## CHANGES TO CATALOG

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# CHANGES TO CATALOG 

## Changes effective for new students beginning their program February 9 ${ }^{\text {th }}$, 2015; also effective for any students enrolled prior who are also eligible

## Change to page 62

## General Education Requirements

General Education Requirements (AABA/BBA Programs)

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+
Social \& Behavioral Sciences
Technological Competence
1 or 2 courses ( 4.5 or 9 credits)

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

## Mathematics

Natural Sciences
1 course ( 4.5 credits)
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 Minnesota are required to take 2 Humanities \& Fine Arts courses (9 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 overall General Education Requirement to 63 credits.

General Education Requirements (ASCJ/BSCJ/BACC and BHCM Programs)
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*+
Social \& Behavioral Sciences
1 or 2 courses ( 4.5 or 9 credits)

Technological Competence
3 courses ( 13.5 credits)

Two-course combination of one Computer course ( 4.5 credits) and one lab ( 1.5 credits)
Mathematics
2 courses ( 6 credits)

Natural Sciences
1 course ( 4.5 credits)
Two two-course combinations of one Science course ( 4.5 credits) and one lab ( 1.5 credits)
General Education Elective
4 courses (12 credits)

General Education
1 course ( 4.5 credits)
*Students may elect to take an oral communication course or another Humanities \& Fine Arts course.
+Students who reside in Minnesota are required to take 2 Humanities \& Fine Arts courses ( 9 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 overall General Education Requirement to 63 credits.

General Education Requirements (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
Social \& Behavioral Sciences
2 courses ( 9 credits)
Technological Competence
3 courses ( 13.5 credits)
Technological Competence
2 courses ( 6 credits)
Two-course combination of ITCO101 ( 4.5 credits) and one lab ( 1.5 credits)
Mathematics
1 course ( 4.5 credits)
Natural 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 Education Elective.


## Change to page 71

## Associate of Arts Business Administration

General Education
BUSN 125 Applied Business Mathematics 4.5

COMP 101 Introduction to Computers 4.5
COMP 102 Introduction to Computers Lab 1.5
ECON 220 Microeconomics 4.5
ECON 224 Macroeconomics 4.5
ENGL $106 \quad$ English Composition I 4.5
ENGL $107 \quad$ English Composition II 4.5
HUMA 205 Art Appreciation 4.5
HUMA $215 \quad$ Topics in Cultural Studies 4.5
$\begin{array}{lll}\text { *PRES } 111 & \text { Presentation Essentials - or - } & \\ \text { PHIL } 201 & \text { Introduction to Philosophy } & 4.5\end{array}$
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 $205 \quad$ Principles of Accounting I 4.5
BUSN 105 Introduction to Business 4.5
BUSN 150 Legal and Ethical Environment of Business 4.5
MKTG 205 Principles of Marketing 4.5
Total Lower Division Core Requirements 18

| General Electives |  |
| :--- | ---: |
| **General Elective or | 4.5 |
| MGMT 215 Decision Making and Communication | 4.5 |
| **General Elective or SSCI 206 Aspects of Psychology | 4.5 |

General Electives
**General Elective or
MGMT 215 Decision Making and Communication
**General Elective or SSCI 210 Sociology

## Change to pages 72 through 73

## Bachelor Business Administration

| General Education |  |  |
| :---: | :---: | :---: |
| BUSN 125 | Applied Business Mathematics | 4.5 |
| COMP 101 | Introduction to Computers | 4.5 |
| COMP 102 | Introduction to Computers Lab | 1.5 |
| ECON 220 | Microeconomics | 4.5 |
| ECON 224 | Macroeconomics | 4.5 |
| 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 |
| *PRES 111 | Presentation Essentials - or - |  |
| PHIL 201 | Introduction to Philosophy | 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 Gener | ucation Requirements | 58.5 |
| General Electives |  |  |
| A combination of 8 electives dependent on Program |  |  |
| Total General Elective Requirements |  | 36 |
| Lower Division Core |  |  |
| ACCT 205 | Principles of Accounting I | 4.5 |
| BUSN 105 | Introduction to Business | 4.5 |
| BUSN 150 | Legal and Ethical Environment of Business | 4.5 |
| MKTG 205 | Principles of Marketing | 4.5 |
| Total Lower Division Core Requirements |  | 18 |
| 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 |
| Total Specialization Requirements |  | 40.5 |
| Total Bachelor Degree Requirements |  | 180 |

[^0][^1]*** Students enrolled in the Fashion Marketing Specialization Option are required to take: FASH 212, Historical and Contextual Studies, in place of HUMA 205 Art Appreciation; and FASH 209, Fashion Cycle, 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 $420 \quad$ Cost Accounting 4.5
ACCT 430 Taxation 4.5
ACCT 435 Auditing 4.5
ACCT $440 \quad$ Accounting Information Systems 4.5
ACCT $445 \quad$ Government/Institutional Accounting 4.5
MGMT $499 \quad$ Program Capstone 4.5
Entrepreneurship
ACCT 430 Taxation 4.5
FINA $425 \quad$ Budgeting 4.5
MGMT $340 \quad$ Building Teams and Resolving Conflict 4.5
MGMT 402 Employment and Labor Law 4.5
MGMT $412 \quad$ Project Management 4.5
MGMT $422 \quad$ Advanced Entrepreneurship 4.5
MGMT 444 Team Leadership 4.5
MGMT 447 Technology Management 4.5
MGMT $499 \quad$ Program Capstone 4.5

Finance
FINA $315 \quad$ Financial Instruments 4.5
FINA $320 \quad$ Capital Planning $\quad 4.5$
FINA $325 \quad$ Funds Acquisition 4.5
FINA $330 \quad$ Asset and Debt Management 4.5
FINA 405 Investment 4.5
FINA $410 \quad$ International Financial Management 4.5
FINA $425 \quad$ Budgeting 4.5
FINA $435 \quad$ Financial Analysis 4.5
MGMT $499 \quad$ Program Capstone 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 |
| 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 |

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 |
| MGMT 335 | Personnel and Organization Policy | 4.5 |
| MGMT 345 | Diversity in the Workforce | 4.5 |
| MGMT 499 | Program Capstone | 4.5 |

## Human Resource Management

* The Society for Human Resource Management (SHRM) has acknowledged that the Bachelors of Business Administration with a specialization in Human Resource Management fully aligns with SHRM's HR Curriculum Guidebook and Templates. The HR Curriculum Guidebook and Templates were developed by SHRM to define the minimum HR content areas that should be studied by HR students at the undergraduate and graduate levels. The guidelines, created in 2006 and revalidated in 2010 and 2013, are part of SHRM's Academic Initiative to define HR education standards taught in university business schools and help universities develop degree programs that follow these standards.
MGMT $332 \quad$ Employee Recruitment and Selection 4.5
MGMT $335 \quad$ Personnel and Organization Policy 4.5
MGMT 338 Employee Compensation and Benefits 4.5
MGMT $340 \quad$ Building Teams and Resolving Conflict 4.5
MGMT 345 Diversity in the Workforce 4.5
MGMT 402 Employment and Labor Law 4.5
MGMT $438 \quad$ Training and Development 4.5
MGMT $442 \quad$ Performance Management and
Employee Services
4.5
$\begin{array}{lll}\text { MGMT } 499 & \text { Program Capstone } & 4.5\end{array}$
International Business
BUSN 310 International Legal and Ethical Issues
in Business 4.5
FINA $315 \quad$ Financial Instruments 4.5
FINA $335 \quad$ International Corporate Finance 4.5
FINA $410 \quad$ International Financial Management 4.5
FINA $445 \quad$ Introduction to Financial Markets 4.5
MGMT 320 International Organizations 4.5
MGMT $405 \quad$ Global Leadership and Management 4.5
MGMT $410 \quad$ International Trade Operations 4.5
MGMT $499 \quad$ Program Capstone 4.5


## Management

BUSN 310 International Legal and Ethical Issues
in Business
FINA $425 \quad$ Budgeting
4.5

MGMT $335 \quad$ Personnel and Organization Policy 4.5
MGMT $340 \quad$ Building Teams and Resolving Conflict 4.5
MGMT $345 \quad$ Diversity in the Workforce 4.5
MGMT $412 \quad$ Project Management 4.5
MGMT $415 \quad$ Global Operations Management 4.5
MGMT $436 \quad$ Managing Organizational Change 4.5
MGMT 499 Program Capstone 4.5

MKTG $305 \quad$ Marketing Management 4.5
MKTG $310 \quad$ Pricing Theory 4.5
MKTG $340 \quad$ Public Relations 4.5
MKTG 405 Consumer Behavior 4.5
MKTG 407 Marketing Research 4.5
MKTG $408 \quad$ Advertising and Promotion Management 4.5
MKTG $410 \quad$ International Marketing 4.5
MKTG $450 \quad$ Marketing Campaign and Strategic Planning 4.5
MGMT 499 Program Capstone 4.5
Operations Management
$\begin{array}{lll}\text { BUSN } 310 & \text { International Legal and Ethical Issues } \\ \text { in Business }\end{array}$
MGMT $333 \quad$ Materials Planning 4.5
MGMT 348 Industrial Labor Relations 4.5
MGMT $370 \quad$ Cost Control Management 4.5
MGMT $415 \quad$ Global Operations Management 4.5
MGMT $430 \quad$ Production Planning and Quality Management 4.5
MGMT $450 \quad$ Supply Chain Management and Purchasing 4.5
MGMT $465 \quad$ Strategic Manufacturing Policy 4.5
MGMT $499 \quad$ Program Capstone 4.5

Project Management
$\begin{array}{lll}\text { BUSN } 310 & \text { International Legal and Ethical Issues } \\ & \text { in Business }\end{array}$
MGMT 333 Materials Planning 4.5
MGMT $340 \quad$ Building Teams and Resolving Conflict 4.5
MGMT $412 \quad$ Project Management 4.5
MGMT $430 \quad$ Production Planning and Quality Management 4.5
MGMT $435 \quad$ Project Cost and Time Management 4.5
MGMT $440 \quad$ Managing Project Risks and Opportunities 4.5
MGMT $475 \quad$ Contracts and Procurement 4.5
MGMT $499 \quad$ Program Capstone 4.5

## Changes effective for new students beginning their program January 5, 2015 or after for Online Students and March 23, 2015 for Ground Campuses

## Addition to page 13

## Management Competency Assessment

[^2]If the student can show evidence of a GMAT score of 500 or above or has evidence of significant professional experience in all of the business discipline areas, the Management Competency Assessment requirements may be waived. Students continuing from AIU's Bachelor of Accounting or Bachelor of Healthcare Management programs are exempt from the Management Competency Assessment Requirement.

