knowledge, such as the Internet, hardware, software, applications, careers, and the future of computing.

Course Descriptions

ITCO 103 Introduction to Computer and Network Hardware (4.5)

Prerequisite: None

This course provides the student with the knowledge about microcomputers and basic network hardware. Topics may include desktop and portable systems, printers, input devices, and fundamental networking components and concepts.

ITCO 211 Introduction to Operating Systems (4.5)

Prerequisite: None

In this introduction to operating systems, students are exposed to contemporary desktop and mobile operating systems. Topics may include operating system support, functions, network requirements, virtualization, and basic maintenance.

ITCO 221 Fundamentals of Programming and Logic (4.5)

Prerequisite: COMP 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

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.

ITCO 251 Network Infrastructure Basics (4.5)

Prerequisite: ITCO 103

This course provides students with a conceptual overview of network infrastructure. Topics may include network configurations, network operations, segmentation through subnetting, and wireless developments.

ITCO 299 Comprehensive IT Project (4.5)

Prerequisites: ITCO 211, ITCO 221, ITCO 231, ITCO 251

In this lower division capstone course, students will examine IT project management and systems architecture. Topics covered include project management concepts of time, scope, and costs, as well as systems architecture, sourcing, acquisition, development, and deployment processes.

ITCO 321 Data Structures and Implementation (4.5)

Prerequisite: ITCO 221

This course will introduce students to basic data structures and algorithms which are to be used as tools in designing solutions to real-life problems. Students will become familiar with the specification, usage, implementation and analysis of basic data structures and algorithms.

ITCO 331 Relational Database Management Systems (4.5)

Prerequisite: ITCO 231

In this course, students will examine the various purposes of using databases in organizations. They will learn to manage and work with a relational database management system.

ITCO 341 Applications of Discrete Mathematics and Statistics in IT (4.5)

Prerequisite: MATH 133

In this course, students will examine the essential mathematics and logic skills required in Information Technology areas such as networking, systems administration, security, programming, database management, and computer hardware. Students will build on their mathematical proficiency to prepare for the challenges they are likely to encounter as an IT professional. This course discusses the importance of discrete mathematics, probability and statistics in IT. Students in this course will further their understanding of discrete mathematics and statistics necessary for application development and systems analysis. Students will also learn how to apply statistical techniques to improve the performance of IT systems. Real-world scenarios and problems from the IT industry are included throughout this course.

ITCO 361 Information Technology Security (4.5)

Prerequisite: ITCO 251

This survey course covers information security concepts and mechanisms. Information security concepts reviewed may include data protection techniques, software security, information assurance process, enterprise network security, and attack types/countermeasures.

ITCO 381 Introduction to Web Systems and Media (4.5)

Prerequisites: ITCO 221, ITCO 231

This course introduces students to the notion of the Web as an information architecture based on technologies and systems integration aimed at delivering digital content.

ITCO 391 Human/Computer Interfaces and Interactions (4.5)

Prerequisite: None

The course examines human factors and performance in relation to technology applications, components of technology, and methods and techniques used in the design and evaluation of system and application interfaces.

ITCO 499 Program Capstone (4.5)

Prerequisite: Last term of study

In this course, students will analyze the system integration requirements and apply appropriate frameworks, methodologies, and techniques used to manage, administer, acquire, develop, implement, and integrate systems.

ITCO 610 Principles of Information Systems (6)

Prerequisite: None

In this course students examine management skills as they relate to the information technology industry, taking into account the relationship between networking, databases, and programming.

ITCO 620 Object-Oriented Applications (6)

Prerequisites: None

During this course students analyze and apply the fundamentals of object-oriented application development.

ITCO 630 Database System Design and Implementation (6)

Prerequisite: None

In this course students will focus on the design and implementation of a relational database management system, including concepts such as data extraction and data manipulation.

ITCO 650 Enterprise Networks (6)

Prerequisite: None

In this course students examine computer networking concepts, which enable them to translate business objectives into a physical network design. Students will be expected to collect and analyze appropriate information to make context-appropriate, network-related, business decisions.

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

Prerequisite: COMP 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 373 Legal and Technical Report Writing and Presentation (4.5)

Prerequisite: None

This course is designed to provide students with the knowledge to write accurate, complete technical reports and documentation suitable for legal and client evidence presentation. Strong focus will be placed on structure and navigation of the material, writing style, and presentation of the report.

ITDI 374 Laws and Ethics in Digital Investigations (4.5)

Prerequisite: COMP 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.

ITDI 375 Digital Investigations I (4.5)

Prerequisites: ITCO 103, ITCO 211

This course will examine digital investigation tools, threats, and techniques. Topics may include procedures, steganography, operating systems, tool validation plans, and open source software.

ITDI 377 Social Media and Social Engineering in Digital Investigations (4.5)

Prerequisite: ITCO 381

This course will provide an overview of the types of social media available, risks associated with these media, evidentiary value of evidence, and evaluating and preserving evidence. The course will also focus on social engineering within varied environments.

ITDI 379 Digital Investigations II (4.5)

Prerequisite: ITDI 375

During this course, students will examine digital investigation techniques for applications running for network operating systems.

ITDI 472 Principles in Electronic Discovery (4.5)

Prerequisite: ITDI 372

This course is designed to provide students with the essential information related to electronic discovery. Discussions will focus on organizational electronic discovery needs and how digital investigators can fulfill those needs. Topics may include finding data collection, media restoration, file and email conversion, keyword and metadata searching, filtering, and classification and presentation of data.

Course Descriptions

ITDI 473 Network Investigations (4.5)

Prerequisite: ITDI 372

During this course, students will examine forensic techniques for collection, preservation, analysis, and reporting of digital network evidence. Topics may include network traffic analysis, electronic mail, and Internet investigations.

ITDI 474 Global Investigations (4.5)

Prerequisite: ITDI 372

This course discusses advanced topics in digital forensics related to the globalization of electronic data. International organization regulations, language barrier, rogue providers, and other topics will be covered in this course.

ITDI 475 Wireless Network Investigations (4.5)

Prerequisite: ITDI 473

This course will focus on wireless networks, vulnerabilities, exploitations, and investigations. The course will address the differences between personal computer investigations and network investigations and tools.

ITDI 477 Wireless Investigations (4.5)

Prerequisite: ITDI 375

During this course, students will evaluate policies, procedures, and tools for the collection, examination, analysis, and reporting a variety of wireless devices. Topics may include cellular telephones, hybrid devices, smart devices, and global positioning systems.

ITDI 479 Senior Project in Digital Investigations (4.5)

Prerequisite: Last Specialization Course

This is a senior-level research and project course. Student projects will be based upon discussions and research into technology trends and laws as they affect the field of digital investigations. Students will be required to demonstrate their understanding of the subject by presenting their research.

ITNA 352 Foundations of Networking (4.5)

Prerequisite: None

This course covers fundamental networking concepts. Topics to be covered may include networking standards and their supporting organizations, the role of protocols, network hardware and software concepts, and network processes.

ITNA 353 Routing and Switching (4.5)

Prerequisite: ITCO 251

This course provides an overview of routing and switching in network operations. Topics to be covered may include the role of switches and routers in network topologies and architectures, collisions and network congestion, the role of routers and switches in minimizing collisions, switching protocols and inter-switch communications, switching and routing processes, switch operating systems, and switch management issues.

ITNA 354 Network Hardware: Physical Layer (4.5)

Prerequisite: ITCO 251

This course covers network hardware at Layer 1 of the OSI model. Topics covered may include wire cabling and cabling standards, wired layer 1 transmission methods, optical fiber cable, structured cabling systems, terminators and jacks, wireless layer 1 transmission methods, network cards and network interfaces.

ITNA 355 Advanced Routing and Switching (4.5)

Prerequisite: ITNA 353

This advanced course provides in-depth implementation and configuration of Networking Layers 2 and 3 devices. Topics may include the relationship between routers and switches, advanced features of routing protocols, maintaining a multiple router network in the LAN or WAN environment, dynamic routing techniques, access control lists and commonly-used routing protocols.

ITNA 357 Network Security Management (4.5)

Prerequisite: ITCO 361

This network security course provides information about mechanisms used to protect data from attack through investigation of network asset threats and vulnerabilities. Topics may include access control types and methods; basic and advanced network security; securing hosts, applications, and data; malware and social engineering; managing risk; cryptography; business continuity; and security policies.

ITNA 359 Special Topics in Network Administration (4.5)

Prerequisite: ITCO 251

This course provides an advanced selection of contemporary topics which may include network management, operations and administration, developments in networking technologies, or developments in the business need for networking services.

ITNA 452 Wireless and Mobile Computing (4.5)

Prerequisite: ITNA 354

This course surveys topics in wireless and mobile communications, including system architectures, physical challenges unique to wireless, carrier signal encoding, power control, location management, address management, multiple-access technologies and protocols, and cellular and ad-hoc network topologies.

ITNA 453 Cluster Computing (4.5)

Prerequisite: ITNA 455

This course provides an overview of clustered computing in network operations. Topics covered may include the purpose for clustering, cluster requirements, cluster models, geographical clustering, data replication technologies, cluster setup and configuration, and cluster management issues.

ITNA 454 Data Storage and Compression (4.5)

Prerequisite: ITNA 359

This course provides an in-depth discussion of technologies that are critical in handling massive volumes of data. Course topics may include error detection and correction, data encoding, lossless compression, media segmentation, distributed storage architecture, and future trends in storage handling.

ITNA 455 Enterprise Networking (4.5)

Prerequisite: ITNA 359

This course reviews the design and components of LAN and WAN systems. The implementation and deployment of network topologies using the necessary network hardware and software systems at the enterprise level will also be covered. Topics in this course may include network configurations, networking hardware, network operating systems, network management issues, and network communication.

ITNA 457 Specialized Network Administration (4.5)

Prerequisite: ITNA 359

This course covers the recent global Internet technology and paves the way for the new generation of networking. In this specialization course, students will explore architectural network designs in accordance with ISO standards, network topology requirements, configuration management, fault management, performance management, monitoring resources, Quality of Service (QoS), and security policies.

