

Dunwoody
2007-2008
Student Handbook



A **University**
of the **People**

The statements and policies set forth in this Student Handbook, effective August 2007 through July 2008, 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 the Handbook without actual notice to individual students. Every effort will be made to keep students advised of any such changes. If any information is inconsistent or contrary to the American InterContinental University Catalog, 2007–2008, 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 to any changes necessary. Information on changes will be available in the Student Affairs Department, AIU-Dunwoody.

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

Dear Student:

It is a privilege to welcome you to the American InterContinental University, AIU-Dunwoody campus! I am pleased that you have chosen AIU to pursue your education and to promote your career. Opportunities for your future success will be inevitable when combined with your commitment to the program and the goal to be successful.

You will find that the entire faculty and staff of our University focus on customer service. Our attention to customer service and leading edge curriculum separate us from traditional academic programs.

I know that I speak for all the faculty and staff at the AIU-Dunwoody campus when I say that we welcome the opportunity to meet with you. We are always looking for ways to enhance your academic program and your individual learning experience. Please do not hesitate to contact any of us if you have any questions. Good Luck!

Sincerely,

*Jo Ann Wilson
President
AIU-Dunwoody*

| 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 the American InterContinental, Dunwoody Campus!

The Student Affairs Department 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 first time or are advancing your college education to a higher level we value the trust you have placed in our university and in us.

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

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

Best Wishes for Success!

Sincerely,



Kimberly Jones
Vice President of Student Affairs
AIU-Dunwoody

Purpose

The purpose of the Student Affairs Department at American InterContinental University is to assist students with the assimilation process so that they may 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 or 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 Vice President of Student Affairs, the Director of Career Services, Career Services Representative, Student Employment Coordinator, Academic Advisor Supervisor, Academic Advisors, Registrar/Office of the Registrar, Director of Student Success & Retention, Student Portal Coordinator, Retention Analyst/Specialist, AIU/Cecore Coordinator, and the International Student Advisor.

Academic Advising Services

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

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

Career Services Department

The Career Services Department is located on the second floor, suite 201. Their mission is to educate, empower, and assist students in making good career decisions so that they do effective job searches and successfully transition from college to career. Career Services connects employers, students and alumni to create mutually beneficial employment opportunities.

Students may make individual appointments to discuss career related issues by contacting the Director of Career Services or any career services department representative.

Career Services Offered

Part-time, full-time, and internship career opportunities are advertised on the job posting board and e-mail job distribution lists.

- Career counseling and guidance
- Mock interviewing
- Assistance with job search materials: applications, cover letters, resumes, thank you letters, etc.
- *What Can I Do With a Major In...?:* handouts that provide job description, salary, and industry trend and website information.

- Career resources: books, newspapers, magazines, etc., for review in the Career Services Department 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
- Job search workshops and seminars for classes and student groups
- Help with the development of individual Career Action Plans
- Onsite and virtual job fairs
- Professional development seminars

Employment and Completion Rates*

Employment Rate by program of Graduates/Completers'
Initial Employment Status as of 3/31/07
for students graduating between 10/1/05 and 9/30/06

<i>Program</i>	<i># of Graduates/completers</i>	<i>*Graduates/completers Waived</i>	<i>Net Available</i>	<i>Graduates/completers Employed</i>	<i>Percent of Graduates Employed</i>
Business Administration	109	1	108	98	90.74%
Criminal Justice	12	4	11	7	63.64%
Information Technology	75	4	71	62	87.32%
Master of Business Administration	161	8	153	142	92.81%
Visual Communication	53	6	47	36	76.60%
Total	186	20	390	345	88.46%

*Graduates/completers are considered unavailable for employment and therefore, waived, only if they (1) are in continuing education; (2) have health problems preventing employment; (3) are incarcerated; (4) are foreign students who are unable to work in this country; (5) are on active military service; or (6) are deceased.

State Licensing Requirements per Program:



GRADUATION RATES
7/01/2000 – 10/31/2000

Rate for all students as described on the reverse side of this form under #4.

Program	Total Number of Starts	Total Number of Graduates	Percent of Students Graduating
Bachelor of Business Administration	4	4	50%
Bachelor of Information Technology	4	0	0%
Total	8	4	50%

Student Affairs Department Hours

Academic Advising Office Hours are:

Monday through Thursday 9:00 am – 7:00 pm
 Friday 10:00 am – 4:00 pm
 Saturday 10:00 am – 2:00 pm

Career Service Office Hours are:

Monday through Thursday 9:00 am – 8:00 pm
 Friday 10:00 am – 5:00 pm

Office of the Registrar hours are:

Monday through Thursday 8:00 am - 5:00 pm
 Friday 8:00 am - 4:00 pm
 Closed daily from 1:00 pm to 2:00 pm

Office of Student Success hours are:

Monday through Friday 9:00 am to 7:00 pm

Re-Entry Office hours are:

Monday through Thursday 9:00 am to 7:00 pm
 Friday 8:00 am to 4:00 pm



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 meet with their Academic Advisor and the Director of Retention.

Health Services

The Student Affairs Department coordinates health services. The University sponsors Health Fairs on an annual basis with speakers addressing issues on 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 AIU-Dunwoody

International Student Services

The International Academic Advisor coordinates services for international students and their dependents. The Advisor assists members of the AIU international community with all matters of special concern to them and serves as a referral source to other University offices and academic departments. The office provides direct support with United States immigration requirements, employment, academic, cross-cultural and financial matters. The International Student Advisor 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 the International Student Advisor's office.

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

Prior Learning Assessment

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

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

Transfer credit may be awarded by AIU for course work completed by a student at a postsecondary, degree-granting institution that is accredited by an institutional accrediting organization recognized by the U.S. Department of Education. In accordance with AIU's residency requirement, students transferring to AIU under established articulation agreements may transfer in a maximum of 50% of the required program credits. A maximum of 75 % is allowable for institutions affiliated with the Servicemembers Opportunity Colleges Consortium. In addition, AIU will review transcripts from non-U.S. international institutions (see International Transcripts policy).