## Change to pages 144 through 147

## Undergraduate and Graduate Course Descriptions

## MGMT 499 Program Capstone (4.5)

## Prerequisite: Last term

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.

MGT 680 Strategic Management (6)
Prerequisite: MGT 600, Last Term
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.

## EFFECTIVE AS OF November 11, 2014

## Change to page 31

## Grading Scale

| Letter Code | Description | Included in <br> Credits Earned | Included in <br> Credits <br> Attempted | Included in <br> 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- | D | Yes | Yes | Yes | 1.70 |
| D+ | F | Yes | Yes | 1.30 |  |
| D | Incomplete | No | Yes | Yes | 1.00 |
| F | Pass | Yes | Yes | Yes | 0.00 |
| I | No Pass | Yes | Yes | No | n/a |
| P | Transfer | Yes | Yes | No | n/a |
| NP | Withdrawn | No | Yes | No | n/a |
| TC | Leave of | No | No | No | n/a |
| W | Absence |  | Yoficiency | Yes | Yes |
| L | Pros | No | n/a |  |  |
| PR |  |  |  | n/a |  |

## Addition to page 37

## Academic Alliances

For more information on our alliances please visit http://www.aiuniv.edu/employers/educational-alliance-center/academicalliances

## Addition to page 60

## AIU Online Refund Policy (Maryland Residents)

| Week of the Quarter | Student's Quarter |
| :--- | :--- |
| Student's Last Date of Attendance | Tuition Refund |
| During the first week of instruction <br> 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.
First term students who have not previously earned 24 semesters hours or equivalent and drop within the first two weeks of their first term will receive a $100 \%$ refund of tuition.

## Change to page 98 through 99

## Undergraduate and Graduate Course Descriptions

ACCT 310 Managerial Accounting (4.5)
Prerequisite: ACCT 205

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 450 Business and Professional Ethics for Accountants (4.5)

Prerequisite: ACCT 310
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.

BUSN 311 Quantitative Methods and Analysis (4.5)
Prerequisite: College Math
In this course, students will learn the fundamentals of probability, statistics, and their applications in business decision making.

## Change to page 110

## Undergraduate and Graduate Course Descriptions

ECON 220 Microeconomics (4.5)
Prerequisite: College Math
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.

ECON 224 Macroeconomics (4.5)
Prerequisite: College Math
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.

## Change to page 121 through 122

## Undergraduate and Graduate Course Descriptions

FINA 310 Financial Management (4.5)
Prerequisite: College Math
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 335 International Corporate Finance (4.5)
Prerequisite: FINA 310
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.

## Change to page 124

## Undergraduate and Graduate Course Descriptions

HCM 659 Capstone-Strategic Management for Healthcare (6)
Prerequisite: Last term

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

## Change to page 147

## Undergraduate and Graduate Course Descriptions

MKTG 340 Public Relations (4.5)
Prerequisite: MKTG 305
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: MKTG 305
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 408 Advertising and Promotion Management (4.5)
Prerequisite: MKTG 305
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.

## Changes effective for Leave of Absences with a beginning date of November 10, 2014 or after

## Change to page 23

## Leave of Absence

## Leave of Absence

An approved Leave of Absence (LOA) is a temporary interruption in a student's academic attendance for a specific period of time in an ongoing program.
A student may be eligible for a Leave of Absence if one of the following conditions applies:

- Medical (including pregnancy)
- Family Care (childcare issues, loss of family member, or medical care of family)
- Military Duty
- Jury Duty

The following requirements apply:

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

- A signed LOA request that includes the reason for the request is submitted in writing within 5 calendar days of the student's last date of attendance or the begin date of term.
- If extenuating circumstances prevent the student from providing a written request within 5 calendar days of the student's last day of attendance, the institution may still be able to grant the student's request. A signed LOA request must be provided by the last day in the school's attendance policy (see attendance policy section) along with documentation explaining the extenuating circumstance(s) that prevented submitting the request within 5 calendar days of the last date of
attendance. Extenuating circumstances are typically unexpected events, such as premature delivery of a child, illness, a medical condition that deteriorates, an accident or injury or a sudden change in childcare arrangements. Students may request multiple LOAs, but the total number of days the student remains on LOA may not exceed 180 days during a consecutive 12-month time frame.
- There may be limitations on LOA eligibility for a student enrolled in term-based programs due to scheduling requirements associated with the student's return to school.
- The student must have successfully completed a minimum of one grading period before being eligible to apply for a LOA. One grading period is defined as 10 weeks.
- Prior to applying for an LOA, the student must have completed his or her most recent quarter and received an academic grade or grades (A-F) for that quarter.

Failure to return from an approved leave of absence or failure to return within the 180 day timeframe will result in the student being administratively withdrawn from the school and may have an impact on the financial aid a student receives, loan repayment and exhaustion of the loan grace period. A student in an LOA status will not receive further financial aid disbursements (if eligible) until returning to active status. Contact the Financial Aid office for more information about the impact of a LOA on financial aid.

## Changes effective for students beginning their program as of November 10, 2014 or after; also effective for any current students who have not already attempted the corresponding course

## Addition to page 38

## AIU Accelerate ${ }^{T M}$ Assessments

AIU allows for proficiency-credit for select courses. AIU Accelerate ${ }^{\text {TM }}$ assessments are offered to allow students the opportunity to demonstrate mastery in specific subject areas. AIU Accelerate ${ }^{T M}$ assessments are scheduled prior to the corresponding course by the University, upon request of the student. Upon passing the assessment, students will earn proficiency credit to fulfill specific program requirements. For additional details please see the Student Handbook.

The following provisions apply:

- Grade appeals are not accepted for AIU Accelerate ${ }^{\text {TM }}$
- All other Catalog policies and procedures apply to AIU Accelerate ${ }^{\text {m }}$


## Removal from page 38

## Challenge Examinations

## Changes effective for students beginning their program as of October 6, 2014 or after; also effective for any current students who have not attempted or successfully completed MATH 133

## Change to page 69

## Bachelor of Accounting

General Education
BUSN 125 Applied Business Mathematics 4.5
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 |
| *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 |
|  | $\quad$ General Education Electives (1) | 4.5 |
| Total General Education Requirements | 58.5 |  |

## Change to page 71

## Associate of Arts Business Administration

| General Education |  |  |
| :--- | :--- | :--- |
| BUSN 125 | Applied Business Mathematics | 4.5 |
| 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 |
| *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 |

## Change to page 72

## Bachelor of Arts Business Administration

## General Education

| BUSN 125 | Applied Business Mathematics | 4.5 |
| :--- | :--- | :--- |
| 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 |
| *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 |  |

## Change to page 75

## Bachelor of Healthcare Management

| General Education |  |  |
| :--- | :--- | :--- |
| BUSN 125 | Applied Business Mathematics | 4.5 |
| 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 |
| *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 |

## Change to page 83

## Bachelor of Fine Arts Fashion Marketing and Design

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 125 | General College Mathematics -or- |  |
| 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 |  |

## Change to page 87

## Bachelor of Fine Arts Media Production

General Education
COMP 101 Introduction to Computers 4.5

COMP 102 Introduction to Computers Lab 1.5
ENGL 106 English Composition I 4.5
ENGL 107 English Composition II 4.5
HUMA 205 Art Appreciation 4.5
HUMA 215 Topics in Cultural Studies 4.5
MATH 125 General College Mathematics -or-
MATH 133 College Algebra 4.5
$\begin{array}{lll}\text { *PHIL } 201 & \text { Introduction to Philosophy - or - } & \\ \text { PRES } 111 & \text { Presentation Essentials } & 4.5\end{array}$
SSCI 206 Aspects of Psychology 4.5
SSCI $210 \quad 4.5$
SCIE 206 Biology 4.5
SCIE 207 Biology Lab 1.5
SCIE $210 \quad$ Environmental Science 4.5
SCIE 211 Environmental Science Lab 1.5
General Education Electives (1) 4.5
Total General Education Requirements 58.5

Changes effective for students beginning their program as of August 25, 2014 or after; also effective for any current students who have not attempted or successfully completed MATH 133

## Change to page 78

## Associate of Science Criminal Justice

## 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 125 General College Mathematics 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 $210 \quad 4.5$
SCIE 211 Environmental Science Lab 1.5
General Education Electives (1) 4.5

## Change to page 79

## Bachelor of Science Criminal Justice

## 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 $125 \quad$ General College Mathematics 4.5
*PHIL $201 \quad$ 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 $210 \quad 4.5$
SCIE 211 Environmental Science Lab 1.5
General Education Electives (1) 4.5
Total General Education Requirements 58.5

## EFFECTIVE AS OF September 2, 2014

## Addition to page 98

## Undergraduate and Graduate Course Descriptions

ACCT 205 Principles of Accounting I (4.5)
Prerequisite: College Math
This course introduces students to financial accounting. Students can learn the fundamentals of the accounting cycle.