ITNA 459 Implementing and Managing a Network (4.5)

Prerequisites: ITNA 355, ITNA 455, ITNA 457

This course unifies a number of critical topics which may include network configuration, management, and monitoring through various tools, including network management protocols, and the impact of current developments on network implementation and management.

ITPM 611 Principles of IT Project Management (6)

Prerequisite: ITCO 610

The course provides an overview of the roles, responsibilities, and management methods of the technology project manager. The course assumes no prior knowledge in management techniques and is intended to teach students how to develop approaches and styles of management for software projects.

ITPM 613 Leadership, Management, and Communication of Technical Projects (6)

Prerequisite: ITCO 610

This is an interactive course designed to provide a solid foundation in key leadership competencies and to afford students the opportunity for a truly transformational leadership experience. Several team building, motivation, and human resources development techniques are also covered.

ITPM 615 IT Project Quality Management (6)

Prerequisite: ITCO 610

This course combines project management with quality management by guiding you from Initiation to Closure with the use of cost control. You will develop and review typical management deliverables that illustrate the ability of the Project Manager to control the success of projects. In addition, you will use computer applications as a tool for project management.

ITPM 619 Risk Management and Project Cost Control (6)

Prerequisite: ITCO 610

This course covers factors that contribute to project failures and risk management. Risk identification techniques such as quantitative and qualitative approaches are covered. Expected Monetary Value (EMV), Earned Value Management (EVM), Pareto Analysis, and contingency plans are also covered.

Course Descriptions

ITSD 322 Object Oriented Application Development I (4.5)

Prerequisite: ITCO 221

This course introduces the application development methodology using contemporary, industry-grade development environments. Students will learn to use programming techniques such as Try Catch blocks, If blocks, looping and arrays, etc. Furthermore students will learn about debugging, printing, message Boxes etc.

ITSD 323 Software Requirements (4.5)

Prerequisite: ITCO 221

In this course, students will learn principles tools and techniques for requirements elicitation, analysis, and specification. Students will explore and become familiar with the role of requirements in the development process, goals of the requirements phase, and the essential difficulties inherent in specifying requirements for real-world systems.

ITSD 324 Software Quality Control and Testing (4.5)

Prerequisite/Co-requisite: ITSD 323

In this course, students will examine a variety of programming techniques and technologies to ensure software quality, such as Quality Tools in Software Development, Software Testing Metrics and Models, and Software Test Document.

ITSD 325 E-commerce Development (4.5)

Prerequisites: ITCO 381, ITSD 322, ITSD 327

This course focuses on web-based commerce. The course covers business solutions to use electronic commerce in a variety of ways. Topics covered include tools for e-commerce, security, payments, marketing, legal and ethical considerations.

ITSD 327 Application of Scripting Languages (4.5)

Prerequisite: ITCO 221

The course covers current scripting languages and their use in writing web applications with emphasis on software installation, deployment, and system administration and maintenance.

ITSD 329 Network Programming (4.5)

Prerequisite: None

This course covers the system architecture for network integration through programming, middleware, network programming, message and queuing services, and low-level data communications. Furthermore, the course covers issues pertinent to a multi-user environment, such as concurrency control and security

ITSD 422 System Analysis and Design (4.5)

Prerequisite: ITSD 323, ITSD 324

This course focuses on software development life cycle, and covers methodologies and tools used in software planning, analysis, and design.

ITSD 423 Advanced Web Application Programming (4.5)

Prerequisite: ITCO 381

This course will cover advanced web programming techniques. Emphasis will be focused on creating solutions to manipulate and manage a dynamic website for an organization.

ITSD 424 Object Oriented Application Development II (4.5)

Prerequisite: ITSD 322

In this course, students will discuss the implementation of graphical user interface in application development, event-handling methods, event propagation, and exception handling.

ITSD 425 Data-connected Application Development (4.5)

Prerequisite: ITCO 331

Prerequisite/Co-requisite: ITSD 424

This course covers architectures for integrating systems, XML Web services and middleware, message and queuing services, and low-level data communications. Furthermore, the course covers issues pertinent to a multi-user environment, such as concurrency control and security.

ITSD 427 Software Development for Mobile Devices (4.5)

Prerequisite: ITSD 424

This course teaches methodologies and skills used to develop software for mobile devices. Topics covered include user interface design for small screens, data synchronization, memory management, and principles of good design for mobile computing

ITSD 429 Distributed Systems Design and Development (4.5)

Prerequisite: ITSD 422

This course covers how to implement an N-Tiered architecture and deploy a tiered software application using distributed system technology.

MATH 133 College Algebra (4.5)

Prerequisite: None

This course addresses topics in contemporary mathematics such as inequalities, radicals, quadratic equations, rational functions, exponential, logarithmic, and graphing polynomial functions.

MATH 212 Liberal Arts Mathematics (4.5)

Prerequisite: None

This is an introduction to fundamental operations of mathematics and their Liberal Arts applications. Topics include equations and formulas; ratio and proportion; geometry of polygons, including the areas and volumes of geometric shapes; geometry of triangles; functional trigonometry; and matrices.

MATH 220 Business Mathematics (4.5)

Prerequisite: None

This course provides basic quantitative methods used in business management and the social sciences. Emphasis is placed on application of topics to decision making problems.

MATH 233 Survey of Calculus (4.5)

Prerequisite: MATH 133

This course focuses on developing a thorough understanding of calculus and its cross-disciplinary applications. Students will develop a framework for utilizing the tools of differential and integral calculus for solving real-world problems.

MGMT 210 Human Resources Management (4.5)

Prerequisite: None

This course will cover all basic aspects of the field of Human Resources Management. Topics to be discussed will include Employment Law, The Employment Process, Compensation and Benefits, Training and Development, Employee Motivation, Employee Safety, and Labor Relations. This course will also offer a selection of topics that will provide students with the opportunity to delve deeper into specialized areas and explore "hot topics" in Human Resources.

MGMT 215 Decision Making and Communication (4.5)

Prerequisite: None

This course concentrates on practical applications of communication theory in the forms of business correspondence, memoranda, and reports.

MGMT 290 Business Management and Leadership (4.5)

Prerequisite: None

This course examines the elements of management and leadership as they apply to modern organizations. Special emphasis is placed on organizational change, role of managers,

and cultural differences found in today's management environment. This course examines the elements of management and leadership as they apply to modern organizations.

MGMT 305 Management Information Systems (4.5)

Prerequisite: None

This course focuses on management of information systems. Topics include resources, information systems in an organization, social implications and use and evaluation of common microcomputer software packages.

MGMT 310 Management and Leadership of Organizations (4.5)

Prerequisite: None

This course examines the elements of management and leadership as they apply to modern organizations. Special emphasis is placed on organizational change, role of managers, and cultural differences found in today's management environment.

MGMT 315 Survey of Human Resource Management (4.5)

Prerequisite: None

This course will cover all basic aspects of the field of Human Resources Management. Topics to be discussed will include Employment Law, The Employment Process, Compensation and Benefits, Training and Development, Employee Motivation, Employee Safety, and Labor Relations. This course will also offer a selection of topics that will provide students with the opportunity to delve deeper into specialized areas and explore "hot topics" in Human Resources.

MGMT 320 International Organizations (4.5)

Prerequisite: None

This advanced course provides an in-depth understanding of both the theory and functioning of international organizations in promoting international cooperation and international business operations. It examines the international networks which provide an overview of the effective functioning of international enterprises.

MGMT 328 Survey of International Business (4.5)

Prerequisite: None

This survey course in global business will introduce students to all areas of international business and the environment within which business transactions take place. This nontechnical course includes topics related to global business operations and planning, such as investment issues, technology impact, competition, cultural diversity, and legal issues.

Course Descriptions

MGMT 330 Business Law and Regulations (4.5)

Prerequisite: None

This course examines the legal environment and various challenges of managing modern organizations. It also reviews the concepts of corporate accountability, ethical work environments and legal compliance. It introduces basic legal terms and typical business regulatory agencies and laws that effect most business enterprises.

MGMT 332 Employee Recruitment and Selection (4.5)

Prerequisite: None

This course examines the process of recruitment, selection, and human resources record keeping in organizations. Topics covered for the essential functions of recruitment and selection include ethics, legal requirements, job analysis, job descriptions, and selection tools. It also presents how the effective management of people and jobs depends on accurate, reliable, comprehensive, and current personnel information. This course presents the practical approaches to managing these invaluable human resource records.

MGMT 333 Materials Planning (4.5)

Prerequisite: None

This course takes an in-depth look at the planning and control of material flow and production activities in a manufacturing organization. Topics Include: forecasting, sales and operations planning, demand management, master production scheduling, material requirements planning, production execution, and just-in-time systems.

MGMT 335 Personnel and Organization Policy (4.5)

Prerequisite: None

In order to select and secure proper human resources for organizational needs, personnel policies must be in place to guide personnel selection, compensation planning and performance management. In addition, policies must be established for progressive disciplinary process and motivational alternatives. These policies must be linked with organizational strategy to develop human resources as a competitive advantage. They must also be linked with proper career management and employee retention activities. This course covers the basic aspects of policy writing for selection, performance management, disciplinary process, employee motivation, and career management.

MGMT 338 Employee Compensation and Benefits (4.5)

Prerequisite: None

Compensation plays a critical role in modern organizations. An effective compensation system enables the organization to achieve organizational goals, improve productivity, and motivate employees. This course is designed to provide a working knowledge of compensation and benefits.

MGMT 340 Building Teams and Resolving Conflict (4.5)

Prerequisite: None

This course examines principles of team building and conflict resolution. Methods of building cohesive teams and diffusing confrontation will be discussed. Students will also explore the opportunities and challenges that arise from a diverse workforce.

MGMT 345 Diversity in the Workforce (4.5)

Prerequisite: None

This course addresses the experience of work as it varies with gender and ethnic background. Topics include work-related stereotypes and attitudes, discrimination and harassment, career choice, occupational segregation, employment patterns, group differences related to fair testing and employment practices, and the relationship of diversity to processes such as supervision, leadership, mentoring and power.

