

AIU
Atlanta
2009
Student Handbook



Supporting Your Success™

The statements and policies set forth in this handbook (effective January 2009 through December 2009) are for informational purposes only and should not be construed as the basis of a contract between a student and this institution. While every effort is made to provide accurate and current information, the University reserves the right to change, without notice, any provision in this handbook without actual notice to individual students. Every effort will be made to keep students advised of any such changes. In case of any information that is inconsistent or contrary to the American InterContinental University Catalog, 2008-2009 the information found in the catalog is controlling and supersedes any information found in this handbook. It is especially important that each student note that it is the individual student's responsibility to keep apprised of current graduation requirements for her or his particular program of study. Students enrolled at the University agree to comply with the University's rules and regulations and to accommodate any changes necessary. Information on changes will be available in the Student Affairs Department.

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| P R E S I D E N T ' S W E L C O M E |

Dear AIU Student:

It is my privilege to welcome you to the American InterContinental University (AIU) and our AIU Atlanta Learning Community! I am pleased that you have chosen AIU to pursue your education and to promote your career.

AIU Atlanta is a student-centered community prepared to challenge and nurture learners so as to ensure that each student receives a quality educational experience resulting in excellent personal and institutional outcomes.

Our core values include:

- *Student Learning and Effective Teaching*
- *Innovation*
- *Service*
- *Opportunity*
- *Diversity*
- *Integrity*

I know that I speak for all of our faculty and staff when I say that we welcome the opportunity to meet with you and please do not hesitate to contact any of us if you have any questions.

We stand committed to make the act of learning into the art of self-discovery.

I look forward to future interactions and the road ahead.

Sincerely,

Peter C. Correa

President
AIU - Atlanta

| V I C E P R E S I D E N T O F
S T U D E N T A F F A I R S W E L C O M E |

Welcome to American InterContinental University!

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

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

Best Wishes for Your Success!

Sincerely,

Janis Henry,
Vice President of Student Affairs – AIU Atlanta

Purpose

The purpose of the Student Affairs Department at American InterContinental University is to assist a student with the assimilation process so that he/she can readily become part of the University community. In addition, services are provided to augment each student's objective to seek a quality education that will enhance his/her professional and personal goals. The Student Affairs Department provides a network of support services for students through counseling referral, advisement, student development, recreation, student activities, leadership opportunities, student organizations and opportunities for personal growth. Services are also provided for international students.

Housed in the Student Affairs Department are the Vice President of Student Affairs, Career Services, Office of the Registrar, Retention and Reentry, Dean of Student Services, Student Services Advisors, Informational Resources and the Learning Center.

Career Services Department

The mission of the Career Services Department is to educate, empower, and assist students in making good career decisions, effectively preparing for the job search process, and successfully transitioning from college to career. Career Services connects employers and students/alumni to create mutually beneficial employment opportunities.

Students may make an individual appointment to discuss career related issues by contacting the Director of Career Services.

Career Services Offered

Part-time and full-time career opportunities are placed on the job posting board of the student portal and e-mail job distribution lists.

- Assistance with job search materials: applications, cover letters, resumes.
- Career resources: books, newspapers, magazines for review in the Student Success Center and the campus library
- Self assessment instruments: Self Directed Search and the Discover Computer Career Guidance System
- Computers with word processing capabilities and Internet access
- Onsite and virtual job fairs

Transfer Between Campuses-Campus Transfer Process

Students wishing to transfer among the AIU campuses, must meet all of the requirements as stated in the AIU-University Catalog. To obtain the necessary forms and timeline to apply for transfer, students must contact the Registrar's Office.

Health Services

The University sponsors Health Fairs with speakers on issues regarding health, safety and well being. The Student Affairs Department also provides individuals with personal counseling referrals and insurance information on health-related issues.

Health and Safety Plan

A detailed outline of Health and Safety Policies and Procedures of the University is available in the comprehensive *Master Health and Safety Plan* distributed to each student on an annual basis in which the overall security plan, educational programs, and fire evacuation plans are outlined in detail. The comprehensive plan is updated annually by the Compliance Department and is available to students in the Student Affairs Department.

International Student Services

International Student Services are coordinated by the Student Affairs Department/Student Management for international students and their dependents. The office provides direct support with United States immigration requirements, employment, academic, cross-cultural and financial matters. The Student Affairs Department/Student Management is the University's liaison to the United States Citizenship and Immigration Services (USCIS) previously known as the United States Immigration and Naturalization Service (INS) and the United States Information Agency. All international students must register with the office upon arrival and must notify the office of any changes in their academic program, enrollment, or employment status. All questions regarding one's visa status as an F-1 or J-1 student must be addressed to Student Affairs/Student Management.

Additionally, international students receive pertinent information during new student orientation and are required to attend the new student orientation, held at the beginning of the term they plan to begin study at AIU.

Prior Learning Assessment

Through AIU's Prior Learning Assessment options, credit may be awarded for learning that has taken place outside of the traditional classroom to satisfy lower-division (100-200 level) program requirements. To participate, a student must be determined to be eligible by his or her Academic Department Program Chair, the outcome of the learning experience(s) must be documented and be deemed applicable to the AIU coursework/program of study, and the student must successfully complete the option(s) in the timeframe given by the Academic Program Chair.

It is advised that students participating in prior learning assessment options work closely with their Academic Program Chair to understand the steps that need to be taken to complete the options, what resources are available, and the implications of not completing assigned prior learning options.

The following section provides additional information for students who are currently participating or who wish to participate in prior learning assessment options. Please consult your Academic Program Chair and the AIU course catalog for additional information.

Transfer Credit

College transfer credit may be awarded in degree completion programs for credits earned at any United States institution accredited by an agency recognized by the U.S. Secretary of Education. AIU will also review transcripts from international institutions. Courses under consideration must be relevant and considered equal to work at AIU before transfer credit will be approved.

Military Credit

As a member of the Service members Opportunity Colleges (SOC), AIU has established programs geared to the needs of active servicemen, servicewomen and veterans. Advanced standing credit for non-traditional and/or military education and experience is available through a variety of methods. Courses under consideration must be relevant and considered equal to work at AIU before transfer credit will be approved.

Standardized Assessments and Examinations

CLEP Examination

The College-Level Examination Program (CLEP) is a national program of credit by examination to obtain recognition of college level achievement.

DSST Examinations

DSST (Dantes Subject Standardized Test) provide another option for students to demonstrate competencies for learning in non-traditional ways. Originally designed for military service members, examinations are now available to both military and civilian learners.

Challenge Examinations

Course challenge examinations are offered to allow students in degree completion programs who can demonstrate mastery in college English, college algebra, and introductory computer concepts the opportunity to test out of ENG 105, MATH 132, and/or CSM101.

Professional Training/Certification Credit

Many adult students have acquired formal training outside of the sponsorship of traditional credit granting institutions. Examples of this non-traditional training include: military training, training with officially documented clock hours or CEUs, or other company training. Many of these training or certificate programs carry ACE recognition or various credit recommendations, and may be accepted according to AIU academic credit equivalency.

Experiential Learning

AIU may award 100-200 level credit for experiential learning that has been acquired through professional employment or employment-related career experiences in keeping with ACE and the Council for Adult

and Experiential Learning (CAEL) recommendations. AIU is a member of the [Council for Adult and Experiential Learning](#) (CAEL) and has based its evaluation of Experiential Learning Portfolios on CAEL standards.