## Addition to page 100

## Undergraduate and Graduate Course Descriptions

BUSN 125 Applied Business Mathematics (4.5)
Prerequisite: None
This course will cover mathematical applications commonly used in business and often encountered in retail, work, and social settings counting techniques and probability, mathematical modeling, and mathematics of finance and accounting. Topics to be addressed include financial math, consumer math, probability, mathematical modeling, and the related use of the internet and technology. Through the use of standard mathematical operations, financial formulas, mastery of a deductive thought process, and critical - thinking evidence, students will identify, analyze, and solve problems encountered in everyday situations to support academic, personal, and professional success.

Changes effective for students beginning their program as of October 6, 2014 or after

## Change to page 83

## Bachelor of Fine Arts Fashion Marketing and Design

## 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
$\begin{array}{lll}\text { MATH } 125 & \text { General College Mathematics -or- } & \\ \text { MATH } 133 & \text { College Algebra } & 4.5\end{array}$
$\begin{array}{lll}\text { *PHIL } 201 & \text { Introduction to Philosophy - or - } & \\ \text { PRES } 111 & \text { Presentation Essentials }\end{array}$
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

## Change to page 87

## Bachelor of Fine Arts Media Production

General Education
COMP 101 Introduction to Computers 4.5

COMP 102 Introduction to Computers Lab 1.5
ENGL 106 English Composition I 4.5
ENGL 107 English Composition II 4.5
HUMA 205 Art Appreciation 4.5
HUMA 215 Topics in Cultural Studies 4.5
$\begin{array}{lll}\text { MATH } 125 & \text { General College Mathematics -or- } & \\ \text { MATH } 133 & \text { College Algebra } & 4.5\end{array}$
$\begin{array}{lll}\text { *PHIL } 201 & \text { Introduction to Philosophy - or - } & \\ \text { PRES } 111 & \text { Presentation Essentials } & 4.5\end{array}$
SSCI 206 Aspects of Psychology 4.5
SSCI 210 Sociology 4.5
SCIE 206 Biology 4.5
SCIE 207 Biology Lab 1.5
SCIE $210 \quad$ Environmental Science 4.5
SCIE 211 Environmental Science Lab 1.5
General Education Electives (1) 4.5
Total General Education Requirements 58.5

Changes effective for students beginning their program as of August 25, 2014 or after

## Change to page 78

## Associate of Science Criminal Justice

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 125 General College Mathematics 4.5
$\begin{array}{lll}\text { *PHIL } 201 & \text { Introduction to Philosophy - or - } & \\ \text { PRES } 111 & \text { Presentation Essentials }\end{array}$
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

## Change to page 79

## Bachelor of Science Criminal Justice

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 125 General College Mathematics 4.5
$\begin{array}{lll}\text { *PHIL } 201 & \text { Introduction to Philosophy - or - } \\ \text { PRES } 111 & \text { Presentation Essentials }\end{array}$
$\begin{array}{lll}\text { SSCI } 206 & \text { Aspects of Psychology } & 4.5\end{array}$
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

## EFFECTIVE AS OF August 4, 2014

Change to page 64 through 65
Program Matrix

| Atlanta | South Florida | Houston | Online |
| :---: | :---: | :---: | :---: |
| Bachelor Degree Programs |  |  |  |
| Bachelor of Accounting | Bachelor of Accounting (Currently not accepting new enrollments) | Bachelor of Accounting | Bachelor of Accounting |
| Bachelor of Business Administration | Bachelor of Business Administration (Currently not accepting new enrollments) | Bachelor of Business Administration | Bachelor of Business Administration |
| Bachelor of Healthcare Management |  | Bachelor of Healthcare Management | Bachelor of Healthcare Management |
| 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 (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) |  |  |
| Atlanta | South Florida | Houston | Online |


| Bachelor Degree Programs (continued) |  |  |  |
| :---: | :---: | :--- | :--- |
| Bachelor of Fine Arts <br> Game Design and <br> Development <br> (Currently not accepting <br> new enrollments) | Bachelor of Fine Arts <br> Game Design and <br> Development <br> (Currently not accepting <br> new enrollments) |  |  |
| Bachelor of Fine Arts <br> Interior Design <br> (Currently, not accepting <br> new enrollments) | Bachelor of Fine Arts <br> Interior Design <br> (Currently, not accepting <br> new enrollments) |  |  |
| Bachelrof Fine Arts <br> Media Production | Bachelor of Fine Arts <br> Media Production <br> (Currently not accepting <br> new enrollments) | Bachelor of Fine Arts <br> Visual Communication <br> (Currently not accepting <br> new enrollments) | Bachelor of Fine Arts <br> Visual Communication <br> (Currently not accepting <br> new enrollments) |
| Bachebr of Fine Arts <br> Visual Communication <br> (Currently not accepting <br> new enrollments) |  |  |  |

Bachebr of Information Technology (Not accepting applications for new enrollments starting after January 7th, 2013)

Bachelor of Information Technology (Currently not accepting new enrollments

## Change to pages 66 through 68

## Specialization Matrix

## Atlanta

South
Florida
Houston
Online

| Academic Certificates | X |  |  |  |
| :---: | :---: | :---: | :---: | :---: |
| Audio and Sound Recording Certificate | X |  |  |  |
| Digital Filmmaking Certificate | X |  |  |  |
| Associate of Arts | X | + | X | X |
| Business Administration | X | + | X | X |
| Visual Communication | + |  | + | + |
| Associate of Science | X | + | X | X |
| Criminal Justice | X | + | X | X |
| Bachelor of Accounting | * | + | X | * |
| Bachelor of Business Administration | X | + | X | * |
| Accounting | * | + | * | * |
| Entrepreneurship | * | + | X | * |
| Fashion Marketing | X |  |  |  |
| Finance | * | + | * | * |
| Generalist | * | + | X | * |
| Healthcare Management | * | + | * | * |
| Human Resource Management | * | + | X | * |
| International Business | * | + | X | * |
| Management | X | + | X | * |
| Marketing | * | + | X | * |
| Operations Management | * | + | * | * |
| Project Management | * | + | * | * |
| Bachelor of Healthcare Management | X |  | X | X |


| Gerontology Management Specialization | X |  | X | X |
| :---: | :---: | :---: | :---: | :---: |
| Health Services Administration | X |  | X | X |
| 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 | + |  |  |  |
| Fashion Retailing | + |  |  |  |
| Marketing | + |  |  |  |
| Bachelor of Fine Arts Fashion Marketing and Design | X | + |  |  |
| Costume Design | + |  |  |  |
| Fashion Design | X | + |  |  |
| Fashion Marketing | X | + |  |  |

## Atlanta South Florida

| 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 | \# | $+$ | X |  |
| Digital Investigations | \# | + | X | * |


| Information Assurance and Security | $\#$ | + | $\#$ | $\star$ |
| :--- | :---: | :---: | :---: | :---: |
| Network Administration | $\#$ | + | $X$ | $\star$ |
| Software Analysis and Development | $\#$ | + | $X$ | $\star$ |


\section*{| Atlanta | $\begin{array}{c}\text { South } \\ \text { Florida }\end{array}$ | Houston | Online |
| :---: | :---: | :---: | :---: |}


| Master of Accounting | * | + | X | * |
| :---: | :---: | :---: | :---: | :---: |
| Master of Business Administration | * |  |  | * |
| Accounting | * | + | * | * |
| Finance | * | + | * | * |
| Healthcare Management | * | + | * | * |
| Human Resource Management | * | + | X | * |
| International Business | * | + | X | * |
| Management | * | + | X | * |
| Marketing | * | + | X | * |
| Operations Management | * | + | X | * |
| Project Management | * | + | X | * |
| Master of Education |  |  |  | * |
| Adult Education and Training |  |  |  | * |
| Classroom Integration of Technology |  |  |  | + |
| Curriculum and Instruction for Educators |  |  |  | * |
| Educational Assessment and Evaluation |  |  |  | + |
| Instructional Design and Technology |  |  |  | * |
| Leadership of EducationalOrganizations |  |  |  | * |
| Master of Healthcare Management | X |  | X | * |
| Master of Information Technology |  |  |  | * |
| Information Assurance and Security |  |  |  | * |
| IT Project Management |  |  |  | * |

* Specializations may be available online only and are noted with an asterisk.
$x$ Specializations may be available at the campus or online: please see campus schedule for course offerings
+ Not currently accepting new enrollments.
\# Not accepting applications for new enrollments starting after January 7th, 2013.

Note: Program availability may vary by state. Please contact the Admissions Department for details.
Note: The South Florida campus is no longer accepting new enrollments.

## Change to page 81

## Bachelor of Fine Arts Fashion Marketing

180 Credits- NOT ACCEPTING APPLICATIONS FOR NEW ENROLLMENTS

## 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 $101 \quad$ Introduction to Computers 4.5

COMP 102 Introduction to Computers Lab 1.5
ENGL $106 \quad 4.5$
ENGL $107 \quad 4.5$
HUMA 205 Art Appreciation 4.5
HUMA 215 Topics in Cultural Studies 4.5
MATH $133 \quad$ College Algebra 4.5
*PHIL 201 Introduction to Philosophy - or -
PRES 111 Presentation Essentials 4.5
SSCI 206 Aspects of Psychology 4.5
SSCI $210 \quad$ Sociology 4.5
SCIE 206 Biology 4.5
SCIE 207 Biology Lab 1.5
SCIE $210 \quad$ Environmental Science 4.5
SCIE 211 Environmental Science Lab 1.5
General Education Electives (1) 4.5

## 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 $210 \quad$ 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 $301 \quad$ Fashion Trends 4.5
FASH $304 \quad$ Fashion Product Development 4.5
FASH 309 Styling Fashion 4.5
FASH $310 \quad$ Fashion Buying 4.5
FASH 312 CAD for Fashion Marketing 4.5
$\begin{array}{lll}\text { FASH } 337 & \text { Textiles I - or - } & \\ \text { FASH } 342 & \text { Textiles II } & 4.5\end{array}$
FASH $441 \quad$ 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 |  | 4.5 |
| :--- | :--- | ---: |
| 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 |  |
|  |  |  |
| Fashion Retailing |  | 4.5 |
| FASH 214 | Targeting Customers | 4.5 |
| FASH 231 | Retailing for Fashion | 4.5 |
| FASH 308 | Media \& PR |  |

## Addition to page 139

## Undergraduate and Graduate Course Descriptions

## MATH 125 General College Mathematics (4.5)

Prerequisite: None
Students will explore how to survive in a number-driven world and increase their mathematical knowledge for making logical decisions. Topics include probability and counting principles, mathematical modeling, logic, mathematics of finance, and graphical data analysis. Through the use of standard mathematical operations, financial formulas, mastery of a deductive thought process, analysis of visual data, and critical-thinking evidence, students will identify, analyze, and solve real-world problems for transfer toward academic, personal, and professional success.