Courses under consideration from a postsecondary, degree-granting institution must be comparable to coursework at AIU and consistent with AIU's academic policies and standards before transfer credit will be approved. Students enrolled at AIU must have all official transcripts from other institutions on file by the end of their first academic year. This is required for all transcripts, including transcripts from international postsecondary institutions. The following are general policies for the evaluation and award of transfer credit at each AIU campus:

1. Only earned degrees from accredited institutions with articulation agreements with AIU are evaluated for block transfer.
2. All other official college and military transcripts are evaluated on a course-by-course basis in accordance with AIU policies.
3. Only courses completed with a "C" (or equivalent) or above will be eligible for transfer credit.
4. Only courses representing freshman-level or higher collegiate, degree-applicable course work will be eligible for transfer credit which excludes pre college level or remedial level courses.
5. Except as defined above, students may transfer in no more than half of the credits required for graduation from the AIU program in which they enroll (See AIU Residency Requirement).
6. Students transferring to AIU under the requirements of the Servicemembers Opportunity Colleges Consortium or into specified degree-completion programs may transfer in a maximum of 75% of the required credits for graduation from the AIU program in which they enroll.

7. Comparable course-to-course transfer may be approved from accredited institutions based on demonstrated learning competencies consistent with AIU's academic policies and standards in lieu of credit requirements.
8. No transfer credit is allowed for 300 and 400 level courses.
9. Notwithstanding the above policies and procedures, all transferred course credit is subject to review and approval by Academic Affairs.

A maximum of twelve transfer credits may be allowed at the graduate level.

The university allows transcripts to be accepted through the first academic year; however, students are strongly advised to provide the university with official transcripts during their first term of study. Any degree plans or schedules are tentative based upon the receipt of official transcripts.

The following table indicates the thresholds which exist regarding the grade level a student may achieve through the use of approved transfer credit and other PLA options. Please note AIU is on a quarter credit hours system. In order to calculate the number of quarter credit hours when prior credit has been earned in semester credit hours requires multiplying the number of semester credit hours times 1.5.

Grade Level	Quarter Hours Earned
Freshman	0 to 35
Sophomore	36 to 71
Junior	72 or above

Prior Learning Assessment

AIU accepts transfer credit from postsecondary, degree-granting institutions accredited by institutional accrediting organizations recognized by the U.S. Department of Education. AIU's transfer credit policy is based on established transfer-evaluation and prior-learning assessment practices used by other colleges and universities. In the interest of maintaining the standards of higher education excellence and to honor its institutional mission, AIU maintains memberships with several organizations, including:

- American Council on Education (ACE)
- Council for Adult and Experiential Learning (CAEL)
- American Association of Collegiate Registrars and Admissions Officers (AACRAO)
- Defense Activity for Non-Traditional Educational Support (DANTES—Online campus only)
- Servicemembers Opportunity Colleges Consortium (SOC)

Coherency of Undergraduate Degree Programs

To ensure academic integrity, prior learning assessment is acceptable only for AIU's lower division baccalaureate degree requirements. The awarding of baccalaureate degrees is based on demonstrated learning in the major program of study—the *upper division*. This separation of the divisions ensures that the major programs of study remain intact and, therefore, *coherent*.



General Education

Graduates of AIU baccalaureate programs possess competency in the following six general Education areas:

- Information Systems
- English/Communications
- Humanities/Fine Arts
- Social/Behavioral Sciences
- Mathematics/Natural Sciences
- Critical Thinking and Problem Solving

The six General Education competencies are evaluated within the program major courses. These culminate in a capstone course or course sequence in which the attainment of the competencies is assessed prior to graduation.

Associate of Applied Science and all other specialized Associate degrees, while not eligible for block transfer, may be evaluated on a course-by-course basis for potential transfer credit. Such courses must conform to and be consistent with AIU's academic policies, standards, and programs of study.

Prior Learning Assessment Methods

AIU recognizes the following prior-learning assessment methods:

- TRANSFER CREDIT
 - College Transfer Credit
 - Military Transfer Credit
- PROFICIENCY CREDIT
 - Course Challenge Examinations
 - Standardized Assessments (College Level Examination Program Tests, DSST, AP)
 - Professional Training/Certification Credit
 - Experiential Learning Portfolio

Prior Learning Assessment: Standards

- College Transfer Credit must be:
 - From an institution accredited by an institutional accrediting organization
 - College-level
 - Non-remedial, non-developmental
 - Degree-applicable at its source institution
- Military Transfer Credit must be:
 - Recommended for associate- or baccalaureate-level credit by the American Council on Education (ACE)
- Course Challenge Examinations are:
 - Based on the outcomes of the courses they represent (CSM 101, ENG 105, and MTH 132)

- Standardized Assessments must:
 - Carry an ACE credit recommendation
- Professional Training/Certification Credit must:
 - Carry an ACE credit recommendation, or
 - If not ACE recommended, must pertain to an AIU major program of study and be comparable to an AIU degree requirement

and must always be

- Verifiable and documented
 - Approved by a Subject Matter Expert (faculty member) and determined to be equivalent to the learning that occurs in comparable AIU course(s).
-
- Experiential Learning must be:
 - Career experience that directly relates to the objectives of courses taught at AIU
 - Verifiable and documented
 - A demonstration of student's mastery of the learning outcomes
 - Evaluated by a Subject Matter Expert (faculty member) and determined to be equivalent to the learning that occurs in comparable AIU course(s)

Degree Completion Programs

AIU's Degree Completion programs are:

- Intentionally designed to use students' college-level prior-learning experiences as a foundation on the pathway to the upper-level degree program, as do our peer institutions

Degree Completion Programs can be fulfilled by:

- Evaluation of courses on a course to course basis
- Block transfer provides for the acceptance of an Associate of Art or an Associate of Science degree through an approved articulation agreement. In all other cases, courses offered for transfer credit will be evaluated on a course-by-course basis. Associate of Applied Science and all other specialized Associate degrees may not be used for block transfer, but may be evaluated course by course for potential transfer credit.