Registrar's Office

Transcript Requests – All transcript requests must be made in writing and contain an original signature from the student. Students can go directly to the web site at www.aiuni.edu and print out the PDF forms. The request can be made in person or mailed or faxed into the registrar's office for processing. Students may request a copy of their transcript from the Registrars Office by simply completing and signing a transcript request form at the Registrar's Office. There is a \$3.00 charge for each copy of an official transcript processed within 4-6 business days, or \$10 for same day service. Payment can be made in person or by phone/credit card via Student Accounts.

Student Counseling

The Student Affairs Department, provides personal counseling referrals. In addition, Student Affairs provides information on health services.

Student Activities

The Student Affairs Department coordinates a program of activities each term that serves a social, educational and cultural role. Since many class projects include outside study, work or field trips, student activities are designed to serve a different purpose.

AIU strives to program a schedule of activities that will introduce students to the many diverse social and cultural events taking place in and around the city. Each term a different calendar of student activities is published and distributed throughout the campus. Varied activities are planned so as to appeal to a student body with a wide range of interests.

Activities take place on campus, in and outside the campus building. A number of activities coordinated each term take place off campus.

The AIU student center is an activity area for students. The center is open during regular operating hours of the University.

Students should refer to the *Student Conduct Code* in this handbook, as it applies to all student activities on or off campus. In addition, the penalties and disciplinary procedures outlined in the handbook will apply.

Study Abroad Policy & Process

AIU Study Abroad Programs is a division of AIU that administers short term study abroad opportunities. AIU students enrolled at the US campuses may participate in study abroad as part of their degree program, should compatible coursework be available for their program of study.

All AIU programs are not the same and the curricula, academic calendars, and costs involved in Study Abroad may be different than your home AIU campus. Please also be aware that federal financial aid programs and some state aid programs may be used towards financing a study abroad experience for eligible students.

Students interested in studying abroad should contact AIU Study Abroad Programs (www.aiustudyabroad.com) or 1-800-255-6839 to learn more about appropriate programs available and the application process. Students should also review the study abroad program guidebook. Interested students should also speak with their academic program chair to determine the compatibility of study abroad coursework with their degree plan.

Students who decide to apply to study abroad must have permission from the home AIU campus to remain enrolled at the home campus, transfer credits back to their degree plans, and use financial aid to study abroad. A student may be granted a “Study Abroad Status”, from his/her home campus to participate in the Study Abroad Program based on the approval policy/process outlined below. The Study Abroad Status must begin at the beginning of the study abroad term and end when the term ends. Requests for a Study Abroad Status may be approved under the following conditions:

- Only one Study Abroad Status may be granted for any 12-month period.
- The student must be in good academic standing. (CGPA of 2.0 for undergraduate programs and CGPA of 3.0 in graduate programs.)
- The student must have met all financial obligations with documentation sign off by the Finance Department.
- The student must be in good standing with housing.
- Student must have documentation signed off by Academic Affairs regarding compatibility of coursework.

The student must have completed 45 hours in residence prior to the Study Abroad Status with the last 15 hours being completed in the term prior to the Study Abroad term.

Students who do not return at the beginning of the first term following the study abroad period will be withdrawn as of the end of the last term of attendance.

Study Tours

The University typically offers a variety of exciting and educational study tours to students each academic year in selected programs. If offered, the New York Study Tour and the European Study Tour are scheduled during winter, summer, or Spring Break and are approximately one week in length. In all study tours, the students participate in visits to museums, manufacturers and businesses that expose them to future career positions and provide valuable national and international perspectives. For more information, contact Academic Affairs.

Reasonable Accommodations – Individuals with Disabilities

To request an auxiliary aid or service / accommodations:

- Contact the Vice President of Student Affairs to obtain the Request for Auxiliary Aid form.
- Return completed form with all required documentation to the Vice President of Student Affairs.
- A meeting will be scheduled with you to review your request and documentation.
- The Request for Accommodations form will be completed and signed by you and the Vice President of Student Affairs at the above meeting.

To enable AIU to provide services in a timely manner, please submit documentation six weeks before the first day of classes, or as soon as practicable.

Academic Support/Tutoring

The Learning Center is designed to provide support and tutoring assistance for students to master basic skills in order to function in upper level courses.

Entering students without college transfer credit or proficiency credit for college level English or math will be required to take University Success during their first term of study at the campus. During this course, students will be assessed in the areas of math, reading and English. If the assessment determines that a student requires remedial study in either area, they will be assigned to appropriate coursework to be completed in the campus and/or Online Learning Center where they will be supported and tutored by local and online staff members.

Students who require assistance to obtain college level skills in math, reading, and English will be required to complete a learning plan that will be developed in collaboration with the Learning Center Director and faculty as indicated by their assessment outcomes. Faculty and staff, including online staff and campus Learning Center staff will implement concurrent required academic activities to improve math, reading and English proficiency. Successful completion of these focused activities will enable students to improve their academic performance along with their persistence towards graduation. Failure to successfully complete all assigned modules will prevent students from being registered in English and math courses.

Students who do not require additional assistance will still be invited to participate in online Learning Labs sessions that further improve skills levels in math, English and writing.

Academic Advising

1. Academic Program Chairs provide academic advising during registration to assist students with the selection of courses appropriate for the student's specific goals and interests.
2. *Students are also encouraged to take academic problems to their Program.*

Class Attendance

AIU courses emphasize group interaction in the classroom and rely on the collaborative effort and shared expertise of peers. Prompt arrival at each scheduled in-class session is mandatory. Absent students do not gain the benefit of class involvement, nor do they contribute to the learning of other students in the class. Consistently late students also disrupt the flow of educational activities.

Attendance at all scheduled class sessions is required of each student. Scheduled class sessions will be noted in the syllabus, and each student is expected to be present, on time, and prepared for each class session. Class attendance records will be maintained by each instructor. In addition, a percentage of the student's grade may be determined by class participation.

Occasional circumstances may arise that cause students to miss a class session, or to arrive late for a class session. Please see the course syllabus for instructor policies related to class attendance/participation.

Attendance Policy

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

Research has shown that student attendance is directly related to success within a course. Students who attend and **actively participate** in a class are more likely to succeed. To this end, American InterContinental University has adopted the following attendance policy:

- Students in their first term of study **MUST** attend in the first **AND** the second week of classes. Failure to attend in **BOTH** weeks may result in the student's cancellation for the term.
- Continuing students who register during the drop/add week are subject to a late registration fee if they have not registered prior to this period.
- Students are expected to communicate with the respective faculty, in advance, when an absence will occur. It is at the discretion of the faculty member to accept late assignments or to allow make up work due to absences. To this end, each course syllabus clearly delineates expectations regarding absence notification of faculty by students, class participation and acceptance of late work.
- When a student misses more than 20% of the scheduled hours for a course, he/she may be withdrawn from the course by the respective instructor and will receive the appropriate grade based on the AIU grading policy. The instructor may consider extenuating circumstances (including contact with the instructor, status in the course, and documentation of emergency absences) in determining the student's status in the course. Guidelines for such consideration must be included in the course syllabus. **Students who are dropped due to excessive absences are still responsible for full payment and must pay for the course again when retaken in a future term.**
- Late arrivals (tardies) or early departures from classes will be counted, on a prorated basis, in course absences. The instructor must identify how these absences will be counted in the course.
- As learning cannot take place when the student is absent, the university does not differentiate between "excused" and "unexcused" absences. A student is either in attendance or absent. However, students are encouraged to contact faculty prior to any absence.
- Students are responsible for any missed work when absent. In addition, the student is expected to be prepared for class upon his/her return.
- Students who stop attending a class without officially withdrawing are considered in violation of the attendance policy and will receive the appropriate grade, which may include a grade of "F."
- At the discretion of the respective faculty member, class participation, not attendance, may be included in the course grade. However, students who are absent from class will typically have lower participation grades, as a student cannot contribute to the learning environment when absent.
- Students requesting a grade of Incomplete must follow the established guidelines as identified in the College Catalog.