## EFFECTIVE AS OF July 1, 2014

## Change to page 6

## Philosophy and Purpose of the University

AIU has campus locations in Atlanta, GA; South Florida; and Houston, TX. 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.

## Change to pages 6 through 7

## 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.

- 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)
- Master of Business Administration (MBA)
- The Bachelor of Accounting, Master of Accounting, and the Master of Healthcare Management degree programs are not accredited by ACBSP.
- The Society for Human Resource Management (SHRM) has acknowledged that the Bachelors of Business Administration with a specialization in Human Resource Management and the Masters of Business Administration with a specialization in Human Resource Management fully aligns with SHRM's HR Curriculum Guidebook and Templates. The HR Curriculum Guidebook and Templates were developed by SHRM to define the minimum HR content areas that should be studied by HR students at the undergraduate and graduate levels. The guidelines, created in 2006 and revalidated in 2010 and 2013, are part of SHRM's Academic Initiative to define HR education standards taught in university business schools and help universities develop degree programs that follow these standards.
- The Master of Education Program at American Intercontinental University is awarded TEAC initial accreditation by the Inquiry Brief Commission of Council for the Accreditation of Educator Preparation (CAEP), the single specialized accreditor for educator preparation in the United States, for a period of two years, from 2013-2015. The accreditation does not include individual education courses offered to P-12 educators for professional development, re-licensure, or other purposes.


## Change to page 7

## Licensure

- AIU Atlanta 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.


## Change to page 11

## Undergraduate and Academic Certificate 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 Fin their first scheduled course will be administratively withdrawn from the University. In the event that this occurs, the student will have the opportunity to return to the University by working with the Reentry Admissions department.

## Change to page 15

## Study Abroad

AIU no longer accepts applications for Study Abroad opportunities.

## Change to page 16

## Academic Certificate Programs

AIU offers academic certificate programs as noted in the Degree Program section of this catalog. The intent of these programs is to provide an introduction to skills needed in the specific industries to help prepare students for careers or to enhance careers. All degree seeking policies and procedures apply to these programs unless otherwise specified.

## Removal from page 23

## International Campuses and Government Regulations

## Change to page 25

## 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
Senior Vice President and Chief External Affairs Officer
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
Campus Director of Institutional Research, Assessment and 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 Experience
9999 Richmond Avenue
Houston, TX 77042
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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.

## Change to pages 26 through 27

## ADA/504 Coordinators

AIU Atlanta<br>Janis Henry<br>Campus Director of Student Experience<br>6600 Peachtree Dunwoody Road<br>500 Embassy Row<br>Atlanta, GA 30328<br>Office \#: 404-965-6504<br>Fax \#: 404-965-8128<br>jhenry@aiuniv.edu<br>AIU Houston<br>Jamie Mike<br>Campus Director of Student Experience<br>9999 Richmond Avenue<br>Houston, TX 77042<br>Office \#: 832-201-3640<br>jmike@houston.aiuniv.edu

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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.

## Change to page 31

## 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.

A "W" Grade indicates that a student has been withdrawn from a course. Students who withdraw from a course during the add/drop period will be unregistered from the course. Students who withdraw from a course after the add/drop period but before the last calendar week of the scheduled course will receive a grade of "W". Students who withdraw during the last scheduled calendar week of the class, and have a date of attendance (LDA) for the class during the last calendar week of the scheduled course, will receive the grade earned calculated as a final grade.
"W" Grades are also awarded when students do not complete externship courses within a school's designated grading period; when students do not successfully meet course attendance requirements; and when students do not return to school from a mid-term leave of absence. Please refer to the individual Externship Management, Attendance, and Leave Of Absence policies for details.

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 on Sunday at 11:59:59 PM. The instructor must approve the request by the last day of class. The student must be satisfactorily passing the course at the time of petition. Should a student fail to complete the unfulfilled coursework requirements within 14 calendar days from the end of the course, the Incomplete grade will be converted to the grade the student earned in the class.

Additional information on Incompletes is available in the 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.

Change to page 31

## Grade Scale

| Letter Code | Description | Included in <br> Credits <br> 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 |
| 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 | Yes | Yes | No | n/a |
| PD | Pass Developmental Course | Yes | Yes | No | n/a |
| FD | Failed Developmental Course | No | Yes | No | n/a |

## Change to page 32

| SAP Tables CGPA (Cumulative Grade Point Average) and ROP (Rate of Progress) |  |  |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Associate's Programs |  |  | Bachelor's Programs |  |  | Master's Programs |  |  | Academic Certificates |  |  |
| Credits | ROP | CGPA | Credits | ROP | CGPA | Credits | ROP | CGPA | Credits | ROP | CGPA |
| 0-15 | 50\% | 1.6 | 0-7 | 50\% | 3 | 0-7 | 50\% | 3 | 0-27 | 66.67\% | 2 |
| 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 |  |  |  |

## Removal from page 35

## Student Request for Transcripts

## (London Campus Only)

## Changes to pages 36 through 37

## Transfer Credit Policy

AIU students must submit official transcripts from previously attended post-secondary institutions. AIU students submitting transcripts from international institutions must have an official evaluation from an AACRAO (American Association of Collegiate Registrars and Admissions Officers), or from a NARIC (National Academic Recognition Information Centre), NACES (National

Association of Credential Evaluation Services, Inc.) or AICE (Association of International Credential Evaluators, Inc.) approved evaluation service on file with the University. The deadline for official transcripts and/or evaluations is prior to the first day of the second quarter/term of study. Students' initial degree plans or schedules may change upon the receipt of official transcripts and/or international 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 reentry 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 undergraduate courses completed with a " $C$ " (or equivalent) or above will be eligible for transfer credit at the undergraduate level. 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. Students in associate degree programs must complete a minimum of 50 percent of their degree program credits in residence at AIU in order to qualify for graduation. Students enrolled in bachelor degree programs must complete a minimum of 25 percent of their degree program credits in residence 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
7. Transfer credit from other institutions may not exceed 12 credits at the graduate level. Only graduate level courses completed with a " B " (or equivalent) or above will be eligible for transfer credit at the graduate level. This assumes at least a 3.0 on a 4.0 grading scale. Graduate applicants should contact the Prior Learning Office for institutional processes concerning the transfer of academic credit.
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.
10. Academic certificate programs have a transfer credit limit of two courses.

## Change to page 40

## 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.

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.

## Change to pages 48 through 49

## Grants and Scholarships

## AIU Branch Campuses (Atlanta, Houston, 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 Branch 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

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 $\$ 3,000$ 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.

## Change to page 51

## AIU Financial Grant (All Branch Campuses)

The AIU Financial Grant may be awarded to full-time bachelor 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 $\$ 3,000$ over two academic years and is to be used toward tuition and fees for study in any bachelor 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.

## Change to page 53

## AIU Graduate Studies Scholarship (All Branch Campuses)

The purpose of the AIU Graduate Studies Scholarship is to recognize students who have been awarded a Bachelor Degree and have shown academic achievement in a previous college or university. The scholarship award will be $\$ 1000$ per term with a maximum amount up to $\$ 4,000$ 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.

## Change to page 53

## AIU High School Scholarship (All Branch Campuses)

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

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.

## Change to page 54

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

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 $\$ 6,000$ over two academic years and is to be used toward tuition and fees for study in any bachelor 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.
- 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.

## Removal from page 54

## AIU Student Assistantships (London Campus Only)

## Change to page 55

## AIU Transfer Studies Scholarship (All Branch 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 $\$ 6,000$ over two academic years and is to be used toward tuition and fees for study in any bachelor 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.

## Change to page 58

## State of Georgia Refund Policy (Atlanta Campus 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.

## Change to page 62

## 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 (Excluding Online Campus BIT Program)

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*+
Social \& Behavioral Sciences
Technological Competence
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.
+Students who reside in Minnesota are required to take 2 Humanities \& Fine Arts courses ( 9 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 overall General Education Requirement to 63 credits.

## General Education Requirements

| Degree Requirements | (63 Credits) |
| :--- | :--- |
| Communication | 3 courses (13.5credits) |
| 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 ITCO101 ( 4.5 credits) and one lab (1.5 credits) |  |
| Mathematics | 1 course ( 4.5 credits) |
| Natural 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 Education Elective.


## Change to page 63

## Academic Certificate Programs

Course and credit requirements for AIU's academic certificate programs are outlined in the Degree Program section program of this Catalog.

## Change to page 63

## 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 Accounting degree, offered at all campuses, is 60 credits.

## Change to page 63

## Graduation Requirements

In order to qualify for graduation in their last quarter of study at AIU, students must have a minimum CGPA of 2.0 for undergraduate programs or 3.0 for graduate programs and confirmed that all program requirements have been met.