Students who transfer an eligible Associate degree without appropriate prerequisite courses must complete the following courses prior to being approved for block transfer.

(Buckhead, Dunwoody, Houston, Los Angeles, South Florida)

Bachelor of Business Administration

ACG 230 Introduction to Accounting
BUS 255 Fundamentals of Business Law
MGT 240 Business Management and Leadership or
MGT 260 Entrepreneurship

Bachelor of Fine Arts in Visual Communication

DES 107 Drawing and the Creative Process
DES 108 Design Fundamentals
GDE 210 Basic Typography

Bachelor of Information Technology

CSM 230 Computer Hardware
CSM 245 Introduction to Web Development
CSM250 IT Project Management

Bachelor of Science in Criminal Justice

CRJ 101 Introduction to Criminal
CRJ 110 Introduction to Criminology
CRJ 210 Criminal Law

Electives may be substituted for prerequisite courses when determined appropriate with Academic approval.

Office of the Registrar

Transcript Requests – Students may request a copy of their transcript or grade report from the Registrars Office by simply completing and signing a transcript request form. There is a \$10.00 charge for each copy of an official transcript for same day service and a \$3.00 charge for each copy of an official transcript for standard postal service, usually four to six business days.

Diploma Requests – AIU-Dunwoody provides one diploma to Graduates of the University. Students may request an additional diploma or a replacement diploma for a fee of \$35.00.

Student Counseling

The Student Affairs Department AIU-Dunwoody is responsible for personal counseling referrals and professional advisement. 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. Each term a number of coordinated activities take place off campus.

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



Study Abroad Policy & Process

The AIU Study Abroad Program is a division of AIU that administers short-term study abroad opportunities for visiting students from many US universities through AIU-London and American University in Dubai. 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 as 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 first contact AIU Study Abroad Programs at www.aiustudyabroad.com or call 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 advisor and/or dean/ 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 their 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 "standard period of non-enrollment", or "SPN", from his or her home campus to participate in the Study Abroad Program based on the approval policy/process outlined below. The standard period of non-enrollment must begin at the beginning of the study abroad term and end when the term ends. Requests for a standard period of non-enrollment may be approved under the following conditions:

- Only one standard period of non-enrollment 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 at the AIU-Dunwoody.
- The student must be in good standing with housing.
- The standard period of non-enrollment will only be for one study abroad term.

The student must have completed 45 hours in residence prior to the standard period of non-enrollment with the last 15 hours being completed in the term prior to the SPN term.

The student will acknowledge in writing their understanding that should they not return at the beginning of the first term following the study abroad period, they will be withdrawn as of the end of the last term of attendance.

Approval Process for Study Abroad

1. The request for standard period of non-enrollment form, available from the Director of Student Retention & Success, is completed by the student and submitted to the Director of Student Retention & Success. The form must be in the Director of Student Retention & Success office by the deadline date for each term. The Deadline dates are available in Director of Retention office.
2. The request is reviewed by the SPN Review Committee (VPAA, VPSA, Director of Student Retention & Success, and Director of Student Financial Services).
3. Based on criteria as outlined above, the Committee reviews the request and makes a recommendation to the President.
4. For approved SPNs the notification must include the expected date of return and the academic and financial aid consequences of not returning.
5. Students approved for SPN must meet with their Program Chair/Dean to outline the courses that will be taken and the Study Abroad Programs Course Pre-Approval Form must be completed with all required signatures.
6. Students approved for SPN must meet with financial aid to complete the Study Abroad Programs Financial Aid Consortium Agreement with all required signatures.

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 the Vice President of Student Affairs.

Re-entry Process

A student is considered a Reenter when these conditions are met:

- (1) The student has applied to AIU.
- (2) The student has been accepted by AIU
- (3) The student has attended class at AIU.
- (4) The student has been withdrawn from the university for less than one year

A student who wishes to enroll for classes after an absence of less than one year from the official date of withdrawal should contact the Student Affairs department for reentry procedures.

| A C A D E M I C I N F O R M A T I O N A N D A C A D E M I C T E R M P R O C E S S E S |

Academic Support/Tutoring

The Learning Center is designed to assess prospective and new students and provide support and assistance (remediation) for the students to master basic skills in order to function in upper level courses.

Tutorial assistance is provided for students enrolled in any foundation courses. Any student experiencing difficulty in foundation courses is urged to seek assistance in the lab. The Learning Center Director/Coordinator will provide a schedule of meeting times each term.

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 and reported to the school. In addition, a percentage of the student's grade may be determined by class participation. If significant, consistent tardiness is observed, instructors should refer the student to the Department/Program Chair.

Occasional circumstances may arise that cause students to miss a class session or to arrive late for a class session. Make-up work will normally be required for missed class sessions. However, the student's class participation grade may still be affected. Please see the course syllabus for instructor policies related to class participation.

The goal of AIU-Dunwoody 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 – Dunwoody has adopted the following attendance policy:

- Continuing students adding classes during the drop/add week are subject to a late registration fee if they have not registered prior to this period.
- When a student is marked absent for 2 consecutive scheduled classes of the registered course, a warning indicating that further absences may result in failure in the respective course will be sent. The student will be directed to contact the respective faculty member prior to the next class. It is the students' responsibility to monitor his/her attendance in each course.
- When a student is marked absent for 3 consecutive scheduled classes of the registered course, he/she will be automatically dropped withdraw failing. 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 and can request your reinstatement back into the course. Guidelines for such consideration must be included in the course syllabus.

- Late arrivals (tardiness) 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 or the Student Handbook.