MGMT 348 Industrial Labor Relations (4.5)

Prerequisite: None

This course presents a history and understanding of the Industrial labor relations system in the United States. Topics include: History and future of labor Unions, how the industrial relations system works in the United State, International industrial relation systems, dispute resolution and public and private sector industrial relations.

MGMT 350 Professional Business Development (4.5)

Prerequisite: None

This course is designed to develop the personal and professional qualities that will assist individuals in searching for employment and adjusting to the corporate work environment, portfolio development and presentation will also be addressed. The course will consider the current theories and developments in professional business development as well as investigating the graduate labor market and the changing needs of employers, identifying transferable skills which employers are seeking, introduce notions of lifelong learning and continuous professional development, enhance individuals self awareness, decision making and positive self marketing skills.

MGMT 370 Cost Control Management (4.5)

Prerequisite: None

This course deals with the control of the various costs associated with running a business. The course is broken down into three phases: comparing a company's costs to the industry average, finding out why a company's costs are higher than the industry average and implementing approaches to reduce a company's costs. Specific topics include: Materials Management Challenges, Benchmarking, Inventory Control and Management, Production Processes, Lean Manufacturing and Waste in Manufacturing.

MGMT390 International Management Seminar (4.5)

Prerequisite: None

This course covers undertaking business internationally from the perspective of domestic and foreign firms; the structure, ontogeny, and political economy of existing and emerging trade associations and agreements; the historical evolution of the economy and business forms in regions of the world; public policy and social and legal attitudes toward business; local customs and the international business executive; and current trends and issues in the region. This course aims to help students to develop an in-depth understanding of the strategic and operational importance of international business. Emphasis is on analysis of the environment as well as formulating and implementing international business strategies.

MGMT 402 Employment and Labor Law (4.5)

Prerequisite: None

The goal of this course is to provide students with an overview of the legal environment of the modern workplace, including an awareness of the legal, social, economic and political forces impacting the law, and responsive strategies for the business manager. Some of the key areas covered include the law impacting the workplace, the employer-employee contract, anti-discrimination law, employee testing and privacy, regulatory agencies, retirement compensation, workers compensation, and other statutory rights.

MGMT 405 Global Leadership and Management (4.5)

Prerequisite: None

This course focuses on the international dimensions of leadership and management and provides a framework for formulating strategies in an increasingly complex world economy, and for making those strategies work effectively. Topics include the globalization of industries, the continuing role of country factors in competition, organization of multinational enterprises, building global networks, and the changing leadership and managerial tasks under conditions of globalization.

MGMT 410 International Trade Operations (4.5)

Prerequisite: None

This advanced course considers current theories and practical consequences of international trade. A variety of forms of commercial policy as a means of regulating trade are examined. Financial flows and exchange rate mechanisms are also considered. The domestic consequences for organizations of exchange rate policy are examined. This course aims to familiarize students with the relevant theories of international trade. It attempts to make students aware of the conflicts and debates that surround this area by involving them in ongoing discussion groups.

MGMT 411 Operations Management (4.5)

Prerequisite: None

This course explores the basic principles of operations management in modern organizations which involves design, management and improvement of productive processes. Subjects include evaluation of the transformation processes involved in the creation of goods and services in today's modern business.

MGMT 412 Project Management (4.5)

Prerequisite: None

This course explores principles of project management to gain fundamental knowledge to enhance management outcomes including human resources management, communications management, scope management, quality management, scheduling/time management, cost and resource management, risk management, contract/procurement management, and project integration.

MGMT 415 Global Operations Management (4.5)

Prerequisite: None

This course explores basic operations management in modern organizations which involves design, management and improvement of productive processes. Subjects include critical path methods (CPM), PERT Charts, Resource Allocations, Gantt Charts, budgeted cost of work scheduled, budgeted cost of work performed, actual cost of work performed, and projects associated with services and the manufacture of products including fast delivery to the ultimate consumer.

MGMT 420 International Entrepreneurship (4.5)

Prerequisite: None

This advanced course in entrepreneurship centers on writing a comprehensive business plan and implementation plan for a venture of the student's choice. The course examines ways to profitably launch and exploit business opportunities (as opposed to what opportunity to explore). It will allow students to acquire the skill set necessary for crafting a winning business model for their ventures - developing and writing a coherent and effective plan to start a business, in either an independent or a corporate setting. The venture must distinguish itself from existing companies through differential innovation; for example, through an innovative product or service, profit or non-profit, an innovative production process, a new business model, or by creating a new market.

Course Descriptions

MGMT 422 Advanced Entrepreneurship (4.5)

Prerequisite: None

In this course, students will learn to effectively organize, develop, create, and manage a business. The main objective of the course is to experience the challenges of starting and financing a new company. The main focus will be in-depth exposure to the process of starting and scaling an enterprise from an idea and business plan into a company, examining and exploring the entrepreneurial process, and analyze business decisions that entrepreneurs face.

MGMT 430 Production Planning and Quality Management (4.5)

Prerequisite: None

This course focuses on Production planning and Quality in decision making. Emphasis is laid on forecasting aggregate production planning, capacity planning, materials requirement planning, scheduling, advanced techniques and approaches in modern production planning and control for designing manufacturing, quality and service systems.

MGMT 435 Project Cost and Time Management (4.5)

Prerequisite: None

This course examines the essential initiatives to effectively manage the scheduling and budget of a project. This course will enable students to develop effective measures for scheduling and controlling projects to ensure cost effectiveness, project time management, and techniques for estimating, forecasting, budgeting, monitoring, controlling, analyzing and reporting costs and interpreting the meaning of earned value data.

MGMT 436 Managing Organizational Change (4.5)

Prerequisite: None

This course presents both conceptual and experiential approaches to the topic of organizational change and organization development. Special emphasis is placed on developing interpersonal skills in order to analyze situations.

MGMT 438 Training and Development (4.5)

Prerequisite: None

This course examines the various training and human resource development techniques utilized by corporations to improve employee and organizational effectiveness. The focus will be on needs assessment and analysis, training design and implementation, evaluation techniques, and management succession planning.

MGMT 440 Managing Project Risks and Opportunities (4.5)

Prerequisite: None

This course will provide students a conceptual framework of managing risks that threaten projects and how to develop a risk management plan. The course will provide a review of basic project risk management concepts and processes.

MGMT 442 Performance Management and Employee Services (4.5)

Prerequisite: None

In this course, students will learn to effectively organize, develop, create, and manage a business. The main objective of the course is to experience the challenges of starting and financing a new company. The main focus will be in-depth exposure to the process of starting and scaling an enterprise from an idea and business plan into a company, examining and exploring the entrepreneurial process, and analyze business decisions that entrepreneurs face.

MGMT 444 Team Leadership (4.5)

Prerequisite: None

This course focuses on the main responsibilities of manager or supervisor which is to lead their teams and to provide the motivation and skills to achieve organizational goals. It helps students to improve the direction, motivation and goal achievement for their teams and their organizations, and students are introduced research perspectives on leadership, the personal side of leadership, the leader as a relationship builder, and the leader as a social architect.

MGMT 445 Creative Problem Solving (4.5)

Prerequisite: None

This course introduces the principles and strategies for the enhancement of creativity and innovation in addressing business-related issues, by using case studies and original problem analyses as strategies for developing more creative approaches to problem solving. Students will be enabled to develop a model of the role of creativity in all types of organizations including private and non-profit, and also to develop an understanding of the link between creativity and successful enterprise (entrepreneurial and intrapreneurial). Students will be introduced to types of problems, opportunities or situations in which creativity can play a key role, along with the theories of creativity and how an individual's self-awareness contributes to the development of creativity and career development, creativity models and the ability to apply them successfully.

MGMT 447 Technology Management (4.5)

Prerequisite: None

This course focuses on management of information systems. Topics include resources, information systems in an organization, social implications, and use and evaluation of common microcomputer software packages.

MGMT 448 Capitalization and Investment (4.5)

Prerequisite: None

The course deals with the process of capital budgeting involving decision making with respect to investments in fixed assets. Some of the topics include payback period, net present value, profitability index, internal rate of return, and modified internal rate of return.

MGMT 450 Supply Chain Management and Purchasing (4.5)

Prerequisite: None

This course explores the basic principles of supply chain management in modern organizations. The subjects include key areas of supply chain management such as supply chain economics, supply chain strategies, e-procurement, logistics management, global supply chain issues, vendor selection, and measurement of supply chain performance.

MGMT 455 Managing High Performance (4.5)

Prerequisite: None

Work is a dominant theme in the lives of most people. The way people are managed at work affects the quality of their lives as individuals, the effectiveness of organizations, and the competitiveness of nations. The material in this course develops some of the basic themes associated with managing people. In many cases, these themes make use of basic concepts that transcend the workplace, such as the psychology of individual behavior or of work groups. The basic issues associated with managing employees include issues associated with motivation and job satisfaction, the design of jobs and employee empowerment, group behavior and teamwork (including arrangements such as quality of work life programs), and leadership. The course concludes with a discussion of alternative models or systems of managing employees.

MGMT 458 Strategic Management of Human Assets (4.5)

Prerequisite: None

The strategic management of human assets is only one source of competitive advantage. Yet many managers recognize (and many successful organizations embody) the reality that the competitive edge gained from the newest technology, the latest marketing strategy, or the most creative product design may be relatively short-lived as competitors rush to imitate and follow. Aligning

human resource systems with business strategy is not easy, but once achieved, it seems to offer a more sustainable — because more difficult to imitate — source of competitive advantage.

MGMT 460 Plant Management (4.5)

Prerequisite: None

Plant managers are responsible for ensuring that plant operations meet organizational goals in a safe and efficient manner. This course looks at several of the key responsibilities of plant managers including: Coordination of Plant Operations, Plant Maintenance, Establishment of Plant Policies and Procedures, Establishment of Productivity Goals, and Product Quality Control.