Students must be cleared by the following departments for release of diploma:

- Academic Affairs and/or Student Affairs Department confirm that all program requirements have been met.
- Financial Aid and Student Accounts Departments verify all financial requirements are fulfilled.
- Career Services Department confirms the Graduate File requirements have been completed.
- Library and Learning Resource Center and Housing are clear of 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. Diplomas will be processed pending all graduation requirements are cleared. 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. Academic certificate programs are not eligible for graduation with honors.

## Change to pages 64 through 65

## Program Matrix

| Atlanta | South Florida | Houston | Online |
| :---: | :---: | :---: | :---: |
| Graduate Degree Programs |  |  |  |
| Master of Accounting | Master of Accounting (Currently not accepting new enrollments) | Master of Accounting | Master of Accounting |
| Master of Information Technology (Currently not accepting new enrollments) |  |  | Master of Information Technology |
| Master of Business Administration | Master of Business Administration (Currently not accepting new enrollments) | Master of Business Administration | Master of Business Administration |
|  |  |  | Master of Education |
| Master of Healthcare Management |  | Master of Healthcare Management | Master of Healthcare <br> Management |
| Atlanta | South Florida | Houston | Online |
| Bachelor Degree Programs |  |  |  |


| Bachelor of Accounting | Bachelor of Accounting (Currently not accepting new enrollments) | Bachelor of Accounting | Bachelor of Accounting |
| :---: | :---: | :---: | :---: |
| Bachelor of Business Administration | Bachelor of Business Administration (Currently not accepting new enrollments) | Bachelor of Business Administration | Bachelor of Business Administration |
| Bachelor of Healthcare Management |  | Bachelor of Healthcare Management | Bachelor of Healthcare Management |
| Bachelor of Science Criminal Justice | Bachelor of Science CriminalJustice (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 and Design | Bachelor of Fine Arts Fashion Marketing and Design (Currently not accepting new enrollments) |  |  |
| Atlanta | South Florida | Houston | Online |
| Bachelor Degree Programs (continued) |  |  |  |
| 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) |  |  |
| Bachelor of Fine Arts Interior Design (Currently, not accepting new enrollments) | Bachelor of Fine Arts Interior Design (Currently, not accepting new enrollments) |  |  |
| Bachelrof Fine Arts Media Production | Bachelor of Fine Arts Media Production (Currently not accepting new enrollments) |  |  |
| Bachebr 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) |
| Bachebr 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 | Online |
| :---: | :---: | :---: | :---: |
| Associate Degree Programs |  |  |  |
| Associate of Arts <br> Business Administration | Associate of Arts <br> Business Administration <br> (Currently not accepting <br> new enrollments) | Associate of Arts <br> Business Administration | Associate of Arts <br> Business Administration |
| Associate of Science <br> Criminal Justice | Associate of Sciene <br> CriminalJustice <br> (Currently not accepting <br> new enrollments) | Associate of Science <br> Criminal Justice | Associate of Science <br> Criminal Justice |
| Associate of Arts Visual <br> Communication (Not <br> accepting applications <br> for new enrollments <br> starting after January <br> 7th, 2013) | Associate of Arts Visual <br> Communication (Not <br> accepting applications <br> for new enrollments <br> starting after January <br> 7th, 2013) | Associate of Arts Visual <br> Communication (Not <br> accepting applications <br> for new enrollments <br> starting after January | 7th, 2013) |


| Atlanta | South Florida | Houston | Online |
| :---: | :---: | :---: | :---: |
| Academic Certificates |  |  |  |
| Audio and Sound <br> Recording Certificate |  |  |  |
| Digital Filmmaking <br> Certificate |  |  |  |

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

Note: The South Florida campus is no longer accepting new enrollments.

## Change to pages 66 through 68

Specialization Matrix

## Atlanta South Florida

| Academic Certificates | $X$ |  |  |
| :--- | :---: | :---: | :---: | :---: |


| Audio and Sound Recording Certificate | X |  |  |  |
| :---: | :---: | :---: | :---: | :---: |
| Digital Filmmaking Certificate | X |  |  |  |
| Associate of Arts | X | + | X | X |
| Business Administration | X | + | X | X |
| Visual Communication | + |  | + | + |
| Associate of Science | X | + | X | X |
| Criminal Justice | X | + | X | X |
| Bachelor of Accounting | * | + | X | * |
| Bachelor of Business Administration | X | + | X | * |
| Accounting | * | + | * | * |
| Entrepreneurship | * | + | X | * |
| Fashion Marketing | X |  |  |  |
| Finance | * | + | * | * |
| Generalist | * | + | X | * |
| Healthcare Management | * | + | * | * |
| Human Resource Management | * | + | X | * |
| International Business | * | + | X | * |
| Management | X | + | X | * |
| Marketing | * | + | X | * |
| Operations Management | * | + | * | * |
| Project Management | * | + | * | * |
| Bachelor of Healthcare Management | X |  | X | X |
| Gerontology Management Specialization | X |  | X | X |
| Health Services Administration | X |  | X | X |
| 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 | + |  |  |  |


| Marketing | X |  |  |  |
| :--- | :---: | :---: | :---: | :---: |
| Bachelor of Fine Arts <br> Fashion Marketing and Design | X | + |  |  |
| Costume Design | + |  |  |  |
| Fashion Design | X | + |  |  |
| Fashion Marketing | X | + |  |  |

## Atlanta South Florida

| 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 | \# | + | \# | * |


\section*{Atlanta | South |
| :---: | :---: |
| Florida |}


| Master of Accounting | $\star$ | + | $X$ | $\star$ |
| :--- | :---: | :---: | :---: | :---: |
| Master of Business Administration | $\star$ |  |  | $\star$ |
| Accounting | $\star$ | + | $\star$ | $\star$ |
| Finance | $\star$ | + | $\star$ | $\star$ |
| Healthcare Management | $\star$ | + | $\star$ | $\star$ |


| Human Resource Management | * | + | X | * |
| :---: | :---: | :---: | :---: | :---: |
| International Business | * | + | X | * |
| Management | * | + | X | * |
| Marketing | * | + | X | * |
| Operations Management | * | + | X | * |
| Project Management | * | + | X | * |
| Master of Education |  |  |  | * |
| Adult Education and Training |  |  |  | * |
| Classroom Integration of Technology |  |  |  | + |
| Curriculum and Instruction for Educators |  |  |  | * |
| Educational Assessment and Evaluation |  |  |  | + |
| Instructional Design and Technology |  |  |  | * |
| Leadership of Educational Organizations |  |  |  | * |
| Master of Healthcare Management |  |  | X | * |
| 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: The South Florida campus is no longer accepting new enrollments.

## Removal from page 76

Master of Business Administration International Management

## Addition to page 81

## Certificate of Audio and Sound Recording

27 Credits

## Program Description

The purpose of the Audio and Sound Recording Certificate Program is to provide students with an introduction to the technical and creative skills needed in the audio and sound recording industries. Skills developed in this program can help prepare students for careers in music and/or motion picture recording.
Students will engage in coursework designed to help them explore a variety of areas of audio production. With hands-on guidance from experienced industry professionals, students will develop specific competencies in areas including sound recording, postproduction, producing and engineering. Along the way, students may have the opportunity to earn third-party certification in various industry-standard software applications (ProTools, Reason, etc.)
Through this intensive program, students will develop skillsets desired by hiring producers in the audio industry, gain experience collaborating in industry-simulated environments, create work that showcases their creative and technical talents, and hone their ability to produce work as an audio professional.

## Program Outcomes

- Demonstrate a basic understanding of the three phases of the audio production process (preproduction, production and postproduction) and the contributions of audio specialists at each
- Appropriately apply various industry-standard software, hardware, and techniques in a practical setting
- Demonstrate appropriate protocol, behavior and professionalism as applicable in field, studio and postproduction environments
- Contribute appropriately in a variety of capacities to the production of audio projects


## Certificate Courses

DFAP 102 Audio Production I 4.5
DFAP 205 Audio Production II 4.5
DFAP $305 \quad$ Critical Listening 4.5
DFAP 313 Mixing and Mastering 4.5
DFAP 316 MIDI and Electronic Music 4.5
DFAP $438 \quad$ Producing and Engineering 4.5
Total Certificate Requirements 27

## Addition to page 82

## Certificate of Digital Filmmaking

## 27 Credits

## Program Description

The purpose of the Digital Filmmaking Certificate Program is to provide students with a comprehensive overview of a broad range of the technical and creative disciplines at play in Digital Film production, and to lead student to quickly develop competencies in these disciplines while preparing for immediate work in the field.
Students will develop, write and produce a variety of short film projects while exploring all stages of motion picture production. With hands-on guidance from experienced industry professionals, students will develop specific competencies in areas including production management, screenwriting, camera operation, lighting, audio recording and video editing. Along the way, students may have the opportunity to earn third-party certification in various industry-standard software applications (Movie Magic Budgeting, Movie Magic Scheduling, AVID Media Composer, ProTools, etc.)
Through this intensive program, students will develop skillsets desired by hiring producers in the motion picture industry, gain experience collaborating on set in industry-simulated environments, create work that showcases their creative and technical talents, and hone their ability to produce work as a Digital Filmmaker.

Program Outcomes

- Demonstrate a basic understanding of the three phases of the motion picture production process (preproduction, production and postproduction) and the contributions of technical specialists at each
- Appropriately apply various industry-standard software, hardware, and techniques in a practical setting
- Demonstrate appropriate protocol, behavior and professionalism as applicable in field, studio and postproduction environments
- Contribute appropriately in a variety of positions to the production of motion picture projects


## Certificate Courses

DFAP 101 Production Techniques I 4.5
DFAP 201 Screenwriting I 4.5
DFAP $202 \quad$ Postproduction I 4.5
DFAP 211 Camera and Lighting I 4.5
DFAP $300 \quad$ Field Recording Techniques 4.5
DFAP 318 Producing I 4.5
Total Certificate Requirements 27

## Change to pages 92 through 93

## Master of Education <br> 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.

The Master of Education Program at American Intercontinental University is awarded TEAC initial accreditation by the Inquiry Brief Commission of Council for the Accreditation of Educator Preparation (CAEP), the single specialized accreditor for educator preparation in the United States, for a period of two years, from 2013-2015. The accreditation does not include individual education courses offered to P-12 educators for professional development, re-licensure, or other purposes.