Directed Study Procedure

Pursuant to the policies in the University Catalog and Student Handbook, a student may request that a course be taken as a directed study in specific circumstances. Those circumstances may include: student is in last quarter and the course is not being offered, there is a scheduling conflict and the student must take the course in that term, there is extreme hardship, or other reason approved by the Vice President of Academic Affairs.

In no case should it be construed that a student may take all or a substantial part of the degree by directed study. Directed study is for exceptional circumstances only.

Students apply to the Dean of the program for Directed Study. The Dean may or may not approve the request which is then submitted to the Vice President of Academic Affairs for approval. Only after this process is complete is the Directed Study approved.

Students may NOT take a capstone course by Directed Study.

Students will receive a syllabus for the Directed Study course from the instructor of the particular course. Students must maintain contact with the professor at least weekly and must submit deliverables as indicated on the syllabus

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 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 his or her syllabus at the beginning of the term.

Grade Appeal Procedure Summary

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

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

The grade appeal procedure must be submitted and the final petition in the appeal procedure received by the Vice President for Academic Affairs Office no later than thirty days into the term following the receipt of the grade. Grade appeals submitted later than the thirty days as stated above are not disputable and will remain as originally recorded.

Formal Grade Appeal Procedure

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

1. Appeal to the Faculty Member.
2. Appeal to the Program Chair/Dean
3. Appeal to the Vice President for 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 for Academic Affairs or Dean's Office. The form should be completed and submitted to the Dean/Program Chair who will record the date of receipt and submit the form to the appropriate Faculty member, Program Chair/Dean or Vice President for Academic Affairs, depending on the level at which the appeal has progressed. The faculty member, Program Chair/Dean or Vice President for Academic Affairs will respond in writing on the form.

If after ten days the Grade Appeal Form is not returned or the Dean/Program Chair is not contacted, in writing, by the faculty member, Program Chair or Vice President for Academic Affairs, depending on the level at which the appeal has 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 for Academic Affairs Grade Appeal is reached. The Vice President for Academic Affairs decision is final.

Grade Appeals and the Role of the University Appeals Board

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

The Appeals Board may rule in favor of the student, in which case the appeal is sent back to the Vice President for 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

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

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

In short--- Academic Affairs determines grades based upon student work-- the Appeals Board rules concerning the validity of the Grade Dispute Process against University Policy.

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 Academic Advising office or Program Chair/Dean's office.

The exit process requires signatures from the following areas:

- Academic Advisor's Office
- Career Services Office
- Financial Aid Office
- Information Technology
- Media Center
- Office of the Registrar
- Student Accounts Office

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

Participation in the Commencement Ceremony

The commencement ceremony is held each year, typically in the spring or summer. All students who have met the requirements below are encouraged to participate.

- 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.

**The University is not obligated to provide copies of the Commencement program booklet to any student who does not participate in Commencement exercise. Students may have the option of purchasing a copy or copies. A student has the option to participate or not participate in the Commencement exercise that immediately follows the completion of his/her degree program. Any student who elects to not participate because of time/date conflict, personal or other reasons may have the option to participate in a subsequent Commencement exercise provided the student notifies the office of Student Services or the Graduation Committee of the intent. 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 said student to appear as part of any subsequent Commencement exercise booklet in which the student chooses to partake.*

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/Dean approves this grade in consultation with the course instructor. The Vice President of Academic Affairs will consider "I" grades for courses taught by Program Chairs/Deans.

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 must complete, in writing, an explanation for the request, including the 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.

If approval for the "I" is granted, a Request for an Incomplete Form (available from the Registrar or Program Chair/Dean) with all required signatures is submitted to the Registrar. No incomplete grades will be assigned without the appropriate paperwork submitted to the Registrar. Copies will be given to the instructor, student, and Program Chair/Dean.

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 Career Services 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 Bachelors' 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 the 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/Dean and the Director of Career Services. The Office of Career Services and the Program Chairs/Deans 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/Dean, Director of Career Services, Site Supervisor (Host Company) and the Instructor.
- Students must register through their Program Chair/Dean 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/Dean 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 for an undergraduate student is no more than 18 credits per term. The normal academic load for a graduate student is no more than 12 credits per term. Students wishing to carry additional hours above the normal academic load may do so with the permission of the Vice President of Student Affairs. Students interested in an academic overload must meet the following criteria:

- Undergraduate students must have a cumulative grade point average of 3.0 or higher
- Classes must be offered online or on-ground; directive studies for an academic overload may not be granted.
- If approved for an academic overload, students are responsible for all additional tuition and fee charges for the term
- Graduate students may not be eligible for an academic overload

Cecore Class Options

New AIU student must meet selection criteria and be recommended for the program in their second admissions interview.

New AIU student are required to take the Accuplacer test and be eligible for English 105 and Math 132.

Accuplacer testing shall not be needed if:

Student can provide official transcripts showing they have successfully passed college level English with a C or higher.

OR

Student has a score of 17 on ACT, or a score 420 on SAT.

New AIU students beginning their first term of enrollment in an online course must have a completed academic file in the office of the Registrar prior to being scheduled for Cecore classes.

Documents to include:

- Copy of high school diploma and high school transcripts and/or Official College transcript for the verification of transfer credits.
- All Cecore students are required to attend Cecore orientation.
- All Cecore students must intend to take classes on campus at a prescribed date. Students are only allowed to take fifty percent of their Bachelors' program course online.
- Current AIU student must meet selection criteria set by academics and be approved for Cecore courses by their Academics Advisor.
- All continuing students registering for Cecore classes must be in good academic standing.
- If a Cecore student receives a failing grade of "F", the student should retake immediately.

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. AIU-Dunwoody Registration calendars are available in the Student Advising office on the 2nd floor of 500 Building, office 203. A late registration fee of **\$100.00** 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 Academic Advisor. 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 request permission from the Vice President of Student Affairs. It is the responsibility of the student to register in a timely manner.