Directed Study Procedure

Directed Study, as described in the University Catalog, is only for exceptional circumstances. It requires prior approval from the campus Vice President of Academic Affairs. The university reserves the right to offer courses in a Directed Study format. The procedures to follow are:

1. A student who wants to obtain permission to enroll in a directed study or independent study course should contact their Program Chair to determine (a) if there is a need to enroll in a directed study course during a specific term; (b) if there is an appropriate instructor available to teach the course during a specific term; and (c) if enrollment in the course will meet U.S. financial aid requirements. Institutional policy requires a student to be in good academic and financial standing in order to register for courses, including distance education, internship, or directed study courses.
2. If it is agreed that a directed study is warranted, the student will complete the requisition form and obtain the required signature from his/her Program Chair and the Vice President of Academic Affairs.
3. Once an instructor is obtained and the request form signed by the Program Chair and the Vice President of Academic Affairs, the form is submitted to the Registrar. One copy of the approved request form is kept in the student's file; a second copy is kept in the instructor's file.
4. The instructor is required to meet with the student at least once each week during the term. The instructor and student should meet on the campus; offices are available at all campus facilities and should be used for such meetings.
5. The instructor is responsible for seeing that the student, Program Chair and Vice President of Academic Affairs have a copy of the syllabus.
6. The instructor is responsible for submitting the student's grade report, exams and all projects to the Program Chair no later than five (5) working days from the date that the term ended; or, by 5 p.m. on the day that grades are due for the term. The Program Chair keeps the student's work on file for not less than one term.

Field Trips

The University sponsors numerous visits each term to local manufacturers, design firms, advertising agencies, production/post-production facilities, finance centers, and museums. This valuable exposure to pacesetters of relevant industries is not only educational but also exposes students to future career positions and potential employers. A designated staff or faculty member is present on each field trip to act as supervisor.

Note: The student conduct code contained in this handbook applies to study tours and field trips. In addition, the penalties and disciplinary procedures outlined in the handbook will apply.

Final Examinations

Final examinations, papers, or projects are generally given in courses at the end of each term, unless the instructor chooses other methods of student assessment. The instructor will inform students of all class requirements in her/his syllabus at the beginning of the term.

Grade Appeal Procedure

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

1. Appeal to the Faculty Member.
2. Appeal to the Program Chair.
3. Appeal to the Vice President of Academic Affairs. (This is the final Grade Appeal level.)

A local Grade Appeal Form must be completed in order to file a formal Grade Appeal. The Grade Appeal Form may be obtained from the Vice President of Academic Affairs or Program Chair's Office. The form should be completed and submitted to the Program Chair who will record the date of receipt and submit the form to the appropriate faculty member, Program Chair or Vice President of Academic Affairs, depending on the level at which the appeal has progressed. The faculty member Program Chair or Vice President of Academic Affairs will respond in writing on the form.

If after ten days the Grade Appeal Form is not returned or the Program Chair is not contacted in writing, by the faculty member, Program Chair or Vice President of Academic Affairs, depending on the level at which the appeal progressed, requesting additional time (no more than an additional 10 business days), the student may move the Grade Appeal to the next level without receiving a response from the faculty member. This process is repeated at each of the three levels of Grade Appeal until the final level, the Office of the Vice President of Academic Affairs Grade Appeal, is reached. The Vice President of Academic Affairs decision is final.

Appeals Board

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

Grade Appeals and the Role of the University Appeals Board

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

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

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

Grading System and Application of Grades and Credits

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

Graduate Exit Process

Each candidate for graduation must obtain clearance from the six departments listed on the Graduation Clearance Form. No student will be awarded a final degree until these clearances have been completed. Graduation Clearance Forms are available in the Registrar's office or Program Chair office.

The exit process requires signatures from the following areas:

- Academic Program
- Financial Aid Office
- Student Accounts Office
- Career Services Office
- Registrar's Office
- Information Technology
- Media Center
- Library

Students are responsible for contacting these offices to make appointments for clearance reviews, some of which may entail personal interviews.

Participation in the Commencement/Graduation Ceremony

There is two commencement ceremonies held each year, typically in the spring or summer and winter. All students who have met the requirements below are encouraged to participate. Students interested in participating in the commencement ceremony may only participate in the ceremony that coincides with the completion of their last academic term.

- In order to participate in the ceremony, all candidates for the Associates, Bachelors and Masters degrees must have completed the full number of required credit hours by the term ending prior to the date of ceremony. In order to establish if a student has successfully completed all academic requirements, a degree audit must be conducted by the Registrar who at the completion of the audit will determine if a student can be given clearance to participate.
- Students must be in good academic standing in order to participate in the graduation ceremony.
- Students must be financially cleared by the Student Accounts Department to participate in the annual graduation ceremony.
- There must be no holds on the student's records, including financial and administrative, to participate in the annual graduation ceremony.

Students planning to participate in the Commencement Ceremony must have satisfied ALL academic requirements of their particular program. Students who are in a withdrawn status are ineligible to participate in the Commencement Ceremony.

All grade appeals decisions, CLEP examinations scores, Experiential learning reviews, transfer credits and additional testing scores must be successful, submitted and processed 10 business days prior to the Commencement Ceremony.

** A student has the option to participate or not participate in the Commencement exercise that immediately follows the completion of his/her degree program. The University is not obligated to provide copies of the Commencement program booklet to any student who does or who does not participate in Commencement exercise. Students may have the option of purchasing a copy or copies. Please be aware that the name of the student will only appear in the program booklet corresponding to the ceremony that immediately follows their program completion. It is not an option for the name of any student to appear as part of any subsequent Commencement exercise booklet.*

Incomplete Grade Procedure (I)

To receive a grade of Incomplete (I) the student must petition, by the last week of the term, for an extension of time to complete the required course work. The respective Program Chair approves this grade in consultation with the course instructor. The Vice President of Academic Affairs will approve **I** grades for courses taught by Program Chairs.

An agreement must be made with the instructor, in writing, as to whether an **I** is justified and the conditions wherein the **I** will be removed. Students complete a letter in writing including an explanation for the request, date of the request, and the student's signature. The instructor reviews the request and approves or rejects the student's request. If the request is denied and a student withdraws from the course, the student will receive a **W** for the course.

Internships

It is the student's responsibility to secure an appropriate internship opportunity. Failure to obtain an approved internship site and supervisor by the first day of classes will result in being dropped from the course.

An appropriate internship experience must be:

- Related to the student's specific field of study (in a company within the career field with experience related to the specific career).
- Supervised by an individual onsite who is knowledgeable and capable of rendering an objective evaluation of the student's performance during the experience.

The Academic Department works with the area employers to create internship opportunities. However, requirements for participation in the internship program are as follows:

- Enrolled in their last term in an Associate degree program OR
- Have senior status in a Bachelor degree program
- Be in good academic standing

Internship Guidelines:

- The total working hours per week will be three times the credit hours earned for the course. A timesheet must be submitted weekly to the instructor.

- The internship experience may or may not be a compensated position. The employer is under no obligation to reimburse the student. Financial matters are strictly between the student and employer.
- Student interns are expected to exhibit an attitude of initiative, cooperation, enthusiasm, creativity and professional appearance.
- Student interns are expected to abide by all rules and regulations of the Host Company and failure to do so could result in the loss of credit.
- Students are required to attend a mandatory internship orientation at the beginning of the term, a mid-term progress meeting, and a final meeting at the end of the term. Students will be notified of the date and time of these sessions by the instructor. (Any deviation from this schedule must be approved by the instructor.)