## 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/CertificationInformation 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

## 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 (No longer accepting new enrollments)

| 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 $660 \quad$ Curriculum Design and Evaluation 6.0
EDU 673 Decision Making in Curriculum and Instruction 6.0

| Educational Assessment and Evaluation (No longer accepting new enrollments) |  |  |
| :--- | :--- | :--- |
| EDU 632 | Evaluating Education and Training Programs |  |
| EDU 638 | Educational Assessment and <br> Evaluation Systems for Schools | 6.0 |
| EDU 648 | Methods and Instruments for <br> Assessment of Learning | 6.0 |
|  | As | 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

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


## Change to page 157

## Campus Locations

Florida<br>AIU South Florida<br>2250 N. Commerce Parkway<br>Weston, FL 33326<br>954.446.6100<br>954.446.6301 Fax<br>888.603.4888 Toll Free<br>aiuniv.edu/South-Florida<br>Georgia<br>AIU Atlanta<br>6600 Peachtree-Dunwoody Road<br>500 Embassy Row<br>Atlanta, GA 30328<br>404.965.6500<br>404.965.6501 Fax<br>800.491.0182 Toll Free<br>aiuniv.edu/Atlanta<br>Texas<br>AIU Houston<br>9999 Richmond Ave.<br>Houston, TX 77042<br>832.201.3600<br>832.201.3633 Fax<br>888.607.9888 Toll Free<br>aiuniv.edu/Houston<br>Illinois<br>Main Campus<br>231 N. Martingale Road<br>6th Floor<br>Schaumburg, IL 60173<br>847.851.5000<br>877.701.3800 Toll Free<br>aiuniv.edu/AIU-Online

Change to pages 158 through 159

## 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.

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.

## EFFECTIVE AS OF May 19, 2014

## Change to page 12

## Proof of High School Graduation

AIU offers students the opportunity to begin undergraduate-level courses pending receipt of acceptable documentation of high school graduation or its equivalency (called Proof of Graduation, or POG) which must be received by the institution by the first day of the second quarter or term in the degree program of study. It is the student's responsibility to provide acceptable POG documentation. Students may be asked to provide additional documentation to support the validity of their POG documentation. Any student who has not provided acceptable POG documentation, or who submits documentation at any point that is invalid or from an unrecognized high school or organization must have his or her enrollment cancelled, resulting in the loss of any academic work submitted or grades earned. No Federal Financial Aid funds will be disbursed to a student's account until a valid POG or its equivalent is received, reviewed and confirmed as acceptable.

## Removal from page 13

## Non-Matriculating Graduate Admission

## Addition to page 13

## Graduate Admissions Policy

## Proof of Bachelor Degree Completion

AIU offers students the opportunity to begin graduate-level courses pending receipt of official acceptable documentation of bachelor degree completion or its equivalency (called Proof of Bachelor Degree Completion, or BDC) which must be received by the institution by the first day of the second quarter or term in the degree program of study. At AIU Houston, students requesting to begin graduate-level courses pending receipt of their official BDC documentation must submit an unofficial bachelor degree transcript prior to the first course meeting. It is the student's responsibility to provide acceptable BDC documentation. Any student who has not provided acceptable BDC documentation, or who submits documentation that is invalid or from an unrecognized institution must have his or her enrollment cancelled, resulting in the loss of any academic work submitted or grades earned. No Federal Financial Aid funds will be disbursed to a student's account until a valid BDC or its equivalent is received, reviewed and confirmed as acceptable.

## Change to page 31

## 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.

A "W" Grade indicates that a student has been withdrawn from a course. Students who withdraw from a course during the add/drop period will be unregistered from the course. Students who withdraw from a course after the add/drop period but before the last calendar week of the scheduled course will receive a grade of "W". Students who withdraw during the last scheduled calendar week of the class, and have a date of attendance (LDA) for the class during the last calendar week of the scheduled course, will receive the grade earned calculated as a final grade.
"W" Grades are also awarded when students do not complete externship courses within a school's designated grading period; when students do not successfully meet course attendance requirements; and when students do not return to school from a mid-term leave of absence. Please refer to the individual Externship Management, Attendance, and Leave Of Absence policies for details.

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 on Sunday at 11:59:59 PM. The instructor must approve the request by the last day of class. The student must be satisfactorily passing the course at the time of petition. Should a student fail to complete the unfulfilled coursework requirements within 14 calendar days from the end of the course, the Incomplete grade will be converted to the grade the student earned in the class.

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 Student Handbook.

## Addition to page 64

## Program Matrix

| Atlanta | South Florida | Houston | London | Online |
| :---: | :---: | :---: | :---: | :---: |
| Bachelor Degree Programs |  |  |  |  |
| Bachelor of Accounting | Bachelor of Accounting <br> (Currently not accepting <br> new enrollments) | Bachelor of Accounting | Bachelor of Accounting <br> (Currently not accepting <br> new enrollments) | Bachelor of Accounting |
| Bachelor of Business <br> Administration | Bachelor of Business <br> Administration (Currently <br> not accepting new <br> enrollments) | Bachelor of Business <br> Administration | Bachelor of Business <br> Administration (Currently <br> not accepting new <br> enrollments) | Bachelor of Business <br> Administration |


| Bachelor of <br> Healthcare <br> Management |  | Bachelor of <br> Healthcare <br> Management | Bachelor of <br> Healthcare <br> Management |  |
| :---: | :---: | :---: | :---: | :---: |
| Bachelor of Science <br> Criminal Justice | Bachelor of Science <br> Criminal Justice <br> (Currently not <br> accepting new <br> enrollments) | Bachelor of Science <br> Criminal Justice |  | Bachelor of Science <br> Criminal Justice |
| Bachelor of Fine Arts <br> Fashion Marketing |  | Bachelor of Fine Arts <br> Fashion Marketing <br> (Currently not accepting <br> new enrollments) |  |  |
| Bachelor of Fine Arts <br> Fashion Marketing and <br> Design | Bachelor of Fine Arts <br> Fashion Marketing and <br> Design (Currently not <br> accepting new <br> enrollments) | Bachelor of Fine Arts <br> Fashion Marketing and <br> Design (Currently not <br> accepting new <br> enrollments) |  |  |

## Change to page 66

## Specialization Matrix

## Atlanta South

| Bachelor of Accounting | * | + | X | + | * |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Bachelor of Business Administration | X | + | X | + | * |
| Accounting | * | + | * | + | * |
| Entrepreneurship | * | + | X | + | * |
| Fashion Marketing | X |  |  |  |  |
| Finance | * | + | * | + | * |
| Generalist | * | + | X | + | * |
| Healthcare Management | * | + | * | + | * |
| Human Resource Management | * | + | X | + | * |
| International Business | * | + | X | + | * |
| Management | X | + | X | + | * |
| Marketing | * | + | X | $+$ | * |
| Operations Management | * | + | * | + | * |
| Project Management | * | + | * | + | * |
| Bachelor of Healthcare Management | X |  | X |  | X |
| Gerontology Management Specialization | X |  | X |  | X |
| Health Services Administration | X |  | X |  | X |


| 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 | + |  |  | + |  |
| Marketing | X |  |  | + |  |
| Bachelor of Fine Arts <br> Fashion Marketing and Design | X | + |  | + |  |
| Costume Design | + |  |  | + |  |
| Fashion Design | X | X |  | + |  |
| Fashion Marketing | X | + |  | + |  |

## Addition to page 75

## Bachelor of Healthcare Management

## Bachelor of Healthcare Management <br> 180 Credits

## Program Description

The Bachelor of Healthcare Management is a 180 credit program designed to provide students the knowledge, skills, and ability to pursue successful careers in the medical field under various roles as health managers. The program focuses on planning, directing, or coordinating health services in various organizations managed by healthcare organizations and similar organizations.

## Program Outcomes

Upon completion of this program, a student should be able to:

- Demonstrate an ability to interpret and explain concepts effectively in various healthcare organizations and situations.
- Apply principles of economics and finance to make effective decisions in various healthcare settings for various contemporary healthcare practices and functions.
- Analyze the relationships between costs, quality, and access to healthcare in the U.S.
- Formulate current operations management practices and principles used in the current healthcare environment. Evaluate the types of information and information systems capabilities/technology needed by healthcare organizations.
- Evaluate potential ethical and legal conflicts in healthcare related to legislative and regulatory issues affecting healthcare.


