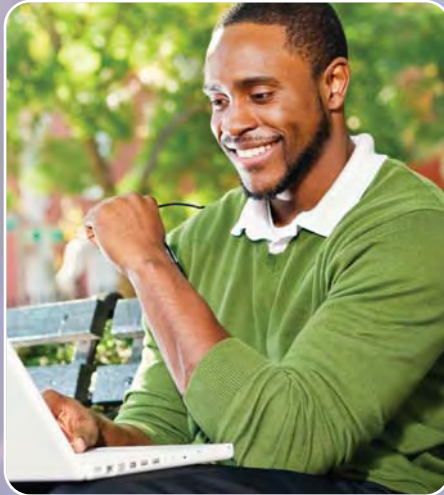
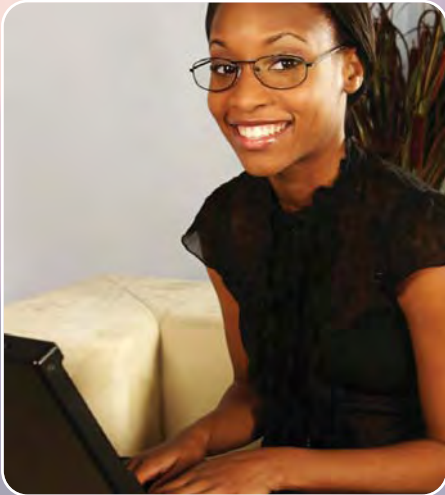