Internship Procedures:

- Students are advised to seek help the term before qualifying for an internship. For assistance, a student may see their Program Chair and the Director of Career Services. The Office of Career Services and the Program Chairs maintain directories and listings of suggested available sites. Also, students are encouraged to network with faculty and the professional community to obtain an internship. Acceptance into an internship is the sole decision of the host company.
- To obtain approval for an internship, students are required to obtain four signatures of approval on their internship contract: Program Chair, Director of Career Services, Site Supervisor (host company) and the Instructor.
- Students must register through their Program Chair for their internship hours prior to the beginning of the term in which the internship will be performed. Before a student may secure an internship at any location, their Program Chair must visit the site and submit their approval of the site in writing to the Office of Career Services, Vice President of Academic Affairs and Vice President of Student Affairs.
- Once the internship is approved and the student has registered for classes, it is the student's responsibility to set up an appointment with the instructor. This should be done no later than the beginning of the term in which the internship is secured.
- A grade is assigned on the basis of the following requirements: a) a written evaluation received from the Site Supervisor, and b) weekly attendance. Students will be supervised and graded by the instructor and are responsible for scheduling a site visit with the instructor during the term.

Normal Academic Load

The normal academic load is no more than 18 credits per term. Students wishing to carry additional hours above the normal academic load may do so with the approval of the Vice President of Academic Affairs and Student Accounts/Finance Services. An approval form must be signed of by the VPAA and routed to the Registrar's Office.

Online Class Options

AIU provides student opportunities for online learning through Virtual Campus, ClassNet and Hybrid class options. Hybrid class options combine in-class instruction with online learning. Students are provided access to online options through the Student Portal. Tools available to the student include technical support, an online library, and student orientation. Students may not take more than 50% of the total program hours online.

Registration

There is a registration period to register for classes and receive housing clearance (if applicable). Students are notified of the registration dates through numerous sources. Registration calendars are available in the Academic Affairs Department. A late registration fee may be applied if a student is not registered by the end of the late registration period. Please refer to the Tuition Sheet Addendum in the catalog for further information.

Registration procedures are published and distributed to students through the student portal, Academic Departments, Student Affairs Department and other sources. Students register with their Program Chair. Financial clearance from Financial Aid/Student Accounts must be obtained prior to registering. Any student wishing to take course overloads (above normal academic load) must receive permission from the Vice President of Academic Affairs. An approval form must be completed and signed off by the VPAA and routed to the Registrar's office. It is the responsibility of the student to register in a timely manner.

Georgia Student Success Initiative

Effective January 8, 2009

Entering students without college transfer credit or proficiency credit for college level English or math will be required to take University Success during their first term of study at the campus. During this course, students will be assessed in the areas of math, reading and English. If the assessment determines that a student requires remedial study in either area, they will be assigned to appropriate coursework to be completed in the campus and/or Online Learning Center where they will be supported and tutored by local and online staff members.

Students who require assistance to obtain college level skills in math, reading, and English will be required to complete a learning plan that will be developed in collaboration with the Learning Center Director and faculty as indicated by their assessment outcomes. Faculty and staff, including online staff and campus Learning Center staff will implement concurrent required academic activities to improve math, reading and English proficiency. Successful completion of these focused activities will enable students to improve their academic performance along with their persistence towards graduation. Failure to successfully complete all assigned modules will prevent students from being registered in English and math courses.

Student Orientation

New students participate in a mandatory orientation program at the beginning of their first term of study at AIU. The Student Management Department coordinates the program. AIU faculty, Student Affairs staff and Admissions staff participate in the program, which is designed to make transition into college life easier and more enjoyable. Areas given special attention include academic advisement and program education, university services and facilities, rights and responsibilities of students and opportunities for student involvement. Attendance is mandatory, and those who cannot attend due to emergencies must contact the Student Management Office to arrange a make-up orientation.

| FINANCIAL SERVICES AND SCHOLARSHIP INFORMATION |

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

Cash Payment Options

AIU allows students the opportunity to make arrangements to pay for either a portion of their program or their entire program by check, money order, ACH auto debit or Visa / MasterCard/Amex/Discover. A financial aid advisor will work with each student to establish a payment plan and draft a promissory note that the student will be required to sign. The signed promissory note and the first scheduled payment will be required in accordance with the established payment plan.

Employer Reimbursement Program

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

Program Financing Policy Statement

- Students are responsible for all charges as published in the AIU Tuition Schedule.
- Arrangements for payment of all charges must be made prior to the first day of each quarter. AIU reserves the right to remove a student from class or administratively withdraw the student from the University at any point in time for not fulfilling their financial obligations to the University defined as follows:
 - Student has not made satisfactory payments on any outstanding payment plans or balance.
 - Student has not satisfactorily completed or provided all required University documents.
 - Students who participate in an Employer Reimbursement Program or are paying cash for all or a portion of their education are responsible for all amounts as noted in the signed Promissory Note.
 - All financial obligations must be met in order to qualify for graduation.
 - Requests for transcripts will not be honored if any outstanding charges are not paid.
 - In the event of withdrawal from the University, all outstanding balances must be paid at the time of the withdrawal.

Access Policy to AIU Facilities

Only students who are currently enrolled at American InterContinental University are entitled to utilize classrooms, computer labs, and the library. All prospective students, alumni, and students not currently enrolled must seek approval from the President to utilize the above resources.

Alumni are allowed and encouraged to utilize the Career Services Department for career assistance.

Security Procedures at AIU Dunwoody and Buckhead

To help insure your safety and the safety of your vehicle while you are on the AIU Atlanta campus, we are implementing the following security procedures.

Student and Employee IDs

Every AIU student and employee must carry their ID badge in a visible location. You may obtain these IDs from the IT Help Desk on the 3rd floor.

1st and 2nd times you arrive without a valid AIU ID

- You must leave a valid picture ID and will receive a temporary ID.
- If you do not have a valid picture ID,
 - Students must show on the active student roster,
 - Employees must have their managers sign them in.
- Your name will be entered on a security tracking log.

3rd time you arrive without a valid AIU ID

- Students and employees will be denied access to the building unless they obtain a replacement ID.
 - The first replacement ID is free.
 - The second replacement ID is \$25.00.

Bookstore

You may receive all of your textbook and required course materials by visiting the school's Online Bookstore at: <https://atlanta.aiubookstore.com>

Please use the "contact us" page on the website if you have any questions regarding the Online Bookstore or your order. If needed you may contact a member of the Student Management Team or Program Chair for an instructional manual that will walk you through the ordering process.

Please see the website for any refund or buy back policies.

Students enrolling in an online class will receive E-books or delivery direct from Words of Wisdom (WOW).

Campus Closure

The University will be closed on the Holidays listed below. Announcements relating to campus closure for any other reason and when university operations will resume will be recorded on the Campus Hotline. **Dial 404-965-5889 for information about campus closings.**

Memorial Day 4th of July

Labor Day Thanksgiving Day & Friday following

Christmas Day

New Year's Day

Campus Evacuation Plan

The management of the Campus has outlined a comprehensive Emergency Response Guide. The building management company maintains proper functioning of the electric exit signs and the burglar and fire alarm systems. Maps outlining exit routes from the building have been installed in key locations throughout the University.