## 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 |
|  | Education Electives (1) | 4.5 |
| Total Genera | ucation Requirements | 58.5 |
| General Electives |  |  |
| **General Elective or |  |  |
| BUSN 150 | Legal and Ethical Environment of Business | 4.5 |
| General Elective or |  |  |
| HLTH 440 | Healthcare Resource Allocation and Policy | -or- |
| INTR 490 | Internship | 4.5 |
| Total General Elective Requirements |  | 9 |
| Lower Division Core |  |  |
| ACCT 205 | Principles of Accounting I | 4.5 |
| ECON 220 | Microeconomics | 4.5 |
| HLTH 215 | Introduction to Healthcare | 4.5 |
| HLTH 225 | Health/Public Policy | 4.5 |
| HLTH 299 | Lower Division Capstone | 4.5 |
| MKTG 205 | Principles of Marketing | 4.5 |
| Total Lower | ion Core Requirements | 27 |
| Upper Division Core |  |  |
| BUSN 311 | Quantitative Methods and Analysis | 4.5 |
| FINA 310 | Financial Management | 4.5 |
| HLTH 310 | Survey of Healthcare Management | 4.5 |
| HLTH 315 | Risk Management in Healthcare | 4.5 |
| HLTH 325 | Quality in Healthcare | 4.5 |
| HLTH 330 | Healthcare and Human Resources | 4.5 |
| Total Upper Division Core Requirements |  | 27 |
| HLTH 499 | Program Capstone | 4.5 |
| Total Specia | on Requirements | 54 |
| Total Bachel | egree Requirements | 180 |

[^3]** Students who reside in Arkansas and Minnesota are required to take HIST 105, U.S. History, in place of one General Elective.
Specialization Options

Gerontology Management Specialization
HLTH $318 \quad$ Case Management for Gerontology 4.5
HLTH $320 \quad$ Ethical and Legal Issues in Healthcare 4.5

HLTH 322 Sociology and Aging 4.5
HLTH 333 Administration Long Term Care I 4.5
HLTH 335 Research Methods for Healthcare 4.5
HLTH $340 \quad$ Marketing to an Aging Population 4.5
HLTH $425 \quad$ Team Leadership in a Healthcare Environment 4.5
HLTH $430 \quad$ Healthcare Information Systems 4.5
HLTH $444 \quad$ Administration Long Term Care II 4.5
HLTH $450 \quad$ Counseling for Gerontology 4.5
HLTH 455 Death and Dying 4.5
MGMT $442 \quad$ Performance Management and Employee Services 4.5

Health Services Administration Management
FINA $425 \quad$ Budgeting
HLTH $320 \quad$ Ethical and Legal Issues in Healthcare 4.5
HLTH 335 Research Methods for Healthcare 4.5
HLTH 337 Healthcare Organization 4.5
HLTH 339 Marketing, a Healthcare Perspective 4.5
HLTH 405 Advanced Healthcare Management 4.5
HLTH 415 Leadership in Healthcare Organizations 4.5
HLTH 420 Healthcare Finance 4.5
HLTH $430 \quad$ Healthcare Information Systems 4.5
MGMT $412 \quad$ Project Management 4.5
MGMT $435 \quad$ Project Cost and Time Management 4.5
MGMT 438 Training and Development 4.5

## Addition to page 125

## Undergraduate and Graduate Course Descriptions

HLTH 215 Introduction to Healthcare (4.5)
Prerequisite: None
This course introduces the nature and scope of various healthcare organizations and administration. The course considers the effect of economic and political forces over time on the delivery of healthcare services.

HLTH 225 Health/Public Policy (4.5)

## Prerequisite: None

This course explores the prevention implementation techniques, treatments and promotion of wellness across the varied populations of a community. The course examines critical health needs such as blood borne pathogens and the impact on health behavior. Discussions will include policies and the potential to change policies to enable greater public safety in health and healthcare.

HLTH 299 Lower Division Capstone (4.5)
Prerequisite: HLTH215, HLTH225, ACCT205, ECON220, MKTG205
This course requires students 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 degree specialization.

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 315 Risk Management in Healthcare (4.5)
Prerequisite: None

This course will consider the implications of healthcare and the associated risk for the patients, staff and organization. Implications related to accidents, injuries; implications to the organization will be covered along with the benefits of risk management offers. Methods of monitoring risk and identifying risk along with strategies and tactics to improve and sustain quality will be discussed.

HLTH 318 Case Management for Gerontology (4.5)

## Prerequisite: None

This course focuses on the social aspects of aging including financial planning, housing, legal concerns, health issues, and family/spousal relationships. Life altering conditions which shift life styles, independence and dependence are also discussed along with separation of life long partners and the social and physiological implications. Emotional distance created by physical and mental disabilities in patients and partners covered.

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 322 Sociology and Aging (4.5)
Prerequisite: SSCI210
This course provides an introduction to the psychological aging process. Discussion cover current information and issues related to the aging process. Both theoretical and empirical information are investigated relative to the senior sector of the population. Stages of aging, disorders in the aging process along with perceptual, cognitive personality and interpersonal social human traits are considered. Death, dying and the psychological patterns in patients and loved ones are addressed. Throughout the course the role of the healthcare organization plays in dealing with various stages is addressed.

HLTH 325 Quality in Healthcare (4.5)

## Prerequisite: None

This course considers relationships in healthcare management, organizational structure, and quality performance. Regulatory, safety and other influences will be discussed along with the role to ensure compliance with standards from regulatory and accreditation organizations. Strategies and methods of complying with and ensuring quality are covered.

HLTH 330 Healthcare and Human Resources (4.5)
Prerequisite: None
This course introduces various aspects of Human Resources as they relate to the healthcare industry and organizations. As industry changes evolve so must human resource management. The student will investigate the strategic role human resource management has played and will play in the healthcare industry and various organizations. Issues related to federal, state regulatory requirements along with professional expectations from governing bodies will be addressed. Human resource management's role in employee recruitment, training and evaluation as well as organizational design are investigated.

HLTH 333 Administration Long Term Care I (4.5)

## Prerequisite: None

This course has an emphasis on the trends and developments that are transforming long-term care. It explores the options available in care settings, programs, and services. In addition, it examines aspects of management including leadership, human resources, marketing, regulatory and legal issues, and financing to long-term care. Case studies, exercises, and self-assessment will help students internalize and apply the concepts.

HLTH 335 Research Methods for Healthcare (4.5)

## Prerequisite: None

This course explores research methods used to determine current performance and forecast demand and probability as it relates to the healthcare industry. Special attention is given to methods of data gathering, sources, and restrictions on the use of data as well as patient rights.

HLTH 337 Healthcare Organization (4.5)

## Prerequisite: None

This course introduces organizational theory and structure. It addresses performance and issues related to change management and interoperability of healthcare organizations as well as demonstrating upstream and downstream actions and their implications to
the success of the organizational goals and objectives in healthcare management. Theories related to proper organizational design and change are discussed throughout.

HLTH 339 Marketing a Healthcare Perspective (4.5)

## Prerequisite: None

This course introduces various marketing strategies and how they apply to the healthcare industry. Media types, internal and external marketing strategies, feedback streams and assessment measures as well as legal and ethical practices in marketing as they relate to healthcare are discussed.

HLTH 340 Marketing to an Aging Population (4.5)

## Prerequisite: None

This course applies market segmentation strategies to the aging population and investigates related decision makers with insight on how marketing can influence decisions. Marketing strategies are discussed including those through a variety of public media options as well as internal to the serving organization. Ethics are a component of this course.

HLTH 405 Advanced Healthcare Management (4.5)
Prerequisite: HLTH310
This course investigates contemporary challenges in healthcare management and includes examination and application of data analytics and tools used in monitoring, assessing, and evaluating performance of healthcare organizations, approaches to problem identification and assessment, identification of alternative solutions and development of recommendations to address operational challenges and achieve performance improvement

HLTH 415 Leadership in Healthcare Organizations (4.5)
Prerequisite: None
This course exposes the student to organizational leadership strategies and tactics as they apply to the healthcare organizations. Leadership methods are explained and explored with a focus on communications, delegation, perceptions of power, collaboration, oversight, mentoring, coaching, and tracking of performance, as well as session planning. Matrix management, ad-hoc teams and cross boundary controls are also considered.

HLTH 425 Team Leadership in a Healthcare Environment (4.5)

## Prerequisite: None

This course focuses on the main responsibilities of a manager or supervisor, which is to lead their team and to provide the motivation, information, structure and skills to achieve organizational goals. Students will learn how to improve the direction, motivation, and goal achievement for their teams and their organizations. Students are introduced to research perspectives on leadership, the personal side of leadership, leader as a relationship builder as well as the leader as a social architect. This course responds to the need to mentor and coach ways to interact with staff, patients and family members in developing coconscious or acceptance for treatment and services that could benefit the patient.

HLTH 444 Administration Long Term Care II (4.5)
Prerequisite: HLTH333
This course continues the focus on long-term care administration and management issues as they relate to the treatment and care of the aging population. The impact of research regarding the evolution of long-term care for an aging population on healthcare policies and regulation is examined. Problem solving and decision-making based on information gathered and analysis is addressed.

## HLTH 450 Counseling for Gerontology (4.5)

## Prerequisite: None

This course discusses the various medical, mental and physical issues related to aging along with social and financial issues that may evolve with an aging population. Counseling theories and methods are discussed along with a discussion of various counseling services offered. An overview of changes in the aging human body is discussed including cardiovascular and central nervous systems and their impact on mental abilities and behavior patterns.

HLTH 455 Death and Dying (4.5)
Prerequisite: SSCI210, HLTH320, HLTH322
This course investigates contemporary healthcare management issues involved in death and dying, building upon prior coursework examining ethical and legal issues in healthcare and sociology and aging. Topics include rates and causes of death in the US, terminal
illness, assisted suicide, euthanasia, and end-of-life decision-making. Ethical and legal considerations in the provision of care by healthcare organizations including hospice, skilled nursing facilities, and hospitals will also be examined.

HLTH 499 Program Capstone (4.5)
Prerequisite: Last Term of Study
The emphasis in this course is on applying and synthesizing concepts and techniques from all previous health specialization courses. This course provides an opportunity for the student to use the assimilated materials in a cohesive approach through challenges that reflect situations they may address in actual practice.

## EFFECTIVE AS OF May 1, 2014

## Change to page 12

## Proof of High School Graduation

Acceptable documentation of high school graduation (called Proof of Graduation) must be received by the institution by the first day of the quarter or term immediately subsequent to the student's first quarter or term of enrollment. It is the student's responsibility to provide acceptable documentation of high school graduation or its equivalency. Students may be asked to provide additional documentation to support the validity of their high school transcript or other Proof of Graduation. Any student who does not provide documentation of high school graduation or high school graduation equivalency, or who submits documentation that is invalid or from an invalid high school or organization must have his or her enrollment cancelled. Once a student's enrollment is cancelled, he or she will not receive credit for any academic work submitted or grades earned prior to the cancellation. 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, reviewed and confirmed.