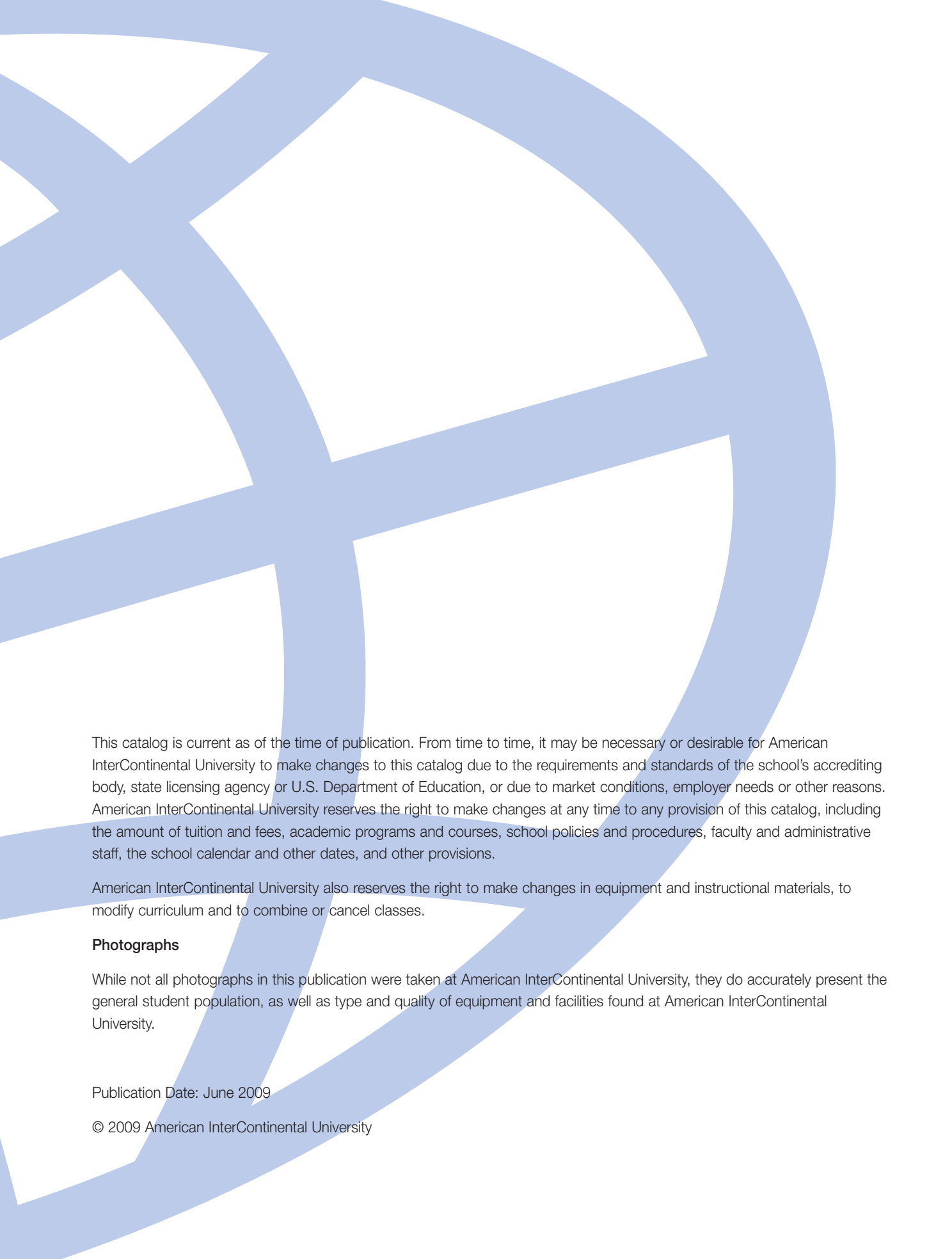


Supporting Your Success™



2009 ONLINE CATALOG





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

### **Photographs**

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

Publication Date: June 2009

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# UNIVERSITY PROFILE

## Mission and Purposes

### ***AIU Mission Statement***

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

### ***Philosophy and Purpose of the University***

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

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

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

### ***Purpose-Related Goals of the University***

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

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

## History of the University

American InterContinental University (AIU) was founded in Europe in 1970 on the premise that universities should transcend the bounds of the traditional, theoretical approach to education by providing students with a curriculum that prepares them for successful, productive careers. For more than 35 years, AIU has offered this innovative approach to education at its campuses in Atlanta Buckhead, established in 1976; London, established in 1978; and Los Angeles, established in 1982. In 1998, additional campuses were established in Atlanta Dunwoody, and South Florida. AIU Online began in 2001 and was recognized as a separate campus in 2002. In 2003, an additional campus was added in Houston, Texas. In June 2009, the AIU Buckhead and the AIU Dunwoody campuses combined to become AIU Atlanta.

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

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

## Accreditation & Licensure

### **Accreditation**

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

- American InterContinental University London is validated in the United Kingdom by London South Bank University (LSBU) on behalf of the UK Quality Assurance Agency for Higher Education (QAA). AIU London is also itself a subscriber of the QAA, in good standing, and is officially listed as a provider of higher education in the UK by the Department for Innovation, Universities and Skills (DIUS), appearing on the Department's register at: <http://www.dcsf.gov.uk/recognisedukdegrees/index.cfm?fuseaction=institutes.list&InstituteCategoryID=2>

At present AIU London offers programs leading to British BA (Hons) degrees from London South Bank University in Fashion Design, Fashion Marketing, Fashion Design with Marketing, Interior Design, International Business, Media Production and Visual Communication. Students successfully completing these programs of study will be eligible for both AIU and LSBU degrees.

AIU London is accredited by the British Accreditation Council for Independent Further and Higher Education and this accreditation is valid until April 2013 (<http://www.the-bac.org>).

AIU London has also been granted Sponsor's License E5NVDFC3 by the Home Office's UK Border Agency, under which the Campus is able to sponsor Tier 4 international (non-European Union) students for a UK Student Visa.

Registered in England No: 1373237  
Registered Office: 66 Wigmore Street London W1U 2SB

- The Bachelor of Fine Arts in Interior Design at the Atlanta and Los Angeles campuses are accredited by the Council for Interior Design Accreditation (CIDA).

## Licensure

- AIU Atlanta, AIU London, and AIU Online are approved by the State of Georgia to operate by the Nonpublic Postsecondary Education Commission (NPEC): 2082 East Exchange Place, Suite 220, Tucker, GA 30084-5305.
- AIU Online is recognized as a private college by the Illinois Board of Higher Education and authorized to grant Associate, Bachelor's and Master's degrees.
- The AIU South Florida campus is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400.
- American InterContinental University has been given initial approval by the Texas Higher Education Coordinating Board to operate a campus in Houston, Texas.