Student Orientation

New students participate in a mandatory orientation program at the beginning of their first term of study at AIU. The Admissions 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 Manager Coordinator to arrange a make-up orientation.

Developmental Studies

New students attending AIU-Dunwoody who have been assessed into one or more 099-level courses, (Developmental Studies) will be required to attend their first term of study on a part-time basis in order to focus their studies in these skill areas to build a strong foundation for success in future terms. Developmental Studies coursework is not available to AIU Online students. A student who fails to successfully complete any developmental course on their second attempt will be academically dismissed. The individual does have the right to appeal the dismissal to the Grade Appeals Board. Under no circumstances will an individual be allowed to take a single developmental education course more than three times.

Academic Skills Support

- Entering students placing into any developmental education course(s) (093 or 094) will take one developmental course and UNIV 102 during the first term of study at Dunwoody. In determining the priority for the one developmental education course, advisors should first consider placement into reading, then English and then math. UNIV 102 is required of all students placing into any developmental education course. Academic advisors will clearly communicate the importance of UNIV 102 and that all student success initiatives are not counted toward graduation but are required in order to prepare for success in college coursework.
- Students required to study part time in the first term will not be required to pay the part time surcharge.
- Students required to study on a part time basis during their first term of study due to developmental coursework will be required to work in the Learning Center for a minimum of five hours per week.
- After successfully completing the first term of study at Dunwoody, students will take developmental courses in all areas required until all developmental coursework is completed.
- Any Developmental Education courses not successfully completed must be repeated the next term of study.
- Courses will be offered in the day and evening time slots to ensure student access to classes.
- Students in developmental coursework, beyond the first quarter, may only take courses as follows:

	Needs DE Math	Needs DE English	Needs DE Reading
Business	BUS 105	BUS 105	UNIV 102
Criminal Justice	Any 100-level CRJ	Any 100-level CRJ	UNIV 102
General Education	UNV 102, ENG 105 (if eligible)	UNV 102	UNV 102
		MTH 132 (if eligible)	
Visual Communications	DES 107, GAM 102	DES 107, GAM 102	DES 107, GAM 102, UNIV 102

- A student who fails to successfully complete any developmental course on the second attempt (one retake) will be academically dismissed from Dunwoody. The individual does have the right to appeal the dismissal to the Appeals Board. Under no circumstances will an individual be allowed to take a single developmental education course more than three times.

Student Success Department

The mission of the Student Success Department is to:

Work closely with the Learning Center, Student Advising and Student Retention.

Enhance the level of academic support available.

Provide support for academic and non-academic issues (Mentoring).

Provide assessments to customize individual learning strategies (Learning Style Assessments).

Subject—Specific Tutoring (Learning Center)

Tutoring will be available for all courses offered during the current quarter by an instructor with subject-specific knowledge. A list of all available times by subject will be posted.

Skill—Specific Tutoring (Learning Center)

Perhaps you don't need tutoring in a specific subject, but you recognize that you could use some help with academic-related skills. Tutoring will be offered on a one-on-one basis to address a wide range of Student Success skills. A list of available times by topic will be posted soon. Topics will include skills such as:

- Note Taking
- Effective Listening
- APA Formatting
- Time Management



Workshops (Learning Center)

If you are not comfortable working one-on-one, or if you prefer the interaction of your peers, you may attend a workshop on a wide range of topics. The list of topics, the presenters, and the time for each workshop will be posted. Ideas for topics are welcome.

Mentoring (Student Success Department)

Would you like the opportunity to work with an individual over an extended period of time to get support for a range of issues in your life? If you have experienced significant family, peer, or interpersonal issues that are negatively impacting your school performance, a mentor may be available to work with you on a stress management plan.

Learning Style Assessments (Student Success Department)

If you are referred to the Student Success Program, our staff will work with you very closely to help you develop a clear and detailed plan to get you back on the right track for Student Success! We will administer assessments as required to help you understand your learning style strengths and weaknesses.

Referral

If you are interested in being referred to the Student Success Department or Learning Center, please speak to an instructor or contact:

Dr. Jimmy L. Middlebrook
Chair, Student Success Department
404-965-6492
jmiddlebrook@aiuniv.edu

| 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.

Georgia Hope Scholarship (Georgia campuses only)

Georgia's HOPE Scholarship is available to Georgia residents who have demonstrated academic achievement throughout high school and maintain that achievement while in college. The scholarship provides funds to address many of the costs associated with tuition, fees, and books for students who are pursuing an Associate or Bachelors' degree in Georgia's colleges and universities.

Eligibility

To receive HOPE Scholarship funding, students must:

1. Have graduated in 1996 or later from an eligible high school with a cumulative GPA of 3.0 or higher, as defined by the HOPE program, or have earned at least a 3.0 grade point average at the college level at specific credit-hour checkpoints. Refer to GAcademy411 website for Academic Requirements or contact the AIU Campus Financial Aid Department at https://secure.gacollege411.org/FinAid/ScholarshipsAndGrants/HOPEScholarship/academic_requirements.asp
2. Be enrolled as a degree-seeking student at an eligible public or private college or university or technical college in Georgia.
3. Be a legal resident of Georgia.
4. Be a U.S. citizen or national of the U.S. or have evidence from Immigration and Naturalization Service (INS) of eligible permanent resident alien status.
5. Be in compliance with Selective Service registration requirements.
6. Be in compliance with the Georgia Drug-Free Postsecondary Education Act of 1990. A student is ineligible if he or she has been convicted for committing certain felony offenses involving marijuana, controlled substances, or dangerous drugs.
7. Not be in default or owe a refund on a student financial aid program.
8. Maintain satisfactory academic progress as defined by the college.

Application Process

Students attending AIU may apply for the HOPE Scholarship by completing the HOPE Scholarship application either by using GSFAPPS on the <http://www.GAcademy411.org> web site or by contacting the AIU Campus Financial Aid Department for information.