Fire Evacuation Plan

The action plan to follow for the evacuation of the campus building due to a fire alarm, or in the event of a fire, are outlined below:

1. All students and employees should evacuate the building immediately. People should remain calm and move quickly. Notify others on your way out.
2. Take important personal items.
3. All personnel and students are expected to be familiar with floor layouts; maps are posted in the hallways of the building. Everyone should know the most efficient routes to emergency exits and know where the red colored manual pull alarms are located.
4. Walk quickly to the nearest safe exit.
5. The red colored manual alarms should be activated.
6. Use the stairways on each floor. (Marked by the red EXIT signs.) Do not take the elevators.
7. All personnel and students should meet at Safe Refuge Area. Do not congregate on the sidewalks immediately adjacent to the building.

Bomb Evacuation Plan

The action plan to follow for the evacuation of the campus building due to a bomb threat is outlined below:

1. All students and employees should evacuate the building immediately. People should remain calm and move quickly. Notify others on your way out.
2. This information must be reported by the campus Facilities Coordinator to the police department, fire department, ATF, FBI, campus security and other appropriate agencies. The Facilities Coordinator also reports this information to the appointed Floor Wardens.
3. Use the stairways on each floor. (Marked by the red EXIT signs.) Do not take the elevators.
4. If there is something that looks suspicious it should not be touched. The location and description of the suspicious item should be reported to the Facilities Coordinator. The Facilities Coordinator will alert the appropriate authorities.
5. Reentry into the building is not permitted until the police/bomb squads have determined that the suspicious item is either removed or found not to be threatening and the building is declared safe for reentry by one of the AIU management staff.

Tornado Preparedness

AIU continues to operate as usual during a tornado watch condition. In the event that the *National Weather Service* issues a tornado warning, the campus President will decide whether to declare the campus closed.

If the campus is declared closed, staff, faculty, and students should make certain that desktops are cleared, if there is time. All electrical equipment should be disconnected. Any item that is glass, heavy, or sharp should be secured. All employees and students will be notified through e-mail, or by radio stations 750 WSB Radio AM, B98.5 FM, KISS 104.1FM, 97.1 JAMZ and 95.5 The Beat, that AIU is open, once the Tornado warning has been lifted.

Hurricane Preparedness

AIU continues to operate as usual during a hurricane watch condition. In the event that the *National Weather Service* issues a hurricane warning, the campus President will decide whether to declare the campus closed.

Communication

AIU stresses that open communication among the faculty, staff, and all students is essential. Students are encouraged to address their questions and concerns to the faculty or staff member directly involved. However, if at any time a student feels that further discussion is required, he/she is welcome to make an appointment with the appropriate member of campus Administration.

- The Program Chair concerning faculty and classroom issues.
- The Director of Financial Services, concerning financial aid, student accounts.
- The Vice President of Student Affairs concerning student development, health and disability services, and student records.

- The Vice President of Academic Affairs concerning the course delivery methodology, specific academic policies or issues, student advisement or faculty-related issues not addressed to the student's satisfaction by the pertinent Program Chair;
- The Vice President of Marketing & Admissions, concerning admissions;
- The Director of Career Services concerning career counseling, part-time employment during enrollment, and job placement issues.
- The Ombudsman helps to provide student information about University policies, regulations, and procedures and also works to guide students through the University grievance process for effective conflict resolution.

Good communication among all parties will result in the efficient and effective operation of the program and maximum benefit to the learning process. If a student is unable to schedule a meeting in person, the University encourages the use of e-mail to ask questions or arrange an appointment with any AIU faculty or staff member.

To facilitate an effective response, we suggest that students identify the following information in their requests:

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

Office of the Ombudsman / Grievance Procedure

The Ombudsman is also available for students to assist with the resolution of any student concerns or issues.

Many issues can be resolved through discussion and students are encouraged to make contact with the appropriate instructor or staff member at the first indication of a problem or concern. If this fails to yield a satisfactory resolution, students may submit their complaint verbally or in writing to the appropriate Department Supervisor.

If this fails to yield a satisfactory resolution, students may file a written appeal with the Campus Appeals Board through the Ombudsman's Office or with the Vice President of Student Affairs.

Students wishing to meet with the Ombudsman should contact the Office of the Ombudsman to schedule an appointment.

Grade Appeals should be addressed by following the grade appeal procedure in this Student Handbook.

Dress Code

Students and all other individuals on campus property are required to adhere to standards of dress, hygiene and physical appearance compatible with an effective learning environment. Wearing clothing or footwear that is distracting, disruptive, provocative, revealing, profane, vulgar, offensive, obscene, or which endangers the health and safety of any person is prohibited on University property.

Dress code violations should be reported to the Instructor, Program Chair or Director of Retention. The University may require an offending student or other individual to change his or her dress or appearance if the offending person's attire violates this dress code. Formal disciplinary action can result from a subsequent violation of this policy.

University officials shall exercise appropriate discretion in implementing this policy, including making reasonable accommodations on the basis of individuals' religious beliefs or medical conditions.

Hours of Operation

The campus facilities are accessible as follows:

- 7:00 am to 10:30pm

Inclement Weather

In the event that the University closes due to inclement weather, students should tune to stations 750 WSB Radio AM, B98.5 FM, KISS 104.1FM, 97.1 JAMZ and 95.5 The Beat for an announcement. The University is closed only when the name of American InterContinental University is announced specifically.

Smoking, Eating, Drinking

Smoking is not permitted in the campus building. The designated smoking area is located outside on the side/end of the facility. Food and drink are allowed only in the café, student lounge, and outside the campus building. Please dispose of trash properly

Student Housing

Student Housing is managed and administered through RNR Real Estate. Phone: 404-965-8108 or Fax: 404-965-6401.

Student Mail

The University cannot accept personal mail for students. Mail must be received by students at their local residence and/or permanent address. Always keep the University apprised of address and/or name changes.

Student Parking

Parking passes are available on a term-by-term basis in the Admissions Office on the 1st Floor.

Students are encouraged to utilize the mass transit system, MARTA.

Student Portal

The Student Portal provides the ability to access a variety of information online including:

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

The University encourages AIU students to become familiar with the Student Portal. It should become a regular “cyberspace” stop for students on a daily basis. The Student Portal is where important announcements and other information relevant to students are posted.

Telephone

Students are not allowed to use staff or administration telephones. No telephone messages will be taken for students, except in case of an emergency.

Cellular phones and beepers must be turned off during class, including team participation time. A warning by the instructor is recommended for the first failure to respect the rights of classmates. The penalty for not following the rule a second time is up to the discretion of the classroom or team room instructor.

Vandalism

Destruction of public or private property will result in charges for damages, fines, disciplinary action and/or referral to law enforcement authorities.

Visitors

Students are welcome to conduct tours of the AIU facility for their family and/or friends. However, arrangements must be made with the administrative support staff at the front desk. See the Learning Environment Preservation Policy in this handbook, regarding AIU’s visitor’s policy.



| C A M P U S H E A L T H A N D S A F E T Y P R O C E D U R E S |

Health and Safety

It is the responsibility of AIU to provide its students with a safe environment for study. AIU is concerned about the safety and welfare of its students and employees. Therefore, AIU has implemented a security policy for the protection of students, staff and faculty. This policy is in compliance with the Student Right-to-Know and Campus Security Act. The University maintains a log of all crimes committed and reported on its campuses. Statistical data are also updated annually.

In the event of an emergency, CALL 911.

All crimes must be reported to the University within 48 hours of the incident being reported. A crime is defined as a violation of U. S. Federal or State law.