MGMT 465 Strategic Manufacturing Policy (4.5)

Prerequisite: None

This course explores the relationship of existing and emerging processes and technologies to manufacturing strategy and supply chain-related functions. The course addresses three main topics: aligning resources with the strategic plan, configuring and integrating operating processes to support the strategic plan, and implementing change.

MGMT 470 Productivity Analysis and Systems Analysis (4.5)

Prerequisite: None

Productivity growth forms the basis for improvements in real incomes and welfare. The goal of this course is to review the main productivity measurement techniques and to highlight the effect of information technology on productivity. Topics include: Types of Productivity Measurement, Sources of Growth, Factors Affecting Productivity, Productivity Challenges of IT Adoption and Environmentally Sustainable Productivity Strategies.

MGMT 475 Contracts and Procurement (4.5)

Prerequisite: None

This course examines the legal environment and various challenges of managing modern supply chain organizations. It also reviews the concepts of contract law and examines government procurement and common civil procurement practices. The course includes information about negotiation tactics and strategy, ethical work environments and legal compliance. It builds upon the students' knowledge of basic legal terms and provides an understanding of contracting and procurement activities within a global supply chain organization.\

Course Descriptions

MGMT 491 Advanced Topics in International Business (4.5)

Prerequisite: None

This course aims to expose students to recent ideas in international business, and to allow them to specialize in a topic that interests them. Topics include globalization, international trade theory, foreign exchange market, organization of international business, strategic alliances, global marketing, global HRM, finance and accounting for international business. This course aims to provide students with an up to date view of the topics that will impinge upon their future careers. This class will be taught as a Senior Seminar with the student carrying the main teaching role in the course. Extensive use of on line library resources from the Cybrary will enable small groups of students to create learning experiences for their fellow students around topics which are currently at the forefront of knowledge within the field.

MGMT 492 Managing Globalization (4.5)

Prerequisite: None

This course provides students with successful skills to manage global enterprises in a dynamic and changing global environment. Students are exposed to recent developments and ideas in international businesses and how they are impacted by globalization. The main topics examined include international trade theories, foreign exchange markets, organization of international businesses, strategic alliances, global marketing practices, global Human Resources Management practices, financing and accounting in international businesses and how globalization has impacted these various factors as well as their future.

MGMT 499 Program Capstone (4.5)

Prerequisite: Last course of study

The emphasis in this course is on applying and synthesizing concepts and techniques from all previous business/concentrations courses. The class sessions are designed to familiarize students with the many dimensions of business, with special emphasis on the area of specialization.

MGMT 600 Business Research for Decision Making (6)

Prerequisite: None

In this course, the student will explore decision making from a managerial viewpoint and examine the role of decision making in dealing with employees, formulating strategy, and negotiating. This course requires students to understand, apply, and evaluate both quantitative and qualitative research methodologies as they apply to business studies and analysis.

MGT 615 Leadership and Ethics for Managers (6)

Prerequisite: None

In this course, students explore the interaction between leaders, followers, and situations. The course involves the consideration of opportunities and ethical challenges of leadership.

MGT 625 Legal Aspects of Business Decisions (6)

Prerequisite: None

This course covers the current legal issues facing corporations operating in the global economy. Students will explore a variety of issues such as employment, international trade and investment, licensing property, commercial transactions, and conflict resolution strategies.

MGT 635 International Business Operations Management (6)

Prerequisite: None

This course will examine the principles and techniques of designing, analyzing, and managing international operations processes. Interrelationships between operations activities and other functional areas of the organization are stressed.

MGT 636 Operations Management for Competitive Advantage (6)

Prerequisite: None

This course examines the various ways of designing and controlling both production and service operations. Concepts of cost, quality, delivery, and flexibility will be covered. Students will examine operations management issues and methods used to gain a competitive advantage.

MGT 637 Project Management: Integration, Scope, Time, and Communication (6)

Prerequisite: None

This course offers a practical approach emphasizing the project phases and processes presented by such organizations as the Project Management Institute (PMI®) in their Guide to the Project Management Body of Knowledge (PMBOK®). This course will provide an overview of aspects related to the project life cycle and project management techniques that are used to manage projects that are on schedule, within budget. The student will learn the basic project management framework as well as the preparation of a basic project plan. Students will focus on project management processes including scope, scheduling, cost control, and communication.

MGT 642 Managing the Multinational Firm (5)

Prerequisite: None

This course focuses on a comparative analysis of management styles, as well as the legal and cultural influences impacting the multinational firm. Comparative analysis of alternative organizational forms is also investigated. The course is a survey of contemporary practices among firms in each stage of growth, companies, and larger international business structures. Special issues pertaining to import-export management, international joint ventures, and host government relations are covered.

MGT 643 Strategic Management and Policy (5)

Prerequisite: None

This course is a comparative analysis of strategy and policy utilized in managing the marketing-led organization. The course provides a diagnosis of organizational and product strengths and weaknesses in the context of the changing environment of business, as well as an examination of growth and change in current and prospective customers, and direct and indirect competitors. The course examines the interaction of corporate structure, geographic coverage, and marketing. It looks at the creation and implementation of strategic initiatives at the corporate, strategic business unit, and market niche levels. Change management and its outcomes and implementation are considered. This is intended to serve as an MBA capstone course, which provides an opportunity for students to draw upon and integrate material from the other graduate courses; it should be taken in the last term.

MGT 647 Project Planning, Execution and Closure (6)

Prerequisite: None

This course offers a practical approach emphasizing the project phases and processes presented by such organizations as the Project Management Institute (PMI®) in their Guide to the Project Management Body of Knowledge (PMBOK®). This course will provide techniques related to managing projects through various life cycle stages.

MGT 652 Human Resource Strategy (6)

Prerequisite: None

This course explores the interaction between strategy and human resources from a general managerial perspective. Students examine the integration of human resources policies and practices with organization goals.

MGT 655 Employment Law (6)

Prerequisite: None

This class examines Federal legal regulation of the hiring and firing process, wage and hour laws, occupational health and safety rules, workers' compensation, unemployment insurance, and connected topics.

MGT 656 Quality Management and Continuous Improvement (6)

Prerequisite: MGT 600

In this course students will explore the philosophy and tools for quality management and continuous improvement of products and processes. Using data collection and problem-solving techniques, students will examine the design of quality practices.

MGT 657 Project Management: Cost, Quality, Risk, and Procurement (6)

Prerequisite: MGT 637

This course emphasizes a hands-on approach to using project management knowledge areas to facilitate scheduling, estimating, tracking, and controlling the schedule and costs of the project. A project baseline will be set so that actual schedule and cost variances can be compared to the project baseline and corrective actions can be developed to address the variances. In this course the student can learn about the legal, ethical, and fiscal considerations in procurement and contracts. Students will examine ways of identifying, evaluating and mitigating risk in scheduling, cost control, contracting, and procurement.

MGT 658 International Management and Leadership (6)

Prerequisite: None

This course examines the role national culture plays in managing people and developing managerial systems at the international, multinational, and global level. The course includes analysis of how different national/regional cultures affect issues such as employee motivation, group dynamics, leadership, negotiation, conflict resolution, communication patterns, and approaches to organizational change.

MGT 659 International Internship (6)

Prerequisite: None

This course aims to broaden the student's exposure to the practical application of managerial knowledge, skills, and tools. Students will either undertake a field placement or independent work-based primary research that will lead them to a richer understanding of the context and processes of work in an international environment. In either case, students will be directly supervised by program faculty.

MGT 680 Strategic Management (6)

Prerequisite: MGT 600

The development and implementation by the global enterprise of integrated business strategies and policies is the focus of this applied course. Course contents include the planning, implementation, management, and evaluation of the corporate resources, products, and assets. Advanced research is an integral component of this course.

Course Descriptions

MKT 640 A Managerial Approach to Marketing (6)

Prerequisite: None

This course focuses on the application of marketing concepts in a global organization. Students will examine international channel distribution as well as promotional, pricing, and product strategies.

MKT 641 Market Analysis and Research (5)

Prerequisite: None

This course is designed to provide the student with the opportunity to acquire an understanding of methods and challenges of marketing analysis including desk and field research in the international arena. The course will include research methods such as library research and electronic data storage and retrieval using the University's information technology. Standard sources of financial and economic information from firms, markets, and countries will be investigated. Other forms of research design including questionnaire and survey design, database organization, and cross-tabulation are introduced in the course with an emphasis on analysis, interpretation, and the application of data to solve business problems.

MKT 642 International Marketing Management (5)

Prerequisite: None

This course looks at the marketing function in the framework of world and regional marketplaces. Students will focus on ways of identifying and satisfying customer needs and wants in a global context with attention given to consumer behavior, cultural diversity, and the international environment of business. Topics covered will include marketing research, market segmentation, product distribution, life-cycle management, pricing, and marketing communications in the international context.

MKT 651 Strategic Marketing (6)

Prerequisite: None

This course concentrates on strategic, as opposed to tactical, aspects of marketing. It is designed to familiarize students with the problems implicit in market planning in multi-product organizations, help them develop skill in using contemporary approaches for developing strategic plans, present a framework for market planning and new product entry strategies, and allow students to experience the design and implementation of a marketing plan. This course uses simulation.

MKT 655 Research Methods in Marketing (6)

Prerequisite: None

This course provides a systematic approach to structure, implementation, and analysis of marketing research for decision making. This course will focus on analysis of information about the customer as well as information about the customer's wants and needs for the purposes of developing marketing promotional campaigns, developing new products and refining current product offerings, and improving customer service efforts.

MKT 659 Marketing in the European Union (6)

Prerequisite: None

This course is designed to provide the background to make marketing decisions with respect to the European region. The course examines issues involving trends, factors, and forces (such as institutions, culture, politics, law, and environment) that affect marketing in the European Union.

MKT 660 International Marketing (6)

Prerequisite: MKT 655

This course provides the background to make marketing decisions at the international level. The course examines issues involving trends, factors, and forces (such as institutions, culture, politics, law, and environment) that affect global marketing activities.

MKT 665 Product and Brand Management (6)

Prerequisite: None

Students will consider the product and brand management decisions that must be made to build and manage brand equity.