GAcademy411 Instructions for Hope Scholarship Application

1. Go to <http://www.GAcademy411.org>
2. Click on **Create an account**, located on the top left navigation bar (or **Log On** if you already have a GAcademy411 account and skip to Step 5.)
3. Follow the directions to fill out all of the indicated fields.
4. Once your profile has been created, go to **My 411** on the left navigation bar and beneath it select **My Profile**. Fill out any fields that are still blank.
5. Next, click on the teal tab labeled **Applications & Transcripts**.
6. Click on the **Scholarship & Grant Applications** link.
7. Scroll down the page and click on **Georgia's HOPE Scholarship**, located under *Scholarships Based on Merit*.

8. Scroll down to *Private Colleges & Universities* and select option that says **If you want to apply for the Academic Year 2007-2008 or beyond, click here.**
9. At this point you should be on the GSFAPPS web page. Click on **Apply Now** at the bottom of the page.
10. Click on **Submit new application.**
11. The screen will show a list of available Scholarships and Grants that students can apply for. If you click on the link of each scholarship, a window will pop up with a description of the scholarship and student eligibility. However, most students attending AIU will only apply for the **HOPE Scholarship** and the **Georgia Tuition Equalization Grant**. To do this, click on the links to each of these and read through the requirements to be sure you qualify. Then check the box next to **apply for this program**. Click on the select button at the bottom of the table.
12. Fill in all of the required information on the form.
13. On page 4 of the form, carefully review all information before **submitting** the form.

Enrollment and Funding

Students who enroll on a full-time basis (12 or more credit hours per quarter) can receive a HOPE Scholarship in the amount of \$3,000 per academic year as long as eligibility requirements as defined by the Georgia Student Finance Commission are maintained. Half-time students can receive a HOPE Scholarship in the amount of \$1,500 per academic year. To be a Half-time student, you must enroll in 6-11 credit hours per quarter.

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.

Bookstore

The Student Bookstore is located on the AIU-Dunwoody campus. The bookstore stocks textbook titles scheduled to be used in the upcoming term, as well as basic office supplies. The University makes every effort to purchase textbooks at competitive prices in order to keep costs to the student as affordable as possible.

Textbooks may be returned for refund or exchange with RECEIPT ONLY through the first two weeks of the term. A credit for the cash amount of the books returned will be applied to the student's account.

Selected textbooks may be sold back to the bookstore during the buy-back period. The dates are posted each term. A bulletin board is located in the student lounge so that students may post messages if they wish to buy, sell, or trade textbooks among themselves.

The bookstore accepts cash and credit cards. Checks with a Georgia State address will be accepted for books only.

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 404-965-6579 for information about campus closings.**

- Memorial Day
- The Fourth of July
- Labor Day
- Thanksgiving Day and the following Friday
- Christmas Eve
- Christmas Day
- New Year's Day

Campus Evacuation Plan

The management of AIU-Dunwoody has outlined and instructed a comprehensive fire safety plan for the building. The Facilities Coordinator of American InterContinental University meets annually with University appointed Floor Wardens (i.e., full-time staff member, 1-2 wardens to a floor) for a complete orientation. The Floor Wardens are trained to coordinate evacuation procedures for civil disturbances, i.e. bomb threats, etc. A Fire Evacuation Plan Procedures handout can be obtained from the departments of Student Affairs or Academic Affairs. This handout pertains to the campus facilities. 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.
2. Books and bags should be left in the building.
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. The red colored manual alarms should be activated.
5. Use the stairways on each floor. (Marked by the red EXIT signs.) Do not take the elevators.
6. All personnel and students should meet at the Safe Refuge Area. This area is the open parking lot across the street from the entrance to the building. 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.
2. This information must be reported by the campus Facilities Coordinator to the police department, fire department, ATF, FBI, Regents Partners, 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. Floor Wardens will check their designated areas for any suspicious packages, boxes, or backpacks
5. 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.
6. Re-entry 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 AIU-Dunwoody 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 station WXIA Star94 Radio and/or WSB 750 AM Radio, 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 AIU-Dunwoody 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/Dean.
- The Director of Financial Services, concerning financial aid and/or student accounts.
- The Vice President of Student Affairs concerning student development, health and disability services, student advisement, and student records.
- The Vice President of Academic Affairs concerning the course delivery methodology, specific academic policies or issues, or faculty-related issues not addressed to the student's satisfaction by the pertinent Program Chair/Dean.
- 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.

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

Contact information for the Office of the Ombudsman. The Ombudsman is also available for students to assist with the resolution of any student concerns or issues. The Ombudsman at the campus is Dr. Kim Williams who is located on the 2nd floor, Office 201. She may be reached by phone at 404-965-6442.

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 Vice President of Student Affairs. 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. Subsequent violation of the policy may invoke formal disciplinary action.

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 Dunwoody campus facilities are accessible 7:00 am to 10:30 pm Monday through Friday, 9:00 am to 5:00 pm on Saturday, and 12:00 pm to 5:00 pm on Sunday.

Inclement Weather

In the event that the University closes due to inclement weather, students should tune to WSB 750 AM Radio or WXIA Star94 Radio for an announcement. The University is closed only when the name of American InterContinental University, AIU-Dunwoody campus is announced specifically.

Smoking, Eating, Drinking

Smoking is not permitted in the campus building. The designated smoking area is located outside on the AIU-Dunwoody 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 available thru RnR Real Estate Marketing, LLC. Located on the 3rd floor, office 315, representative is Nicole Andrews. RnR number is 404-965-8108/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

Student parking capacity is very limited and can vary from term to term depending upon availability. Parking violators will be towed. Parking passes are available on a term-by-term basis in the Admission Office.

The student parking lot is located on AIU-Dunwoody behind building 500. Directions and parking passes can be received on the first floor in the Admissions, office 105. Additional inquiries regarding parking should be directed to the Admission Office, at 404-965-6500.