1. Notify the security officer on duty. The officer will need to know the nature of the crime and will file a *Campus Incident Report Form* through the Security Office. If the security officer cannot be immediately located, call the campus' main telephone number.
2. The *Campus Incident Report Form* will be kept on file for one calendar year. If necessary, additional information concerning the crime written by the student will be attached to the completed *Campus Incident Report Form*. A summary of this information is available to students and parents upon request.
3. Report crimes that occur on the campus to the Campus Security and /or appropriate Police Department or **call 911 in the event of an emergency.**
4. In the event that you think your property has been stolen, first verify with the AIU Security Office to see if your property was turned in.
5. If deemed necessary, the Police will be contacted if they have not already been notified.
6. If a crime is seen as a continuous threat to the AIU community then students, faculty, and staff will be notified by the AIU Management Team.
7. In cases of sexual offenses, students have an option to report the offense to the appropriate law enforcement agency or for incidents that occur on Housing property **Call 911 in the event of an emergency.**
8. The University annually publishes and makes available to all students a *Health and Safety Fact Sheet*. In addition to preventative healthcare, this pamphlet lists available off-campus counseling, mental health facilities and crisis centers for victims of sex offenses. The Vice President of Student Affairs is available for counseling referrals to outside agencies.
9. An annual campus crime and safety packet is available from the Compliance Department. This report contains the crime statistics for the campus.
10. Any questions regarding campus crime reporting procedures should be directed to the Compliance Department.
11. The campus crime log of submitted campus *Incident Report Forms* is kept in the Director of Compliance's Office.

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

Student Incident Report Procedure

Information reported by faculty or staff to the Program Chair, Vice President of Academic Affairs or Vice President of Student Affairs will be assessed on a case-by-case basis, the incident will be documented, and the student will be referred to an outside agency if necessary. The individual cases will remain confidential after the matters are addressed or action is taken.



Acceptable Use of Computing and Network Resources Policy

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

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

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

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

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

No student should bring open or closed food/liquid into the computer labs/rooms - users can be held responsible for repairs/replacement of computer and other lab equipment in the event of damage.

All Computing and Network resources are shared and cannot be guaranteed to always be available (i.e., resources can break down or require upgrading, electricity can be out, equipment may otherwise be unavailable, or supplies may be temporarily depleted). User stored data on the network can be unavailable or not retrievable. Students are responsible for backing up their data to media such as memory stick, CD, ZIP, or floppy disk, or other future storage media the University may offer and support. Students may also be requested to log out or relinquish resources to allow other students use of the resources (i.e., after a fair amount of lab use time based on lab load and available resources).

Do not view anyone else's data (files, e-mails, etc...) without the creator/owners explicit consent. Presume such data is private and confidential.

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

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

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

E-mail Policy

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

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

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

Do not view anyone else's data (files, e-mails, etc..) without the creator/owner's explicit consent. Presume such data is private and confidential.

Software Code of Ethics

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

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

AIU Help Desk Resources

In the event that any student needs assistance with the Computing and Network resources at AIU, that student has the convenience of visiting on-site Help Desk for support. The Help Desk is open during normal hours of operation of AIU and its main purpose is to provide excellent student services support.

Assistance is available in Room 423 or call/e-mail: 404-965-5756-404-965-5991 or helpdesk@buckhead.aiuniv.edu.

| LIBRARY RESOURCES AND SERVICES |

AIU Informational Resource Center

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

As an information resource center, each AIU campus library provides electronic access to the collection catalog, resource databases, and the Internet. The resource databases contain full-text articles from thousands of major newspapers, trade journals, academic periodicals, magazines, and international publications. Discipline-related databases furnish valuable industry information useful for course-related projects and job search opportunities as related to each program major. The CECybrary is an online learning resource center that is a Web-enabled information center committed to facilitating lifelong learning and achievement of the AIU student and faculty community. It provides on-campus and off-campus access to full-text databases, links to professional educators' sites, cyber-guides to assist in researching and writing papers, and more.

Special collections are maintained for the design academic programs including fashion forecasters. Each campus library maintains policies developed to benefit the local student body and collection development. Facilities have been designed to allow comfort and promote active usage of the resources by students and faculty.

The campus has a Director of Informational Resources who works with the University Administration to develop and make available an outstanding collection as well as to offer instructional programs which develop library users' skills.

Generally new student orientation sessions include sessions regarding the resources and use of the library. Students may have additional input regarding improved services of the campus library by completing periodic library surveys.

The CECybrary is an Internet-accessible information center committed to facilitating the lifelong learning and achievement of the University community, which includes the AIU campuses. This "virtual library" contains a collection of full-text journals, books, and reference materials, links to Web sites relevant to each curricular area, instructional guides for using electronic library resources and much more.

Students will find the CECybrary a useful addition to the physical library of their home campus. Students are strongly encouraged to become familiar with the CECybrary – both its holdings and how to access them – so as to better utilize these resources in completing their research assignments. Many of the materials in the CECybrary will also benefit students in their own academic and personal development.

How to Access the CECybrary

The CECybrary is available to all faculty, students, staff, and alumni of AIU campuses.

1. Go to <http://www.cecylbrary/com>
2. Click Enter Cybrary
3. Enter User: careered
4. Enter Password: learn
5. Enjoy the CECybrary

Checkout Privileges and Responsibilities

Students must present a current AIU Student ID in order to check out library materials, and to use textbooks. Only currently enrolled students with a valid student ID may check out library materials.

Circulating items may be checked out for up to three weeks *during* an academic term and may be renewed if not already reserved. All items must be returned by the end of each academic term, and may not be checked out through term breaks. Items may be renewed by phone or in person without bringing them to the library as long as the items are not already overdue. You must bring overdue items to the library for renewal. The library is not responsible for notifying borrowers that materials are overdue. Students are responsible for all items checked out of the library under their name and card number. If a book is not returned by the date due, registration for subsequent terms will be prohibited and borrowing privileges suspended until the item is either returned or payment is made for replacement, and any fines or fees are paid.

Overdue Fees and Replacement Costs

There is a daily charge of 0.25 per book per day for overdue items. The charge for lost items is the retail price of the most current edition as listed in the Baker & Taylor online website, plus a \$10.00 processing fee. Out-of-print items not listed in Baker & Taylor are charged at \$40.00, plus fees and fines. Students are responsible for the replacement and processing costs of items returned in damaged condition, including but not limited to missing or torn covers/pages and water damage. This charge is administered at the discretion of the Director of Information Resources.

Materials Not Available for Checkout

Some library materials are available for use in the library or on campus premises only.

- **Textbooks** – may only be used in the library because they must be available for everyone. ***You must show your Student ID in order to use a textbook.***
- **Reference Books** – consist mostly of directories or heavily used items.

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- **Reserve Books** – are placed on hold by instructors to be available for everyone in a class.
 - **Videos & DVDs** – are intended for classroom use by instructors, but may be used by students for in-class presentations, or viewed in the library.
 - **Magazines, Newspapers, & Fashion Forecasters** – may only be used in the library because they must be available for everyone. Please photocopy any needed information.

Appropriate Behavior in the Library

Primary consideration is given to students who are studying or conducting research; socializing is discouraged. Keep your voice quiet, so as not to disturb others. Unauthorized removal or destruction of library resources, equipment, or other property is forbidden. Pagers and cellular telephones must be turned off when visiting the library. Eating and drinking are not permitted. Violation of library policies may result in the loss or restriction of borrowing or visitation privileges. Such decisions shall be made at the discretion of the Director of Information Resources. Serious offenses will be addressed by the administration.

Library Personal Property Search Policy

Anyone entering the library may be subject to search at any time without cause. To protect the health, safety, and welfare of University students, faculty and staff, and to ensure against theft of University property, AIU staff may conduct random and unannounced searches of bags, purses, backpacks, luggage or other personal property of any person entering the library. Any student failing to cooperate with a search will be denied access to the library and subject to discipline under the Student Conduct Code.