MKTG 205 Principles of Marketing (4.5)

Prerequisite: None

Students will study and apply the fundamentals of marketing within an organization and the contemporary market environment. The course will focus on marketing strategy and development of a marketing mix.

MKTG 305 Marketing Management (4.5)

Prerequisite: None

This course explores the application of management principles to the marketing function. Emphasis is placed on the application of planning, implementation, controlling, and evaluation of marketing strategies as the means for achieving an organization's objectives.

MKTG 310 Pricing Theory (4.5)

Prerequisite: MKTG 305

One of the most important marketing decisions is determining the price of a product or service. This is a survey course that explores the pros and cons of various pricing techniques. Using economic foundations, a conceptual framework is developed to enable effective decisions.

MKTG 340 Public Relations (4.5)

Prerequisite: None

This course integrates communications strategy with organizational mission statements, demonstrates stakeholder and issues management techniques, and considers ethical dilemmas in public relations situations. Public relations cases are examined in order to learn effective strategic and tactical answers to public-perception problems and opportunities.

MKTG 405 Consumer Behavior (4.5)

Prerequisite: None

This course emphasizes consumer behavior in the marketplace and covered topics include analysis of consumer motivation, buying behavior, market adjustment and product innovation. Behavioral aspects of the marketing process from producer to ultimate user or consumer are considered.

MKTG 407 Marketing Research (4.5)

Prerequisite: MKTG 305

This course studies the nature and scope of research techniques employed in gathering information concerning marketing and advertising procedures. Subjects include sources and collection of data, sampling, interpretation of data, and research in areas of motivation and consumer behavior. It also employs the use of quantitative and qualitative data analysis and interpretation.

MKTG 408 Advertising and Promotion Management (4.5)

Prerequisite: None

This course presents a total marketing communication function in planning and managing programs for advertising products and services. Topics include preparatory research, objective setting, budget planning, media, creative programs and evaluation of advertising effectiveness.

MKTG 410 International Marketing (4.5)

Prerequisite: MKTG 305

This course explores the development of a marketing and management strategies in an international setting. The complexities of product, price, promotion, and distribution in the global marketplace are explored. Emphasis is placed on international business constraints such as cultural diversity, political environment, foreign financial markets, and trade regulations.

MKTG 415 Demand Analysis (4.5)

Prerequisite: MKTG 305

The role of traditional marketing has been transformed by the proliferation of the internet and new media. The course will focus on developing a practical framework for utilizing non-traditional and cutting edge marketing techniques, and framing effective marketing opportunities.

MKTG 420 Market Segments (4.5)

Prerequisite: MKTG 305

This course is a continuation of Marketing Research; it provides experience in designing and conducting actual marketing research studies in market segmentation research and application.

MKTG 430 Sales Operations and Management (4.5)

Prerequisite: MKTG 305

The goal of the course is to survey elements of an effective sales force as a part of the organization's total marketing effort. The course will extend the student's understanding of marketing's reach and potential impact in achieving its goals.

MKTG 440 Electronic Business Marketing (4.5)

Prerequisite: MKTG 305

The role of traditional marketing has been transformed by the proliferation of the internet and new media. The course will focus on developing a practical framework for utilizing non-traditional and cutting edge marketing techniques, and framing effective marketing opportunities.

MKTG 450 Marketing Campaign and Strategic Planning (4.5)

Prerequisite: MKTG 305

This is an integrative course in marketing planning and strategy. It is applications-oriented, focusing on developing a marketing plan with a focus on customer relationship management. Students will apply theory and concepts in the areas of marketing, management, economics, and finance in the marketing planning process.

PHIL 201 Introduction to Philosophy (4.5)

Prerequisite: None

This course is an introduction to the scope and methods of philosophical inquiry. Topics may include several major divisions of philosophy, such as ethics, logic, philosophy of religion, philosophy of art, and metaphysics. This course offers an overview of the basic aims, approaches and types of issues in philosophy, while teaching students how in general to make and evaluate philosophical arguments.

PRES 101 Public Speaking (4.5)

Prerequisite: None

This is a practice-based course, designed to build confidence and give poise to the public speaker. Students will experiment with narrative, informative, persuasive and descriptive speeches. Current developments in communication theory and social psychology will be discussed and students will learn the interaction between the speaker, the speech and the audience.

Course Descriptions

PRES 111 Presentation Essentials (4.5)

Prerequisite: None

This course focuses on preparing and delivering effective presentations. In addition, students learn about presentation strategy and the creation of visual aids.

QMB 641 Managerial and Financial Accounting (5)

Prerequisite: None

This course continues a review of accounting theory and application including interpretation and use of financial statements, financial planning, budgets, costs, performance measurement, audit practices, and management implications. This course will also focus on international foreign currency issues and advanced topics in financial accounting.

SCIE 202 Global Environmental Issues (4.5)

Prerequisite: None

This course is designed to introduce important environmental issues that are pertinent to the society in which we live, and to increase awareness of these issues. The course includes a discussion of relevant science, namely climate and climate change, ecology and ecosystems, and statistical analysis. It also explores the issues surrounding strategies for achieving sustainable development, for preserving the environment, and other green policy initiatives.

SCIE 206 Biology (4.5)

Prerequisite: None

This survey course presents the fundamental concepts of biology. Special emphasis is given to current biological issues.

SCIE 207 Biology Lab (1.5)

Prerequisite: None

Students will complete a virtual lab on the molecules, energy, genetics, organ systems, and taxonomy concepts of biology.

SCIE 210 Environmental Science (4.5)

Prerequisite: None

This course introduces environmental issues that are directly related to global populations. Students will explore the identification and classification of environmental problems, and how they relate to the laws of nature.

SCIE 211 Environmental Science Lab (1.5)

Prerequisite: None

Students will complete a virtual lab on the ecosystem, human population, energy, environmental hazards, and sustainability.

SCM 645 Introduction to Transportation, Logistics, and Supply Chain Management (6)

Prerequisite: MGT 600

This course examines the role of supply chain activities and the efficient integration of transportation, logistics, inventory, warehousing, facility location, customer service, packaging, and material flow from internal and external suppliers to and from the organization. Students will focus on the fundamentals of JIT, TQM, MRPII, demand planning, and capacity management.

SCM 655 Lean Manufacturing and Strategic Supply Chain Management (6)

Prerequisite: SCM 645

This course explores the relationship of existing and emerging processes and technologies applicable to manufacturing strategy and supply chain functions. Students can understand the alignment of resources with the strategic plan, configuring and integrating lean manufacturing processes to support the strategic plan, and implementing strategic change throughout the supply chain.

SSCI 201 Comparative Political Systems (4.5)

Prerequisite: None

This course aims to introduce students to the nature of liberal democracy. It will examine the institutions, processes and running of the major liberal democratic political systems of the contemporary world. The main emphasis will be on Britain and the United States, and examples will be taken from France, Germany and other democracies. A broadly thematic approach will be taken; institutions such as executives, legislatures and judiciaries will be studied in the context of liberal democracy. Some relevant theoretical approaches will be outlined. Overall, it is hoped that students will: (a) gain an understanding of the nature of liberal democracy, and (b) study and think critically about some major liberal democratic systems. Students will also be introduced to the study of comparative politics as a political science discipline.

SSCI 202 Introduction to Anthropology (4.5)

Prerequisite: None

Anthropology is the study of human beings from prehistoric times to the present. This course explores characteristics of culture, impact of family relations, political and social control, economic systems and spirituality from ethnographic research. How cultures adapted through significant periods of change will be included.

SSCI 206 Aspects of Psychology (4.5)

Prerequisite: None

This course examines the discipline of psychology, both cognitive and psycho-social, covering topics such as perception, learning, memory, motivation, emotion, personality, attitudes, psychological aspects of human sexuality, and psycho-behavioral pathology.

SSCI 210 Sociology (4.5)

Prerequisite: None

This course will introduce students to the concepts, theory, and method of sociology. Students can develop a better understanding of society, culture, social institutions, social behavior, and other general social processes that operate in the social world.

SSCI 217 Cross-Cultural Relations (4.5)

Prerequisite: None

This course examines the dynamics of communication and understanding between cultures and provides training in techniques for recognizing and overcoming cultural barriers. It employs a variety of approaches to solving the global problems of ethnocentrism and cultural misinterpretation. It aims to generate awareness of global cultural diversity, while also introducing the basic concepts of cultural analysis that allow students to recognize the particularity of their own cultural identity. This course seeks, where possible, to use aspects of London's multicultural environment as an aid to learning.

SSCI 301 Social Issues in Modern Britain (4.5)

Prerequisite: None

Every society has issues relating to adolescence, criminality, gender, racism, nationalism and, now, terrorism. How these issues are dealt with in British society is the subject of this course. The contrast between how these issues are understood at a global level and how they are understood in the UK will enable the student to appreciate the particularities of British culture.

SSCI 302 World Religions (4.5)

Prerequisite: None

This course introduces students to the major world faiths and to some important aspects of the study of religion. Significant beliefs systems, including secular humanism, are analyzed, recognizing similarities and differences both among and within faiths. The course generates a broader awareness of the basic tenets of a range of religions and offers the student a better understanding of their own religious background. Field trips to various places of worship in London are integral to this course.

SSCI 305 The Body in Culture (4.5)

Prerequisite: None

The Body in Culture will critically evaluate ideas and representations of the human body in the arts, fashion and popular culture. Drawing on the inter-disciplinary nature of cultural theory, it will consider for example how ideas of the beautiful, desirable and "the ideal" body are created, and the impact images of perfection might have upon individual identities. Key visual theories about how meaning is constructed in images will be explored.

SSCI 313 Social Psychology (4.5)

Prerequisite: None

This course is intended to introduce students to the basic concepts and topics in the field of social psychology. Topics on this course include the social self, attitudes and persuasion, attribution theory, groups, pro-social behavior and altruism, attraction, non-verbal communication, aggression, prejudice and discrimination, the impact of the environment on behavior, social psychology and the legal system.