## American InterContinental University

### University Administration

**Stephen J. Tober, J.D.**

*Chief Executive Officer AIU  
President AIU Online*

**Gregory G. Washington, D.M.**

*Provost and Chief Academic Officer*

**Constance Johnson, MBA**

*Vice President of Academic Operations  
Associate Provost*

**George P. Miller, Ed.D.**

*Chancellor for External Affairs*

**Peter Correa, M.S.**

*President Atlanta Campus*

**Hisham Shaban, D.B.A.**

*President South Florida Campus*

**Steve Malutich, M.S.**

*President Houston Campus*

**Dennis Gayle, Ph.D.**

*President London Campus*

**Alex Henn, B.S.**

*Director Los Angeles Campus*

**Stephen Whitten, M.U.P.P., M.Div.**

*Vice President of Planning & Effectiveness*

**Kathryn Lange, M.B.A.**

*Vice President of Financial & Strategic Analysis*

**Matthew Reahm, B.S.**

*Vice President of Financial Aid*

**Meribeth Masters, B.S.**

*Vice President of Accounting & Student Finance*

**Leon Kelley, M.B.A.**

*Vice President of Student Affairs*

**Kris McCall, M.S.**

*Vice President of Operations*

**Trisha Ganger, M.B.A.**

*University Registrar*

**Issac George, M.B.A.**

*Ombudsman*

**Nicole Herzog, B.S.**

*Director of Human Resources*

## University Governing Board

**Gaylen Kemp Baxter**

*Board Chair, Retired Attorney*

**David J. Kaufman**

*Board Secretary, Duane Morris LLP*

**Richard Perry**

*Board Immediate Past Chair, Wood & Perry*

**Ronald Frieson**

*Board Director, Children's Healthcare of Atlanta*

**Michael Graham**

*Board Director, Career Education Corporation*

**Dr. Donna Gray**

*Board Director, Career Education Corporation*

**Eric Israel**

*Board Director, Career Education Corporation*

**Dr. Robert T. Justis**

*Board Director, Louisiana State University*

**Deborah Lenart**

*Board Director, Career Education Corporation*

**Nancy Mann**

*Board Director, AIU Alumna*

**Janice McKenzie-Crayton**

*Board Director, Big Brothers/Big Sisters of Metro Atlanta*

**Jeremy Wheaton**

*Board Director, Career Education Corporation*

## University Statement of Integrity and Commitment

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

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

Adopted by the AIU Governing Board, March 28, 2006

## Statement of Ownership

American Intercontinental University is owned by American Intercontinental University, Inc., which is wholly owned by Career Education Corporation (CEC). CEC is a Delaware corporation with principal offices located at 2895 Greenspoint Parkway, Suite 600, Hoffman Estates, Illinois 60169.

The executive officers of CEC are:

**Gary E. McCullough**  
*President and Chief Executive Officer*

**Michael J. Graham**  
*Executive Vice President, Chief Financial Officer and Treasurer*

Members of the CEC Board of Directors are:

**Steven H. Lesnik**  
*Chairman of the Board*

**Dennis H. Chookaszian**

**David W. Devonshire**

**Patrick W. Gross**

**Greg L. Jackson**

**Thomas B. Lally**

**Gary E. McCullough**

**Edward A. Snyder**

**Leslie T. Thornton**

# POLICIES AND ADMISSIONS

## Admissions Criteria

Pursuant to the mission of the institution, American InterContinental University desires to admit students to degree programs who possess appropriate credentials and have demonstrated capacity or potential indicating a reasonable probability of successfully completing the educational programs offered by the University. To that end, the University will evaluate all students and make admission decisions on an individual basis following undergraduate and graduate admissions policies.

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

## Undergraduate Admissions Policy

### ***First-time Freshmen***

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

### ***First-time Freshmen Admissions Process***

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

1. Submit a complete application for admission.
2. Accompany the application with a \$50 (£35 London) application fee.
3. Submit attestation of high school graduation or its equivalent.
4. Participate in a qualitative admissions interview arranged by a University admissions advisor.
5. Non-native speakers of English are required to provide proof of English proficiency (e.g. TOEFL or other English proficiency assessment) prior to admission or arrival.

### ***London Campus Only:***

5. Non-native speakers of English are required to provide proof of English proficiency (e.g. TOEFL or other English proficiency assessment) prior to admission and/or take a placement test upon arrival, according to the campus policy. International applicants to AIU London should also contact the Admissions Department for campus residency requirements.

### ***Transfer Students***

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

*See the Transfer of College Credit and Degree Completion Programs section of this catalog for further information related to transfer of credit, and for information related to the assessment of prior learning for degree completion programs.*

### ***Transfer Student Admissions Process:***

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

1. Submit a complete application for admission.
2. Accompany the application with a \$50 (£35 London) application fee.
3. Submit attestation of high school graduation or its equivalent.
4. Participate in a qualitative admissions interview arranged by a University admissions advisor.
5. Non-native speakers of English are required to provide proof of English proficiency (e.g. TOEFL or other English proficiency assessment) prior to admission or arrival.

### ***AIU London Campus Only:***

5. Non-native speakers of English are required to provide proof of English proficiency (e.g. TOEFL or other English proficiency assessment) prior to admission and/or take a placement test upon arrival, according to the campus policy. International applicants to AIU London should also contact the Admissions Department for campus residency requirements.