Photocopiers, Scanners and Printers

For student convenience, four photocopy machines, three black and white and one color are located in the library

Hours

The library is located on the 5th floor of Building I. The library is open seven days per week during the academic term. Hours coincide with class schedules, so that Monday through Friday, the library is open from eight o'clock in the morning to 10:30 p.m. in the evening, and from nine to three on Saturdays and noon to 6 p.m. on Sundays. Specific hours for each term are posted in the library. A brochure listing current library hours is available at the Circulation Desk. The library is open with reduced hours during term breaks. Call the library at 404-965-5767 to confirm current library hours.

Alumni Use

Alumni may visit the library and utilize materials on the premises. Due to limited quantities and the uniqueness of the collections, checkout privileges are granted solely to currently enrolled students so as to support their pursuit and completion of a degree program.

| S T U D E N T C O D E O F C O N D U C T |

Honor Code

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

As a student of American InterContinental University I pledge that all tests taken by me, and that all work submitted by me, will be original and solely the results of my own efforts.

Academic Integrity

At AIU, students are expected to demonstrate academic integrity by completing their own work assignments and assessments. Submission of work from another person, whether it is from printed sources or someone other than the student, previously graded papers, papers submitted without proper source citation, or submitting the same paper to multiple courses without the knowledge of all instructors involved constitute violations of academic honesty. Possible actions that can be taken in sanctioning the student for such violations include:

- dismissal from the University
- awarding the student a grade of F for the course and requiring the student to retake the course at his/her own expense (if a grade of F is awarded, the student is not allowed to remain in the class for the duration of the term) or
- other sanctions as determined to be appropriate based on the degree of severity of the violation.

All members of the AIU academic community, including faculty, students and administration, are expected to assist in maintaining the integrity of the University, which includes reporting incidents that violate the Statement on Academic Honesty.

Academic Dishonesty/Cheating/Plagiarism

Examples of academic dishonesty/cheating include, but are not limited to:

- Using unauthorized notes during an examination as prompts or cues to improve one's score.
- Having someone else take an examination in a student's place.
- Copying from another student's examination.
- Submitting a term paper or project that was not the result of the student's own efforts, but the result of someone else's efforts and passed off as the submitter's own work.

Examples of plagiarism include, but are not limited to:

- Handing in a paper written by someone else.
- Copying from a book or other published document without citing sources.
- Having someone else rewrite a rough draft.

- Handing in as original work sketches, artwork, projects, take home examinations, costumes, etc. that were designed, prepared or completed by someone else.
- Copying information directly from the internet without citing sources.

Student Conduct Code

A. Offenses Related to Persons

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

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

B. Offenses Related to Property

An offense related to property is committed when a student:

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

C. Offenses Related to the Operation of the University

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

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

D. Offenses Related to Welfare, Health or Safety

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

1. Uses, possesses, or manufactures, without University authorization, firearms, explosives, weapons, unregistered fireworks, illegal chemical or biological agents or other dangerous articles or substances injurious to persons or property;
2. Falsely reports a fire, activates emergency warning equipment, or communicates false information regarding the existence of explosives or hazardous materials on University property;

3. Abuses, removes, or damages fire and safety equipment; fails to vacate a building or facility when a fire alarm is activated;
4. Fails to leave a building, streets, walks, driveways or other facilities of the University when directed to do so by an official of the University having just cause to so order; or
5. Uses, possesses, distributes, sells, or is under the influence of alcohol, narcotics, hallucinogens, dangerous drugs, or controlled substances, except as permitted by law.

Disregard of the Student Conduct Code: Penalties and Procedures

Courteous behavior and professional conduct, appropriate to a business environment, is to be displayed at all times. Inappropriate conduct will not be tolerated, and may be a cause for dismissal. Students violating the student conduct code may be brought to the Appeals Board for possible dismissal from the University.

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

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

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

Student Rights and Responsibilities of Assembly

The University recognizes the rights of all students to seek knowledge, debate ideas, form opinions, and freely express their views. But that right must not interfere with the same rights and freedoms of others. Also, the University recognizes the right of freedom of assembly, but student gatherings must not disrupt or interfere with the operation of the institution. Any recognized student organization, after receiving approval of time and space from a member of the Management Team may hold group meetings in campus facilities. The use of public address and sound equipment systems is prohibited outside the University facilities. Any use of this equipment inside the University facilities must maintain a reasonable sound level.

Freedom of Expression

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

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

Policy and Philosophy on Drug and Alcohol Use

American InterContinental University believes strongly in emphasizing the development of each individual's acceptance of his/her own personal and social responsibility. The University also believes in providing an atmosphere that is conducive to academic pursuits. In recognition that personal problems such as the use of alcohol and drugs do exist, which adversely affect the development of an individual and his/her academic pursuits, American InterContinental University has developed a drug and alcohol prevention program in order to ensure a **drug-free environment**. Any violation of these policies will result in appropriate disciplinary actions up to and including expulsion in the case of students and termination in the case of employees, even for a first offense. Violations of the law will also be referred to the appropriate law enforcement authorities. Relevant literature is updated and distributed on an annual basis via the student portal and is also available in the Student Affairs Department.

American InterContinental University strictly prohibits the possession, use, and sale of alcoholic beverages on its property, and adheres to the enforcement of the State of Georgia laws regarding underage drinking. (One must be 21 years of age to legally consume alcoholic beverages in the State of Georgia. American InterContinental University strictly prohibits the possession, use, and sale of illegal drugs and adheres to the enforcement of federal and state drug-laws on its property.

The aforementioned substances refer to alcohol and to all illegal substances with the exception of medication prescribed to an individual under the care of a physician.

The property of American InterContinental University includes the University campuses and the campus housing as applicable. University-sponsored activities include activities organized by the Student Affairs Department, field trips, study tours or functions such as fashion shows and the graduation ceremony.

Learning Environment Preservation Policy

All AIU faculty, staff and students are expected to create a learning environment committed to an effective learning process. Any behaviors and/or events determined to be detrimental to success in the classroom or any related academic pursuit are prohibited (including but not limited to conducting unauthorized tours, having unauthorized guests/visitors/children on campus, usage of cell phones/pagers/radio headsets in library or class, etc.).

Visitors are not permitted in the classrooms, team rooms, or non-instructional areas of the campus facility unless approved in advance by an appropriate faculty member, Program Chair or other duly constituted campus authority. Authorized guests to the campus are not allowed past the reception area without an official escort. It is the students' responsibility to meet visitors in the reception area at a prearranged time. Unsupervised guests are not allowed on any University property (including but not limited to classrooms, library, lounge and common areas, etc.).

Disciplinary action may be taken should a violation of this policy occur. AIU is not responsible or liable for injuries or harm caused by the intrusion of unauthorized or unsupervised visitors on AIU campuses or at AIU functions.

Student Projects

Any student projects that are left on the property of the University must be picked up according to instructions. Any property must be reclaimed within one term or the projects will become the property of the University.

The University has the right to photograph projects for the purpose of keeping a permanent record of the work the student did while enrolled.

Use of Images and Works

As stated in the Student Enrollment Agreement - AIU may use the student's name, voice, image, likeness, and biographical facts, and any materials produced as a student without further approval or payment, unless prohibited by law. Further, the university reserves the right to forego permission to tape, photograph for use in any manner or medium in connection with any advertising, publicity or other information relating to AIU. The university will credit the student for all published submissions.