SSCI 319 Sociology of Dress and Adornment (4.5)

Prerequisite: None

Fashion is one of the defining characteristics of modernity. Studied sociologically, fashion is not a product, but the outcome of a process of interaction between consumers and producers in modern life. Students will be invited to compare and contrast different approaches to the study of society, through the study of fashions in dress and adornment. Those concepts will in turn be used to illuminate different aspects of the world of fashion. Topics covered include the negotiation of social identity and status group formation; the social origins of fashion trends; the differences between U.S. and European society as revealed in attitudes to fashion; the roles of journalists, store buyers and merchandisers and designers in the production of fashion; gender relations in the fashion industry; and the changing role of haute couture.

SSCI 415 Psychology of Advertising & Mass Media (4.5)

Prerequisite: None

This course is intended to introduce students to the role of mass media and the effects of advertising on individual behavior will be examined. An investigation of behavioral, psychological and physiological reactions of the acquisition of imitative responses in consumer behavior will be explored.

SSCI 418 Abnormal Psychology (4.5)

Prerequisite: None

This course is intended to introduce students to the basic concepts and topics in the field of abnormal psychology. Students will study the current paradigms in psychopathology (e.g. biological, psychoanalytical, learning and cognitive). This course will cover such topics as: neuroses, psychoses, personality disorders, substance abuse and addictive disorders, sexual disorders together with causation, diagnosis, prevention, treatments, and outcomes.

STAT 350 Statistical Analysis (4.5)

Prerequisite: None

In this course, students learn the fundamentals of probability and statistics, and their applications in business decision making.

Course Descriptions

UNIV 103 Academic and Professional Success (4.5)

Prerequisite: None

This course fosters students' academic, personal, and professional success. Topics will include theory and application of setting goals, managing time, developing self-awareness, enhancing interpersonal communication skills, and adhering to the rigorous standards of academic and professional writing. Additionally, students will be prepared to work autonomously and collaboratively in academic and professional settings.

VCDD 101 Design Principles (4.5)

Prerequisite: None

This course is a foundation class in principles relating to all areas of visual design. In this course, students can develop an awareness of the basic elements of visual language, aesthetics sensitivity, and the ability to think and act as a designer. Students explore methods for evoking intuitive responses through color, shape, texture, rhythm, line, and other compositional elements. The class consists of both practical studio-based assignments and contextual studies areas.

VCDD 102 Fundamentals of Color (4.5)

Prerequisite: None

This is a theoretical and practical course examining the visual forces of color and color relationships in traditional and electronic media. This foundation-level class is essential to all design students. Students can develop knowledge of color principles and the ability to manipulate hue, value and chroma as well as sensitivity to aesthetic and psychological qualities.

VCDD 201 Computer Design I (4.5)

Prerequisite: None

Utilizing digital media and traditional visualization techniques in the production of graphic art for print and screen, this course will develop skills accrued during Intro to Mac; examining closely the potential of the Macintosh or PC as a creative and communication tool. All assignments are related to professional practice. Adobe CS (InDesign, Photoshop, Illustrator, Dreamweaver, Flash, and Acrobat) is the default software set for this class.

VCDD 202 Drawing Concepts (4.5)

Prerequisite: None

The techniques of drawing basic forms and shapes are developed through exercises that are designed to develop perceptual skills. The student studies volume, tone, texture, perspective, and composition. The exercises are presented in sequence and are designed to develop the individual student's basic drawing methods and techniques. Subject matter can vary from still life to figure drawing.

VCDD 203 Foundation Illustration (4.5)

Prerequisite: None

This course explores concepts, methods and materials employed in contemporary illustration. Emphasis is placed upon development of ideas and the exploration of various media and techniques. This basic course encourages a creative and open approach to visual thinking and problem solving. It is an essential foundation for all further areas of design study.

VCDD 204 Foundation Photography (4.5)

Prerequisite: None

This course is an introduction to the aesthetics, concepts, and techniques of photography. Students apply this knowledge as they explore traditional or digital photography. This course is an essential foundation for all further areas of design study.

VCDD 210 Foundation Graphic Design (4.5)

Prerequisite: None

Graphic design is the translation of ideas and concepts into structural order and visual form. This course aims to familiarize students with a brief history of graphic design and with the fundamental knowledge necessary to become competent designers in commercial fields. Students can learn to understand visual meaning and association, arrangement of design elements, and various other topics to prepare for successive classes within the program.

VCDD 211 Foundation of Web Design (4.5)

Prerequisite: None

This course is designed to teach students how to apply graphic design techniques to develop effective, aesthetically pleasing, and useful websites. The class serves an introduction to the basic principles of web design. The course can teach students how to plan and develop well-designed websites, through the use of HTML, that combine effective navigation techniques with the creative use of graphics, sound, and typography. Students can learn the effects of browser and computing platform on their design choices and gain a critical eye for evaluating website design.

VCDD 212 Time-based Media (4.5)

Prerequisite: None

This course is designed for students to explore concepts and methods utilized in the various forms of time-based media. Students will be introduced to the exploration of time, narrative and motion development through the use of storyboarding, taking this work and developing it on a digital platform using industry standard software. This course encourages a creative and open approach to visual thinking and problem solving.

VCDD 225 Life Drawing (4.5)

Prerequisite: None

Working from live models, students can learn the basic fundamentals of drawing the human body in proportion and scale. Though the use of primarily black and white media, the student uses line and tone to structure the human figure.

VCDD 231 Typography Design I (4.5)

Prerequisite: None

In this course students will develop sensitivity toward the use of varied lettering and typographic forms. This course encourages a broad, creative approach to the subject, as well as explaining the history and methodology of modern typography and lettering in practical terms. This course will look at how type is structured, the importance of hierarchy in typographic design, type-only design and the successful integration of type and image.

VCDD 290 Visual Communication History (4.5)

Prerequisite: None

This course traces the events and achievements that have shaped visual communication from the artists within ancient civilizations through to the present-day electronic revolution. The course is taught through a series of lectures and research projects. Students can learn about innovative technologies throughout the history of solving visual problems.

VCDD 295 Design Study (4.5)

Prerequisite: None

This course involves the intensive study of a particular aspect of Visual Communication. The specific topics of this course will be determined by the interests of both the students and the instructor.

VCDD 299 Study Tour (4.5)

Prerequisite: None

This course combines lecture, research, analytical studies, and travel to provide students with the opportunity to learn and understand design trends and design history in another culture. The course allows students to visit and experience the design features and the professional environment of different cities around the world through scheduled appointments, private tours, and presentations.

VCDD 301 Portfolio and Career Concepts (4.5)

Prerequisite: None

Portfolio and Career Concepts is designed to begin the process of developing a professional presentation of lower level skills needed to move forward to an in-depth upper level study of Visual Communication. This course will also act as a lower level capstone to assure knowledge of lower level skills before moving forward to the upper division studies.

VCDD 302 Graphic Design I (4.5)

Prerequisite: None

Graphic design is the translation of ideas and concepts into structural order and visual form. This course aims to familiarize students with a brief history of graphic design and with the fundamental knowledge necessary to become competent designers in commercial fields. Students can learn to understand visual meaning and association, arrangement of design elements, and various other topics to prepare for successive classes within the program.

VCDD 303 Web Design I (4.5)

Prerequisite: None

This course is designed to teach students how to apply graphic design techniques to develop effective, aesthetically pleasing, and useful websites. The class serves an introduction to the basic principles of web design. The course can teach students how to plan and develop well-designed websites, through the use of HTML, that combine effective navigation techniques with the creative use of graphics, sound, and typography. Students can learn the effects of browser and computing platform on their design choices and gain a critical eye for evaluating website design.

VCDD 304 Business Practices and Project Management (4.5)

Prerequisite: None

This course examines the professional environment of the visual communicator. It offers a framework for understanding the career structure, job responsibilities, and employment opportunities (including how to establish a freelance practice) within the working field. With the background knowledge gained through the series of explanatory lectures, advice from guest speakers from the industry, and visits to businesses, the student should be well prepared to make informed decisions about their future career plan. Included are workshops on constructing resumes, covering letters and self-promotional materials. Students will learn survival strategies for freelance professionals.

VCDD 306 Creative Research (4.5)

Prerequisite: None

As a foundation in understanding the nature of creativity, the goal of this course is to encourage and enable students to become self-motivated, capable of overseeing, independently and collectively, all aspects of the creative process. Key skills, essential in all the creative disciplines, will be developed through a series of lively group projects and individual assignments. These include competencies in visual and literacy research; the generation and development of ideas; critical evaluation; contextual analysis; discursive and collaborative skills; and competence in developing core concerns of the individual student.

Course Descriptions

VCDD 310 Art Direction (4.5)

Prerequisite: None

An introduction to the disciplines and practice of advertising and marketing, and the creative's role within this industry. Areas of study include the marriage between marketing and communication, a guide to the agency structure, media planning, objectives and strategy and creative aspects of a campaign. This course aims to give the student an understanding of the range of ways that an art director operates within the sphere of visual communication and the contemporary marketing culture. The course also aims to develop creative thinking skills within this context.

VCDD 311 Design Development I (4.5)

Prerequisite: None

This course takes a broader approach to creative design thinking, and encourages exploration of wider visual sources, media and methods of expression. Skills of visual judgment and critical assessment developed through projects and critiques instigate more complex and expansive frames of reference, both in terms of visual research and visual vocabulary. Emphasis is placed upon the use and development of research and visual vocabulary, as well as upon developing more expressive uses of typography, image and format, through the exploration and use of sequential and narrative devices, and an emphasis on the relationship and dialogue between communicator and audience.

VCDD 313 Computer Design II (4.5)

Prerequisite: None

This course builds on technical skills acquired in Computer Design I, this course focuses on the developing student's web and multimedia skills. Attention will be paid to how these skills can be seamlessly integrated into the personal and professional direction of the student's work.

VCDD 314 Time Based Media (4.5)

Prerequisite: None

This course is designed for students to explore concepts and methods utilized in the various forms of time-based media. Students will be introduced to the exploration of time, narrative and motion development through the use of storyboarding, taking this work and developing it on a digital platform using industry standard software. This course encourages a creative and open approach to visual thinking and problem solving.