### ***Academic Proficiency***

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

### ***Proof of High School Graduation***

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

Acceptable documentation of high school graduation or its equivalency may include a copy of a high school transcript or diploma, GED transcript or certificate, a DD-214 form, college transcript or other written verification that demonstrates high school graduation or equivalency.

### ***English Proficiency and English as a Second Language***

Prospective students whose first language is not English are required to provide proof of English proficiency prior to undergraduate admission. At AIU London, a review of English proficiency takes place after admission but prior to students beginning classes.

Accepted methods for the demonstration of English proficiency at AIU include but are not limited to:

### ***Examination Options:***

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

- British GCSE/Ordinary (O) or Advanced (A and AS) Level examinations in the Subject of English grade of A, B or C

**Instructional Options:**

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

## Graduate Admissions Policy

**Graduate Admissions Process:**

University admissions personnel evaluate all graduate applicants on an individual basis and recommend as students those individuals who provide evidence of satisfactory potential for graduate study. To assist the admissions personnel in making informed decisions regarding the recommendation for acceptance to the University, a qualitative admissions interview is required to assess a prospective student’s interest, desire, and motivation to be successful in an advanced degree program of study. A matriculation process is conducted in Academic Affairs to determine acceptance to AIU.

To be considered for admissions to the graduate programs of AIU, applicants must fulfill the admissions process requirements listed below:

1. Submit a complete application for graduate admission.
2. Accompany the application with a \$50 (£35 London) application fee.
3. Submit an official undergraduate transcript verifying an earned baccalaureate degree from an accredited institution with a minimum cumulative grade point average (CGPA) of 2.0 (on a 4.0 scale).
4. Participate in a qualitative admissions interview arranged by a University admissions advisor.
5. Non-native speakers of English are required to provide proof of English proficiency (e.g. TOEFL or other English proficiency assessment) prior to admission or arrival.

**London Campus Only:**

5. Non-native speakers of English are required to provide proof of English proficiency (e.g. TOEFL or other English proficiency assessment) prior to admission and/or take a placement test upon arrival, according to the campus policy. International applicants to AIU London should also contact the Admissions Department for campus residency requirements.

### ***Graduate Matriculation Verification:***

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

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

### ***Non-Matriculating Graduate Admission***

AIU offers students the opportunity to begin graduate-level courses pending receipt of their official baccalaureate transcript. Students may be admitted under a non-matriculating graduate student status for no more than one term. Upon receipt of the official baccalaureate transcript and the graduate matriculation verification, students may be admitted to the graduate program as a regular student. At AIU Houston, students requesting to begin graduate level courses pending receipt of their official baccalaureate transcript must submit an unofficial baccalaureate transcript prior to the first course meeting. Students admitted as a non-matriculating graduate student will be financially responsible for all associated costs of attending the University.

### ***Graduate Academic Standards***

While the University awards honors at the undergraduate level for successful academic achievement, this achievement is expected for graduate study. Graduate students are required to maintain a minimum 3.0 CGPA throughout their enrollment in a graduate degree program. In addition to the CGPA requirements, a student must successfully complete at least 67% of the credits attempted in order to be considered to be making satisfactory academic progress at the graduate level. Credits attempted are defined as those credits for which students are enrolled in the term and have incurred a financial obligation.

### ***English Proficiency and English as a Second Language***

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

#### ***Examination Options:***

- TOEFL score (on the paper test) of 550 or higher, except for AIU London which requires 590 or higher
- TOEFL score (on the computer-based test) of 213 or higher except for AIU London which requires a score of 243 or higher
- TOEFL score (on the internet-based test) of 79 or higher
- Advanced Placement International English Language (APIEL) score of 4 or higher
- International English Language Testing System (IELTS) score of 7 or higher
- Michigan English Language Assessment Battery (MELAB) score of 80 or higher
- University of Cambridge Local Examinations Syndicate Certificate of Advanced English (UCLES CAE) grade of A, B or C
- University of Cambridge Local Examinations Syndicate Certificate of Proficiency in English (UCLES CPE) grade of A, B or C

### ***Instructional Options:***

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

## **Transfer Program between Campuses**

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

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

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

# PROCEDURES AND INFORMATION

## Academic Integrity

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

The administration, faculty, staff, and student government of AIU believe strongly in the concept of an honor system. This belief is based on the knowledge that in competitive professional environments, greater emphasis is placed on originality and integrity of ideas and work. All members of the AIU academic community, including faculty, students, and administration, are expected to assist in maintaining the integrity of the University, which includes reporting incidents that violate the Statement on Academic Honesty.