Students are encouraged to utilize MARTA, Atlanta's public transportation system. The Dunwoody MARTA Station is located only one block from American InterContinental University (there is no parking available at the Dunwoody Station). Discounted MARTA passes may be purchased in the Office of Student Accounts. MARTA Cards are made available for purchase the first week of the month between 11:00am to 7:00pm. Students who have achieved a G.P.A. of 3.0 and perfect attendance from the previous term are eligible to receive a complimentary MARTA card, compliments of the Student Affairs Department.

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.

The registration process requires the student to enter their student number and PIN. For more information, contact the Student Portal Coordinator at 404-965-6570, or email reee@aiuniv.edu.

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. Student phones are located on the first floor by office 109. 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 for 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 located AIU-Dunwoody. 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, 404-965-6500.
2. The Campus Incident Report Form will be kept on file for one calendar year. If necessary, additional information written by the student concerning the crime will be attached to the completed Campus Incident Report Form. All crime reports are kept on file in the Student Affairs Department. A summary of this information is available to students and parents upon request.
3. Report crimes that occur on the AIU-Dunwoody campus to the Fulton County Police Department 404-730-7911 or **call 911 in the event of an emergency**. Crimes should also be reported to the Vice President of Student Affairs at 404-965-6504.
4. Victims or witnesses to crimes may report crimes on a voluntary, confidential basis to the Vice President of Student Affairs. The Vice President of Student Affairs will assist you in filling out a Campus Incident Report Form that will be kept confidential and on file for one calendar year.
5. In the event that you think your property has been stolen, first check with AIU-Dunwoody and the AIU Security Office to see if your property was turned into one of these areas.
6. If deemed necessary, the Fulton County Police will be contacted if they have not already been notified.
7. The Vice President of Student Affairs will notify the campus President of all serious crimes immediately once a Campus Incident Report Form is completed.
8. If a crime is seen as a continuous threat to the AIU community, defined by the AIU Management Team (consisting of the President, Vice President of Academic Affairs, Vice President of Financial Services; Vice President of Marketing/Director of Admissions, Vice President of Student Affairs), then students, faculty, and staff will be notified in writing via mail within 10 business days and notices regarding the incident(s) will be posted throughout the campus building.
9. In cases of sexual offenses, students have an option to report the offense to the appropriate law enforcement or for incidents that occur on Housing property: Fulton County Police at 770-551-7600. **Call 911 in the event of an emergency**. If a student first reports an incident to a University official other than the Vice President of Student Affairs, the University official is directed to immediately contact the Vice President of Student

Affairs. In turn, it is the student's option to seek assistance from the Vice President of Student Affairs. Students have the option to seek assistance from University personnel for assistance in notifying the proper authorities.

10. In the case of a sexual offense, students are instructed to preserve evidence related to the crime. This includes preserving any torn clothing, hair, or blood, and presently not showering.
11. 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.
12. An annual campus crime and safety packet is available from the Vice President of Student Affairs. This report contains the crime statistics for the campus and housing facilities, as well as non-campus buildings and public property. In addition, the crime statistics are prepared from information received from the Fulton Police Department, State Public Affairs Unit, the Fulton County Public Safety Crime Awareness Center (using Management Statistics) and the Tower Place Property Management. The Crime statistics can also be viewed at <http://ope.ed.gov/security>.
13. Students engaged in officially recognized organizational events at off-campus locations, including but not limited to student organizations and off-campus housing facilities, are monitored for criminal behavior by maintaining a ratio of 15 students to 1 advisor. In the event that a crime does occur, the student reports to the advisor. The advisor will report the crime to the appropriate police department or **call 911 in the event of an emergency**. The advisor assists the student in filling out a Campus Incident Report Form .
14. Any questions regarding campus crime reporting procedures should be directed to the Vice President of Student Affairs at 404-965-6504.
15. The campus crime log of submitted campus Incident Report Forms is kept in the Vice president of Student Affairs 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/Dean, 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.

All involved faculty and staff must fill out an Incident Report Form within 48 hours of the incident. Forms are available from the Vice President of Student Affairs, in the Student Affairs Department.

| COMPUTING AND NETWORK RESOURCES |

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/owner's explicit consent. Presume such data is private and confidential.

Note: As a user of provided AIU 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.

Laptops may be required for some Academic Programs, please see your Dean for a more thorough explanation and requirement.

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 the 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.

The Help Desk is located on the 3rd floor, office 348.

For IT assistance, call 404-965-6599 or by email helpdesk.atl@aiuniv.edu

Office hours are: Monday through Thursdays	8:00 am - 1:00 pm and 2:00 pm - 10:00 pm
Friday	8:00 am - 1:00 pm and 2:00 pm – 5:00 pm
Saturday	9:00 am - 1:00 pm
Sunday	Closed

| LIBRARY RESOURCES AND SERVICES |

AIU Dunwoody Library

The AIU Dunwoody Library provides 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.

Each campus learning resource center maintains collections and 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.

Each campus has a Library Director, who works with the University Administration and library staff members 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, and staff 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 two weeks *during* an academic term and may be renewed if not already reserved. 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.

Overdue Fees and Replacement Costs

Students will be charged 25 cents per day for each overdue Library book. Once the books are overdue, e-mails will be sent to the students through their student e-mail addresses, requesting that they return the overdue materials to the Library immediately.

There is a maximum overdue charge of \$10.00 per book. The students may not register for the upcoming quarter or receive transcripts until the books are returned or replaced. In the event that a book is lost or damaged, the overdue fines will be waived, and a replacement cost for the book will be assessed based on the current trade price. There will be an additional \$10.00 processing fee charged to the student for the replaced book

If students have questions pertaining to overdue materials, they may call the Library Circulation Desk at 404-965-6533.

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.
- **Reference Books** consist mostly of directories or heavily used items.
- **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 viewed by students using our VCRs in the library. A driver's license must be left at the circulation desk for student viewing in the library.
- **Magazines and Newspapers** may only be used in the library because they must remain available for general use.