VCDD 315 Branding Concepts & Corporate Identity (4.5)

Prerequisite: None

Branding is important to company's service and products identity. In this course students will explore the branding concept that applies to a corporate Identity. Students will also explore the benefits of branding, the copyright laws and how they support marketing a company's product and service. Student will produce

design projects that demonstrate their application of branding concepts.

VCDD 316 Packaging & 3D Design (4.5)

Prerequisite: None

The role of packaging is extremely important in today's consumer society. This course educates the student with the skills to design individual packaging, for a variety of products. This includes the inner packaging, the outer packaging, shipping cases, and in-store point of purchase displays. Along with theory and technique, an emphasis is placed on the three dimensional design and construction of packaging.

VCDD 320 Illustration I (4.5)

Prerequisite: None

This course explores concepts, methods and materials employed in contemporary illustration. Emphasis is placed upon development of ideas and the exploration of various media and techniques. This course encourages a creative and open approach to visual thinking and problem solving, while starting to develop the student's own visual language within defined illustration problems.

VCDD 322 Illustration II (4.5)

Prerequisite: None

This course takes a broader approach to creative design thinking, and encourages exploration of wider visual sources, media and methods of expression. Skills of visual judgment and critical assessment developed through projects and critiques instigate more complex and expansive frames of reference, both in terms of visual research and visual vocabulary. Emphasis is placed upon the use and development of research and visual vocabulary, as well as upon developing more expressive uses of typography, image and format, through the exploration and use of sequential and narrative devices, and an emphasis on the relationship and dialogue between communicator and audience.

VCDD 323 Concept Design (4.5)

Prerequisite: None

This course allows students to explore the application of illustration skills and techniques towards entertainment and popular media design including game art and film concepts. Various design topics include character design, vehicle design, and environmental design. Both traditional and digital media will be explored as part of the creative process for Concept Design.

VCDD 325 Painting (4.5)

Prerequisite: None

This class offers a foundation in the studio practice of painting. Students are introduced to various techniques which are applicable to fine art and illustrational forms. The class encourages the exploration of visual language and personal creativity.

VCDD 330 Web Design II (4.5)

Prerequisite: VCDD 303

This course is designed as an extension of Web Design I. It focuses on advanced topics in web design such as CSS and HTML integration, improved navigation and site performance and Flash. Students will create operational websites through work in independent and group projects.

VCDD 331 Internet as an Art Medium (4.5)

Prerequisite: None

This course will guide the student to contribute to visual culture. Internet art or net art is becoming a global art movement. In this course, student will explore and apply their knowledge of art in the internet as a medium. The final student's project must reflect student's advanced knowledge in design or illustration or animation or programming. This self-authored project varies in results.

VCDD 332 Web Design III (4.5)

Prerequisite: None

This is course is a continuation of Web application. Students will focus on the more programming/scripting topics needed to create interactive and dynamic websites. Students will also develop a Web Application that is database driven.

VCDD 333 Mobile Technology Design (4.5)

Prerequisite: None

In this course, students will learn an overview of mobile technology devices, including current industry trends and challenges. Students will blend their design knowledge with web developer knowledge to create a simple mobile website.

VCDD 410 Business Practices in Visual Communication (4.5)

Prerequisite: None

This course examines the professional environment of the visual communicator. It offers a framework for understanding the career structure, job responsibilities, and employment opportunities (including how to establish a freelance practice) within the working field. With the background knowledge gained through the series of explanatory lectures, advice from guest speakers from the industry, and visits to businesses, the student should be well prepared to make informed decisions about their future career plan. Included are workshops on constructing resumes, covering letters and self-promotional materials.

VCDD 411 Senior Design Presentation I (4.5)

Prerequisite: None

This course is designed for students to complete a comprehensive project which is designed to evaluate the student's ability to perform on a professional level. It utilizes all the knowledge and conceptual skills the student has learned

throughout the program, and proper execution of the project determines if the student has the skills necessary to succeed in the industry. Part I is structured around research and development of concepts.

VCDD 412 Senior Design Presentation II (4.5)

Prerequisite: VCDD 411

This course is designed for students to complete a comprehensive project which is designed to evaluate the student's ability to perform on a professional level. It is a culmination of all the student has learned throughout the program, and proper execution of the project determines if the student has the skills necessary to succeed in the industry. Part II is the synergy of research, independent critical analysis and creativity into mature design work.

VCDD 413 Portfolio Presentation I (4.5)

Prerequisite: None

Portfolio Presentation I is a capstone class which is designed to develop a professional body of work in a creative, professional manner that will show a prospective employer what a student can offer them. Proper completion of the portfolio and collateral materials will determine if the student is ready to enter and compete in his or her chosen discipline. Part I emphasizes the need for independent thinking, research, analysis and assessment of own work which culminates in the development and/or tailoring of existing work and the creation of new projects.

VCDD 421 Advanced Graphic Design I (4.5)

Prerequisite: None

Within the framework of design thinking already explored, this course examines structure, formats, sequences, and unities within books, publications, packaging, and online and digital formats. Emphasis is upon expanding and developing ideas to their full potential, looking at options, and rigorously examining design decisions. Projects are of a more comprehensive and extended nature than in prerequisite courses.

VCDD 422 Advanced Graphic Design II (4.5)

Prerequisite: None

Students undertake one self-originated extended project in this class in order to concentrate within personally-focused design interests. Operating under close tutorial supervision, the student adjusts to the demands of senior level design thinking in preparation for finalized portfolio planning and presentation.

VCDD 431 Information Graphics (4.5)

Prerequisite: None

In today's society, we are bombarded with so much information, data and images. In this course, the student will examine the simplified visual presentation of knowledge: information, data and images. Student will create designs that communicate this complex information in very easy and clear ways.

Course Descriptions

VCDD 432 Typography Design II (4.5)

Prerequisite: None

This course is designed to develop an understanding of structure and engineering of type within design, layout, form, line, paragraph, page spreads and digital media. The concern will be with compositional thinking through the examination of printed and digital media.

VCDD 433 Typography Design III (4.5)

Prerequisite: VCDD 432

This course will be concerned with creating a personal style and bringing together relevant typographic elements and stills. Students will be required to undertake a major typographic project for inclusion in the portfolio at senior level.

VCDD 434 Advanced Graphic Design III (4.5)

Prerequisite: None

In this course students will develop projects that examine structure, formats, sequences, and unities within books, publications, packaging, and online and digital formats. Emphasis is upon expanding and developing ideas to their full potential, looking at options, and rigorously examining design decisions. Projects are of a more comprehensive and extended nature than in prerequisite courses.

VCDD 435 Graphic Design Project (4.5)

Prerequisite: VCDD 434

This course is designed for students to complete a comprehensive project which is designed to evaluate the student's ability to design graphic projects in a professional level. It utilizes all the conceptual, technical and design skills and knowledge the student has learned throughout the graphic design specialization. Final graphic design project determines if the student has the skills necessary to succeed in the Web design industry.

VCDD 440 Life Drawing II (4.5)

Prerequisite: None

Working from live models, students will continue to develop advanced drawing skills through drawing the human body. Student will develop personal vocabulary, and visual research through the use of a variety of drawing mediums. Multiple figures will be addressed to enhance a high level of skill in this essential area.

VCDD 442 Experimental Digital Illustration (4.5)

Prerequisite: None

In this course, students use their advance knowledge and creative skills in exploring and developing new illustrative solutions in the visual design field. Student will use the design process to explore new illustrative direction, methodology, application to express their intellectual and visual aesthetic knowledge. It is a comprehensive project where students explore time or space or

motion or alternate reality or a topic of their choice and have the creative freedom to blend different traditional and digital media and software to execute the project.

VCDD 443 Experimental Animation (4.5)

Prerequisite: None

In this course students use their advanced knowledge and creative skills to explore and develop new multimedia/ animation projects in the visual design field. Students will use their intellectual and visual aesthetic knowledge and the design process to explore new directions in animation direction, methodology, and digital software programs. Students work on a comprehensive project where they further develop their skills in the area of animation and time-based image imaging by mixing traditional animation concepts and skills with industry-standard software such as Flash and After Effects.

VCDD 444 Multimedia for Web Design (4.5)

Prerequisite: None

In this course, students use their advanced knowledge and skills in developing interactive, vector-based animation for the Web and other media. Students will have the opportunity to hone their proficiency in illustration, animation, and digital production techniques through the completion of various design projects.

VCDD 451 Sequential & Narrative Illustration (4.5)

Prerequisite: None

This course examines visual and narrative structures and conventions employed within various media including comic books, cartoon strips, picture books, film animation, and storyboarding of treatments. The student can develop his or her illustration skills by applying them towards visual storytelling.

VCDD 452 Advanced Illustration (4.5)

Prerequisite: None

This course concentrates on advanced individual research into illustration techniques and their application to functional visual communication. Emphasis will be placed on the creative ability to exhaust possibilities within defined limits. The importance of flexibility of approach is stressed at this level.

VCDD 453 Experimental Computer Illustration I (4.5)

Prerequisite: None

This course concentrates on the creative and conceptual possibilities inherent in the shift from traditional illustrative media into the digital realm. The course will focus on the integration of traditional methods of mark-making with digital methods of manipulation and production.

VCDD 454 Experimental Computer Illustration II (4.5)

Prerequisite: VCDD 453

This course further develops the creative and conceptual possibilities inherent in the shift from traditional illustrative media into the digital realm. The course will focus on the integration of traditional methods of mark-making with digital methods of manipulation and production. Students undertake one self-originated extended project in this class in order to concentrate within personally-focused design interests.

VCDD 455 3D Illustration (4.5)

Prerequisite: None

This course gives students the opportunity to explore ideas and take 2 dimensional illustrations into 3 dimensions. A range of 3D media and materials is covered. Emphasis is placed on expression and communication through physical and tactile aspects of material and form. Work in this area can be developed for book illustration, animation, character development and visualization for the advertising and entertainment industry.