Student Belongings

The University will not be held responsible for the loss of any personal possessions that a student brings to campus property. In addition, any item a student leaves with a faculty or staff member for safekeeping will not become the responsibility of the University or the individual faculty or staff member.

Abandoned Property

Any personal property which is left on campus will be held for 30 days in an unsecured storage facility. Any items not claimed by the end of the 30 days will be sold, destroyed, discarded, maintained for use by the University, or donated to charity.

Offensive Materials

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

AIU's Information System, photocopiers, media equipment, or other resources must not be used to produce, view, store, replicate, or transmit harassing, obscene, or offensive materials. This includes, but is not limited to, material from the Internet, screen savers, etc. In addition, printed copies of such material, including those from magazines, are not permitted in the school.

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

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

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

| STUDENT CLUBS AND ORGANIZATIONS |

Introduction

Belonging to an organization or club introduces AIU students to new friends and enriches the University experience. Extracurricular activities also foster leadership development, improve people skills, and encourage characteristics employers look for and qualities that last a lifetime. Participation shapes leadership skills while also building an impressive resume.

Valuable educational experience may be gained through active participation in officially recognized campus activities and organizations. All students are encouraged to participate in one or more organizations to the extent that such involvement does not interfere with maintaining high academic achievement.

Belonging to an Organization

Students are encouraged to join clubs and organizations because of the benefits they will gain. To gain the most benefits, students should consider their reasons for joining the group and should expect additional responsibilities.

Rewards:

- Meeting people and making new friends.
- Widening interests while having fun.
- Developing qualities of leadership.
- Opportunities for a wide variety of experiences.
- Personal growth and expanded horizons.
- Gaining the skills needed to be a team player.

Responsibilities:

- Attend meetings regularly.
- Be punctual.
- Be supportive and creative.
- Speak up and out. Your input is valuable and important for the growth of the organization.
- Accept majority decisions.
- Be prepared to complete any job you accept.
- Be friendly to new members.
- Communicate with the group if you need help with a task.
- Joining a club or organization means teamwork!

Expectations and Policies for Student Clubs and Organizations

American InterContinental University considers student organizations to be an important component of the total educational experience. Each organization contributes and is expected to have a lasting effect on its members and the campus community. The following expectations are presented to guide the student organization in conjunction with the mission of Student Affairs.

- Each organization is expected to provide impetus for high academic achievement or professional development for its members.
- Each organization shall provide an opportunity for personal development through leadership positions, programs and approved social functions.
- Each organization is expected to consider a method for giving service to others through community service projects and outreach programs.
- Each organization is expected to promote American InterContinental University through active participation in all campus events and positive relationships with other University organizations.
- Each organization shall develop a clear definition of its goals and ideals and select a plan to achieve these goals.
- A designated staff or faculty member shall act as an advisor for each organization. The advisor is available to the organization for general advisement, while the officers and members are responsible for the planning and organizing of group activities.
- Organizations must register with the Student Affairs Department. This registration ensures official recognition as a student organization of the University.
- Each organization must provide a Constitution or Statement of Purpose with their registration form.
- Activities must be consistent with the club or organization's stated purpose, may not cause a disturbance, and may not interfere with the regular operation of the University. Club meetings should not be during class instruction hours. Clubs are requested to make a brief written report each year, containing a brief summary of the past year's activities and any plans for the upcoming year. A copy should be given to the Director of Retention. The President of the University reserves the right to disband any student organization that violates the rules and regulations of the University as set forth in official publications. Students are reminded to refer to the Student Handbook for *Student Conduct Code: Penalties and Procedures*.

Policy for Forming Clubs and Organizations

Students enrolled at the University are free to organize and are encouraged to join associations that promote their common interests, so long as the following apply:

- The purposes, principles, and policies of the organization are consistent with the general philosophies and principles of American InterContinental University.
- Membership in the organization is open to all currently enrolled University students in good standing without regard to age, color, creed, national origin, handicap, marital status, race, religion, or gender.
- Statements of the purpose, criteria for membership, rules or procedures, and a current list of officers are filed with the Department of Student Affairs.
- Only those individuals who hold bona fide membership in the organization determine the policies and actions of the organization.
- A faculty or staff advisor has been approved by the Director of Retention/Vice President of Student Affairs.
- The President of the University has approved the written request of the organization for recognition.

The President of the University reserves the right to deny approval to any organization. Students are entitled to a written statement from the administration regarding approval or denial.

Student Government Association

All students enrolled at American InterContinental University are encouraged to become involved with SGA. The SGA shall act as an organized voice for all the students of the University, to relate views and suggestions to administrators and organized governing bodies of the University; to improve the students' academic, social and cultural welfare; to promote students' rights and responsibilities; and to assist the University in operating more effectively and efficiently in the interest of students. The SGA shall also operate to disseminate information on behalf of the University to the student body. The SGA officers are elected by and represent the leadership of the student body. Elections are held each spring, and officers and senators will serve one full year. Members also serve on committees within SGA--Service, Public Relations, and Special Events. Each Senator is required to be a member of a committee. Additional committee members are appointed upon the receipt and review of applications. The SGA advisor will review the performance, participation and GPA of the SGA Officers, Senators, and committee members each term.

For additional information see the Director of Retention, Student Affairs Department.

Departmental Clubs

AIU departmental clubs are available for most majors at AIU. Consult your Program Chair for verification and membership requirements.

American Society of Interior Designers (ASID)

The student chapter of ASID interfaces with the activities and educational programs of the professional ASID organization. Activities enjoyed by student members include: guest lecturers, field trips, tours of interior design firms, exhibitions, and design competitions. Upon completion of the four-year degree program, an interior design student is eligible to become an Allied Member of ASID.

International Interior Design Association (IIDA)

The student chapter of IIDA provides its members with the opportunity to participate in activities closely aligned with the professional IIDA organization. Some of the activities enjoyed by student members include: field trips, guest speakers and presentations, exhibits, tours, and professional networking functions.

Business Administration Association (BSA)

The purpose of the Business Administration Association is to encourage members to see "real world" applications of business, to provide information and assistance in the opportunities at other AIU campuses, and to educate members in the many concentrations within business.

Fashion Association

The purpose of the Fashion Association is to provide members opportunities to gain practical, hands-on experience in the field of fashion design and fashion marketing; to provide professional growth through workshops, seminars, and educational tours; to provide members opportunities to meet with experts in the fashion industry; and to disseminate fashion ideas and information.

Media Society

An organization for the media production program. The purpose is to provide opportunities for members to gain a greater understanding of the industry and exposure to future career positions and potential employers through monthly meetings, workshops, and an annual festival.

Criminal Justice Student Association

The Criminal Justice Student Association (CJSA) is open to all students enrolled at AIU- but specifically geared towards students majoring in the Criminal Justice program. The CJSA participates in a variety of events; quarterly field trips, social events and community service initiatives. CJSA is also a vital link in assisting students in finding internship opportunities in the field of Criminal Justice.

Healthcare Management Organization

The purpose of the Healthcare Management Organization is to create and provide opportunities for our community to learn about their health through wellness events, examinations, seminar, etc., and to provide professional educational and business resources tools, skills development, and networking opportunities for all members.

International Club

The International Club functions to bring together students for friendship, networking assistance and fun. The International Club is instrumental in the planning and promotion of Cultural Week held during the spring and fall.

Sigma Beta Delta

Sigma Beta Delta is the honor society for students who have excelled academically. Eligible students are invited to join by letter.

Epsilon Pi Tau

Epsilon Pi Tau is the international honor society for students in technology and visual communications. Eligible students are invited to join by letter.

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