## Change to page 13

## Graduate Admissions Policy

## Proof of Bachelor Degree Completion

Acceptable documentation of bachelor degree completion must be received by the institution by the first day of the quarter or term immediately subsequent to the student's first quarter or term of enrollment. It is the student's responsibility to provide acceptable documentation of bachelor degree completion. Students may be asked to provide additional documentation to support the validity of their college transcript or other Proof of Graduation. Any student who does not provide documentation of bachelor degree completion, or who submits documentation that is invalid or from an invalid university or organization must have his or her enrollment cancelled. Once a student's enrollment is cancelled, he or she will not receive credit for any academic work submitted or grades earned prior to the cancellation. No Federal Financial Aid funds will be disbursed to a student's account until a valid proof of bachelor's degree completion or its equivalent is received, reviewed and confirmed.

## Change to page 22

## Grade Appeals

A student who disagrees with a grade he or she has received should contact the course Instructor immediately to discuss the concern. If the dispute is unresolved, the student must submit a written appeal within the subsequent term after posting of final grades to the campus Chief Academic Officer or designee. The student's appeal must include the reason for appealing the grade and must also provide documentation supporting the appeal (if applicable) with the written request. A decision regarding the appeal will be made within 30 calendar days of appeal submission. Students will be notified in writing of the decision. For the Grade Appeal Procedure, please refer to the Student Handbook.

## Change to page 22

## Grievance Procedure

Alabama students may contact the Alabama Department of Postsecondary Education http://www.ago.state.al.us/Page-Consumer-Protection-File-a-Complaint

## Change to page 24

## New Student Readiness Opportunity

## AIU Branch Campuses: <br> *Effective with the July $21^{\text {st }} 2014$ start date, the 21 readiness policy will be discontinued and no longer available to new matriculating students.

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.

AIU Online Campus:

Undergraduate students attending the AIU Online campus for the first time must successfully complete and pass their first scheduled course with an earned grade better than an F before continuing in the program. For more information refer to the Student Finance section of this catalog.

New Students who have a final grade of F or W in their first scheduled course will be administratively withdrawn from the University, unless POG documentation has not been received or has been received but determined to be unacceptable, which will result in cancellation of the enrollment and the loss of any academic work submitted or grades earned. In the event that withdrawal occurs, the student will have the option to work with a Re-entry Admissions Advisor to return to the University for an additional attempt at the failed course.

## Change to page 31

## 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.

A "W" Grade indicates that a student has been withdrawn from a course. Students who withdraw from a course during the add/drop period will be unregistered from the course. Students who withdraw from a course after the add/drop period but before the last calendar week of the scheduled course will receive a grade of "W". Students who withdraw during the last scheduled calendar week of the class, and have a date of attendance (LDA) for the class during the last calendar week of the scheduled course, will receive the grade earned calculated as a final grade. A Course Withdrawal Form or Withdrawal Routing Spreadsheet is completed by campus officials when awarding "W" Grades.
"W" Grades are also awarded when students do not complete externship courses within a school's designated grading period; when students do not successfully meet course attendance requirements; and when students do not return to school from a mid-term leave of absence. Please refer to the individual Externship Management, Attendance, and Leave Of Absence policies for details.

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 on Sunday at 11:59:59 PM. The instructor must approve the request by the last day of class. The student must be satisfactorily passing the course at the time of petition. Should a student fail to complete the unfulfilled coursework requirements within 14 calendar days from the end of the course, the Incomplete grade will be converted to the grade the student earned in the class.

Additional information on Incompletes is available in the Student Handbook.

## Changes to pages 36 through 38

## Transfer Credit Policy

AIU students must submit official transcripts from previously attended post-secondary institutions. AIU students submitting transcripts from international institutions must have an official evaluation from an AACRAO (American Association of Collegiate Registrars and Admissions Officers), or from a NARIC (National Academic Recognition Information Centre), NACES (National Association of Credential Evaluation Services, Inc.) or AICE (Association of International Credential Evaluators, Inc.) approved evaluation service on file with the University. The deadline for official transcripts and/or evaluations is prior to the first day of the second quarter/term of study. Students' initial degree plans or schedules may change upon the receipt of official transcripts and/or international 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 reentry 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 undergraduate courses completed with a " $C$ " (or equivalent) or above will be eligible for transfer credit at the undergraduate level. 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. Students in associate degree programs must complete a minimum of 50 percent of their degree program credits in residence at AIU in order to qualify for graduation. Students enrolled in bachelor degree programs must complete a minimum of 25 percent of their degree program credits in residence 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
7. Transfer credit from other institutions may not exceed 12 credits at the graduate level. Only graduate level courses completed with a " $B$ " (or equivalent) or above will be eligible for transfer credit at the graduate level. This assumes at least a 3.0 on a 4.0 grading scale. Graduate applicants should contact the Prior Learning Office for institutional processes concerning the transfer of academic credit.
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

Military Credit
As a member of the Servicemembers Opportunity College (SOC), AIU accepts military credit for comparable 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

## 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:

- Experiential Learning
- Professional Training and Certifications
- Standardized Assessments/Examinations
- College-Level Examination Program (CLEP) Examinations
- DANTES Subject Standardized Testing (DSST) Examinations
- $\quad$ Advanced Placement (AP) Examination
- Challenge Examinations
- 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 should refer to the Student Handbook for how to request credit evaluations.

## 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.

## Experiential Learning Credit

AIU awards lower-level course credits for experiential learning that has been acquired through employment, non-collegiate, schoolbased 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. Up to 18 credits in the overall degree program can be based on Experiential Learning.

Prior to the final submission the University Registrar Department performs an administrative review to determine if all necessary components are included. The final portfolio is reviewed by an appropriate subject matter expert to determine if credit can be awarded.

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

## Professional Training/Certification Credit

Many adult learners have acquired formal training outside 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 American Council on Education (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 Student Handbook for more information on submission requirements for Professional Training and 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 the American Council on Education (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 Testing (DSST) examinations provide another option for students to demonstrate competencies for learning in nontraditional ways. More information on study guides and examination options is available at http://www.getcollegecredit.com.

Proficiency credit is awarded for passing scores according to American Council Education (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.

## AP Examinations

Advanced Placement (AP) Examinations provide 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 the American Council on Education (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 Student Handbook for more information on examination requirements for the Advanced Placement Examination.

## Challenge Examinations

Challenge Examinations are a method of prior learning assessment designed specifically by AIU aimed at offering students the opportunity to earn proficiency credit to fulfill specific 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)
- $\quad$ College Algebra (MATH 133)

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

## Change to page 43

## 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\%-50\% 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.

## Change to page 44

## AIU Online Milestone Grant- New Students

*Effective with the June 9, 2014 start date, the Milestone Grant will be discontinued and no longer available to new matriculating students.

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

The conditions are as follows:

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

AIU Online Milestone Grant - Reentry
*Effective with the June 9, 2014 start date, the Milestone Grant will be discontinued and no longer available to students reentering the University.

AIU Online has established the AIU Online Milestone Grant - Reentry to recognize undergraduate students who re-enter the University and successfully complete the first quarter of their first academic year. The amount is a one-time award equal to the cost of the first course of the degree program or up to $\$ 1,359.00$ whichever is less.

The conditions are as follows:

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


## Addition to page 47

## AIU Online Tribal Educational Alliances Grant

AIU has established a grant in the name of its Tribal 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 tribal affiliation.

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 a member of the tribal educational alliance 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 verification must provide documentation before the grant is applied. Documentation must show the effective date of affiliation and must be submitted 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, 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.

* Please note that grant percentages may vary by Educational Alliance. Please contact the Financial Aid Office to determine the exact grant percentage for which you may qualify.


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## General Education Requirements <br> (Online Campus BIT Program Only)

General Education Requirements
Degree Requirements
(63 Credits)

Communication
3 courses (13.5credits)
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 ITCO101 ( 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 Education Elective.

General Education Requirements

General Education Requirements
Degree Requirements (58.5 Credits)

Communication*
Two-course sequence in written communications
Humanities \& Fine Arts*
Social \& Behavioral Sciences
Technological Competence
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.

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## Bachelor of Accounting

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 $215 \quad$ 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

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## Bachelor of Business Administration

Entrepreneurship

| ACCT 430 | Taxation | 4.5 |  |
| :--- | :--- | :--- | :--- |
| BUSN | 310 | International Legal and Ethical Issues in Business | 4.5 |
| FINA 425 | Budgeting | 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 |

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## Undergraduate and Graduate Course Descriptions

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, DFAP445 Postproduction III.


[^0]:    * Students who reside in Minnesota are required to take PHIL 201, Introduction to Philosophy.

[^1]:    ** Students who reside in Arkansas and Minnesota are required to take HIST 105, U.S. History, in place of one General Elective.

[^2]:    The Masters of Business Administration (MBA) is built upon the expectation that students will enter the program with a solid business background to succeed in core MBA courses. Therefore the MBA requires entering students to have prior foundational knowledge in all core business disciplines to be successful.
    Students entering in the MBA program without an undergraduate degree in business will be required to complete a Management Competency Assessment before starting courses. The Assessment covers the following areas of business: accounting; business law; business policy; business strategy; economics; ethics; finance; information technology; leadership; management; marketing; operations management; organizational behavior ; and statistics. The Management Competency Assessment allows entering students to assess their knowledge of fundamental core business disciplines. The Management Competency Assessment is provided free of charge for entering MBA students.

[^3]:    * Students who reside in Minnesota are required to take PHIL 201, Introduction to Philosophy.