VCDD 456 Editorial & Book Illustration (4.5)

Prerequisite: None

The focus of this course is applying illustration to specific uses in commercial print media such as providing editorial art for a magazine or textbook. Similarly, children's book illustration, layout and design will be addressed. Students will problem solve various case studies as presented by the instructor. Finally, students will be asked to further explore their own approach to illustration problems in order to discover a strong marketable style.

VCDD 457 Illustration Project (4.5)

Prerequisite: VCDD 456

The student specializing in Illustration will propose, plan, and develop a project based around the disciplines and techniques studied throughout their experiences studying the Illustration Specialization. The student will document and present their work at the end of the term. The objective of the project is to produce a strong component to the student's portfolio that is relevant to the field of illustration and the specific market or career the student wishes to pursue after completing their degree.

VCDD 461 Photography for Fine Art (4.5)

Prerequisite: None

This course will offer students the opportunity to develop their photographic work within a Fine Art context. They will be introduced to the work of pioneers of this genre of photography as well as the early Experimental school of Photography, allowing them to explore different ways of using their techniques within a critical framework. Students will also be taught the fine art of printing, using fiber based paper.

VCDD 462 Photography for Advertising (4.5)

Prerequisite: None

Students can learn professional advertising photography through assignments, lectures, demonstrations, and guest presentations. Topics include different lighting techniques for photographing food, precuts, people, cars, and architecture, the effective use of props and backgrounds, and the differences in working with professional models and "real people." High-end digital cameras are available for class and studio use.

VCDD 463 Photography for Fashion (4.5)

Prerequisite: None

This course covers the practice and techniques of studio fashion photography. Through assignments and critiques the course will center on the use of high-end professional digital cameras, and studio lighting to create an image of the fashion model. Cameras are available for class and studio use.

VCDD 464 Photography for Journalism (4.5)

Prerequisite: None

Students will investigate techniques and concerns of Photo Journalism. The course contains an overview of current and historical issues, as well as practical application of these concerns through the completion of assigned photo essays.

VCDD 471 Web Application (4.5)

Prerequisite: None

In this course students will use their advanced knowledge in web design. They will be focus on improving their navigation site performance. Students are also introduced to programming languages such as web development language/script in developing websites.

VCDD 473 Web Application II (4.5)

Prerequisite: None

This course is the continuation of Web application. Students will focus on more programming/scripting topics needed to create interactive and dynamic websites.

VCDD 474 Advanced Web Application (4.5)

Prerequisite: VCDD 471

In this course students will use advanced web design/development skills and open sources to explore web development for e-commerce/e-business.

Course Descriptions

VCDD 475 Advanced Multimedia Web Design (4.5)

Prerequisite: None

This course is a continuation of Multimedia for web. Students use their advanced knowledge and skills to further sharpen their proficiency in illustration, animation, and digital production techniques. Students will also continue to apply their web-based multimedia knowledge by creating a promotional or educational multimedia interactive, vector-based animation for the Web and other media

VCDD 476 Web Design Project (4.5)

Prerequisite: None

This course is designed for students to complete a comprehensive project which is designed to evaluate the student's ability to design web or multimedia projects in a professional level. It utilizes all the conceptual, technical and design skills and knowledge the student has learned throughout the Web Design and Development specialization. The final web project determines if the student has the skills necessary to operate professionally in the web design industry.

VCDD 490 Portfolio Presentation II (4.5)

Prerequisite: None

Portfolio Presentation II is a capstone class which is designed to teach the student how to present their artwork in a creative, professional manner that will show a prospective employer what a student can offer them. Proper completion of the portfolio and collateral materials will determine if the student is ready to enter and compete in his or her chosen discipline. In Part II the student will achieve final visualization and create a body of design work in a professional manner.

VCDD 495 Design Study (4.5)

Prerequisite: None

This course involves the intensive study of a particular aspect of Visual Communication. The specific topics of this course will be determined by the interests of both the students and the instructor.

VCDD 499 Study Tour (4.5)

Prerequisite: None

This course combines lecture, research, analytical studies, and travel to provide students with the opportunity to learn and understand design trends and design history in another culture. The course allows students to visit and experience the design features and the professional environment of different cities around the world through scheduled appointments, private tours, and presentations.

Campus Locations

Florida

AIU South Florida

2250 N. Commerce Parkway
Weston, FL 33326
954.446.6100
954.446.6301 Fax
888.603.4888 Toll Free

aiuniv.edu/South-Florida

Georgia

AIU Atlanta

6600 Peachtree–Dunwoody Road
500 Embassy Row
Atlanta, GA 30328
404.965.6500
404.965.6501 Fax
800.491.0182 Toll Free

aiuniv.edu/Atlanta

Texas

AIU Houston

9999 Richmond Ave.
Houston, TX 77042
832.201.3600
832.201.3633 Fax
888.607.9888 Toll Free

aiuniv.edu/Houston

Illinois

Main Campus

231 N. Martingale Road
6th Floor
Schaumburg, IL 60173
847.851.5000
877.701.3800 Toll Free

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United Kingdom

AIU London

110 Marylebone High Street
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Campus Descriptions

Atlanta

The Atlanta campus is located in the growing perimeter business community just north of downtown Atlanta. In 1998, the American Electronics Association (AEA) cited Georgia as the national leader in high-tech job growth. With 39,000 new jobs and 45% growth from 1990–1996, Georgia led all other states in total activity. AIU's Atlanta campus is well situated in the center of the city's beltway to take advantage of the more than 9,000 small, medium, and large high-technology firms that are based here.

Atlanta's 75,000-square-foot facility provides its students with an interactive education in business and information technology. The building features more than 1,000 ports to information access throughout the building.

South Florida

South Florida is blessed with 3,000 hours of sunshine each year and pleasant year-round ocean breezes. The region boasts a rich natural beauty and is famous for its diverse ethnic and international flavor. But it's the miles of sparkling beaches and a myriad of scenic waterways that make South Florida legendary. The area has long been noted for its aquatic sports and activities, entertainment, and world-class sports organizations. It is also home to a variety of museums and performing art centers as well as the galleries, fine dining, and shopping on Las Olas Boulevard, the "Rodeo Drive" of South Florida.

An advantageous economic climate has established the region as a world-class international business center and one of the most desirable locations for new, expanding or relocating businesses. South Florida, once known as a tourism economy, now supports a diverse range of industries, including marine, manufacturing, finance, insurance, real estate, avionics/aerospace, film and television production, and high technology.

The AIU campus is located in the municipality of Weston, which is strategically located in western Broward County and is embraced by the Atlantic Ocean and the Florida Everglades. With proximity to I-595, Sawgrass Expressway, and the Florida Turnpike, the campus is easily accessible and perfectly situated to serve all areas of South Florida.

The South Florida campus is a 100,000-square-foot corporate facility housed in a modern four-story building. To support the collaborative learning model utilized at the campus, the facility is fully wired for computer access and houses graphic design labs and photography studios. Students have full use of multimedia and learning resource centers, which include virtual libraries complete with industry-current technology and media equipment.

Houston

Houston, America's fourth-largest city, is a center of international business and high technology and home to many of the largest corporate names in the country. This puts opportunity close at hand for many of our graduates. The city has national sports teams, excellent galleries and museums, fine dining, nightlife, outstanding Galleria shopping, and award-winning theatre along with many concerts and festivals.

The campus is located in the 5 square mile Westchase District – Houston's distinctive business community that is home to more than 1,500 businesses including Chevron Texaco, Exxon Mobil, Verizon Wireless, BMC Software, ABB and Microsoft. The campus is in west Houston and has excellent public transportation and highway access (just off the Sam Houston Tollway between I-10 and Westpark, north of Hwy 59). There is ample parking.

The campus occupies a 50,000-square-foot, freestanding, air-conditioned building at the corner of Richmond Avenue and Briar Park. It houses classrooms, Macintosh labs, team rooms, the Learning Resource Center (which includes a virtual library), bookstore, lounges and an administrative/ clerical area. The campus is equipped for wireless laptop use throughout.

London

As an international center of business and culture, London is one of the world's most distinguished capital cities. Its vast resources offer students an exciting academic, cultural, and social environment in which to study and develop. London's museums and galleries house some of the richest art treasures in the world. In addition, the city's many reference libraries draw scholars from all parts of the globe. London is also a mecca for the performing arts, with world-famous theatres known for their quantity and quality. London captivates with its undiminished charm and excitement, inviting students to explore its rich traditions and expand their educational horizons.

AIU is located in central London, between Hyde Park and Regents Park. AIU students can easily visit Buckingham Palace, Piccadilly Circus and the West End, London's central theatre district. Students take class trips to the British Museum, the Victoria and Albert, the Tate, the National Gallery, and other great museums. This campus houses lecture rooms, Macintosh and PC computer laboratories, and art, design, photography and video production studios. The library has a comprehensive collection of books, periodicals, newspapers and journals to support the University's curriculum. The school's Interior Design Resource Center houses a comprehensive collection of interior design materials and catalogs. The workroom has ample equipment to support such special topics as furniture design and architectural design.

Online

AIU Online is the Web-based Virtual Campus of American InterContinental University. AIU Online's Virtual Campus offers Associate degrees in business; Bachelor's degrees in business, visual communication, information technology and criminal justice; and Master's degrees in business, information technology and education. In addition, the Virtual Campus offers students complete support throughout their degree program of study from Admissions Services, Academic Affairs, Student Affairs to Financial Services, Career Services, Library and Technical Support Services.

AIU Online courses are interactive and delivered via rich, multimedia presentations with capabilities designed to give you complete control over your learning experience. AIU Online students not only interact with one another in dynamic group situations via online chats, but also correspond individually with classmates and professors via e-mail throughout their courses, creating a real sense of community. Online students can complete their enrollment application online, apply for financial aid, or check the status of their account, final grades, academic plan and other information 24 hours a day through this secure website. AIU Online is committed to its students and their capacity to achieve every professional goal they set for themselves. For more information about AIU Online, see the AIU Online catalog or visit www.aiuonline.edu.

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