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 may be left on but not used in the library. 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 Library Director. Serious offenses will be addressed by the administration.

Library Personal Property Search Policy

Anyone entering or leaving the library may have their bags, purses, backpacks, or book bags searched by the library staff if the library book security system alarm rings. Anyone failing to comply with this policy will be reported to Campus Security.

Photocopiers, Scanners and Printers

For student convenience, two printers, a document scanner, and CD-ROM burner are located in the library. Two printers and USB ports at terminals in the Library Annex are also available.

Hours

The library is located at building 500. The library is open six days per week. Hours coincide with class schedules, so that Monday through Thursday; the library is open from eight o'clock in the morning to ten o'clock in the evening, and from nine to three on Fridays and Saturdays. Specific hours for each term are posted in the library. The library is open with reduced hours during term breaks. Call the library at 404-965-6533 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 staff 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. 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:

- Intentionally or knowingly and without authority or consent, limits or restricts the freedom of a person to move about in a lawful manner;
- 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
- Intentionally harasses another person. Harassment includes, but is not limited to, impeding another persistently or wronging or bothering another persistently.
- 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:

- Knowingly and without consent or authorization possesses, removes, uses, misappropriates, or sells the property or services of another person or of the University;
- Intentionally or negligently damages or destroys property owned or in the possession of another person or of the University;
- Obtains the property of another person by misrepresentation or deceptive means;
- Enters or uses the facilities or property of another person or the University without consent or authorization; or
- 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:

- Engages in illegal, obscene or indecent conduct on University property or at University sponsored events;
- Forges, alters, possesses, duplicates, or uses documents, records, keys or identification without consent or the authorization of appropriate University officials;
- 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;
- 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
- 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:

- 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;
- Falsely reports a fire, activates emergency warning equipment, or communicates false information regarding the existence of explosives or hazardous materials on University property;

- Abuses, removes, or damages fire and safety equipment; fails to vacate a building or facility when a fire alarm is activated;
- 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
- 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 that respective county and city ordinances. The conviction of a student for any criminal offense, which, interferes with the orderly operation of the University or that the administration feels would endanger members of the University community shall be subject to disciplinary action.

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

Student Rights and Responsibilities of Assembly

The University recognizes the rights of all students to seek knowledge, debate ideas, form opinions, and freely express their views. But that right must not interfere with the same rights and freedoms of others. Also, the University recognizes the right of freedom of assembly, but student gatherings must not disrupt or interfere with the operation of the institution. Any recognized student organization, after receiving approval of time and space from a member of the campus senior administration (Campus President, Vice President of Academic Affairs, Vice President of Student Affairs, Director of Compliance, Vice President of Marketing and Admissions, Vice President of Finance, Director of Human Resources, and Director of Information Technology) 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. Relevant literature is updated and distributed on an annual basis via the student portal and can also be in the AIU-Dunwoody

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 office of the Vice President of Student Affairs or the Director of Student Success & Retention, any 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/Dean 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 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 that 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 Vice President of Student Affairs. 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 office 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 Vice President of Student Affairs.
- The President of the University has approved the written request of the organization for recognition.
- The organization is in compliance with the general and specific policies enumerated in the *Handbook for Student Organizations*. (Available in the Student Affairs Department, AIU-Dunwoody)

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.

Departmental Clubs (Only for Campuses with Departmental Clubs)

Alpha Omega Xi

The Dunwoody chapter of Alpha Omega Xi, known as Lambda Alpha Epsilon improves criminal justices through educational activities. Encourage the establishment and expansion of higher education and professional training in criminal justice. Promote high standards of ethical conduct, and higher education within the criminal justice field. Promote enrollment for the criminal justice program at AIU-Dunwoody by holding seminars, speaking to recent or future high school graduates, and distributing information to the general public.

The Student Chapter of Society of Human Resources Management (SHRM)

The Student Chapter of SHRM provides the student with an opportunity to gain increased awareness of the Human Resource Management field, become a member of a reputable organization that will enhance the student's employment marketability, take advantage of learning opportunities and certifications offered, network with top companies in the Atlanta Metro Area and discover the career opportunities within the HR Management field.

The Student Chapter of the Wireless Technology Forum

The Student Chapter of the Wireless Technology Forum (WTF) is made up of both technology and business students interested in the world of wireless and mobile technologies. WTF gives students an opportunity to network and learn from all areas of the wireless field by associating with manufacturers, third party developers, resellers, integrators, and users of wireless technology.

Student Chapter of Association of Information Technology Professionals

The student chapter of AITP offers opportunities for Information Technology (IT) leadership and education through partnerships with industry, government, and academic institutions. AITP provides quality IT-related education, information on relevant IT issues, and forums for networking with experienced peers and other IT professionals.

Student Clubs

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.

AIU Student Ambassadors

AIU Student Ambassadors serve as a support to new students each term and assist them in becoming adjusted and acclimated to AIU. Student Ambassadors are on hand to assist the Student Affairs Department during student events and activities. Student Ambassadors make contact with new students before they arrive for orientation, and serve in a peer mentor capacity to those students. During orientation, they help students with resources, address individual students, answer their questions and co-lead Success Seminars with AIU staff/faculty members. During the term, they sponsor and participate in activities geared towards first term students. Leaders are selected annually each fall through an application and interview process.

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.

Who's Who in American Colleges and Universities

This honor is bestowed upon outstanding students based on leadership, academics and campus involvement. Students are selected and notified by letter.

Student Government Association:

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. Furthermore, the SGA is formed and operates to allow students the opportunity to exercise their civic responsibilities. All active and enrolled University students are members of the Student Government Association. Qualified members may become Officers or Committee Members as described in these Bylaws.

AIU Departmental Clubs are available for most majors at AIU. Consult your Program Chair/Dean for verification and membership requirements.