## Academic Philosophy

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

## Academic Program Changes

Requests for changes to an academic program of study must be submitted in writing to the Student Affairs Department and may require a new enrollment agreement. Program changes are processed in the Student Records Department after the student has consulted his/her advisor and the Vice President of Student Affairs or Dean of Students has approved the program change.

## Academic Recognition and Dean's List

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

## Academic Year Definition

AIU defines the Academic year as a period of time in which a full-time student is expected to complete three quarters of instruction. A full-time student is expected to complete 36 credits within the academic year. The University academic calendar operates on a quarter system. Undergraduate and graduate quarters are 10 weeks and AIU ground campuses offer a 5 week summer session for students.

### ***Undergraduate Classification***

A student's enrollment status or classification is based upon the number of credit hours completed. A student with 0-35 credit hours is a freshman, a student with 36-71 credit hours is a sophomore, a student with 72-107 credit hours is a junior, and a student with more than 107 credit hours is a senior.

### ***Week of Instruction***

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

## Appeals Board

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

### ***Conflict of Interest Clause***

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

## Assessment of Academic Proficiency

An assessment of academic proficiency is conducted for all undergraduate students at AIU Online in English and mathematics to ensure success in their University degree program of study. Students with academic deficiencies in English or mathematics or without prior successful collegiate experience are identified through diagnostic assessment prior to entering the introductory ENG 105 and MTH 133 courses. Transfer students may demonstrate proficiency for English or mathematics with a grade of 'C' or better in college-level coursework or have proficiency credit in these subject areas. Students who demonstrate basic academic deficiencies in these areas are immediately placed on an academic success plan administered by their Student Advisor. They are also advised to visit the Learning Center for additional resources that assist students in mastering basic academic proficiency in order to prepare them for collegiate-level study.

## Assessment of Institutional Effectiveness

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

### ***Learning Assessment***

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

## Attendance/Course Participation

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

Students enrolled in online courses are required to participate in an academically-related activity comparable to the minimum of one contact hour of instruction in a seven-day calendar week (Monday to Sunday) for each week of the quarter. This participation is captured and recorded as the Last Date of Attendance (LDA) in the student records system and updated with each consecutive login. This provides a dynamic update to the LDA in the student's academic record for real-time monitoring of course participation throughout a quarter. In the event of a student-initiated or administrative withdrawal, the LDA is used as the official date of withdrawal.

## Campus Security/ Crime Prevention and Safety Programs

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

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

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

## Campus Services

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

## Capstone Courses

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

## Career Services

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

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

## Course Materials

Students use a custom suite of course materials, including books and software that are provided by Words of Wisdom, LLC. At the University's discretion, books may be delivered in an electronic (e-Book) or standard textbook format. Please consult the campus Student Handbook for more information on course materials and return policies.

## Course Overload

Students should consult the campus tuition schedule for information on fees associated with course overloads. Course overloads require approval by the Academic Affairs department. Please see your campus Student Handbook for the specific procedure for course overloads.

## Dispute Resolution

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

## Drop/Add Period

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

## Drug-Free Environment

Two federal laws, the Drug-Free Workplace Act of 1988 (P.L. 101-690) and the Drug-Free Schools and Communities Act (P.L. 101-226), require institutions receiving federal financial assistance to provide a drug free workplace, and to have a drug-free awareness program and a drug and alcohol abuse prevention program for students and employees. As a matter of policy, AIU prohibits the manufacture and unlawful possession, use, sale, or distribution of illicit drugs and alcohol by students and employees on its property and at any school activity. Further information on the school's policies can be found in the Student Handbook and on the Virtual Campus. Any violation of these policies will result in appropriate disciplinary actions up to and including expulsion in the case of students and termination in the case of employees, even for a first offense. Violations of the law will also be referred to the appropriate law enforcement authorities. Students or employees may also be referred to abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program. Information on the school's drug-free awareness program and drug and alcohol abuse prevention program may be obtained from the Student Affairs Department.

## Dual Concentration Options

Students enrolled in AIU Online's Bachelor of Arts in Criminal Justice (BSCJ), Bachelor of Information Technology (BIT), Bachelor of Business Administration (BBA), Master of Information Technology (MIT), Master of Business Administration (MBA) and Master of Education (M.Ed.) degree programs are offered the opportunity to pursue dual concentrations within their respective discipline areas. Please see the campus tuition schedule for more information on dual concentration options.

## Enrollment Verification

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

## General Electives

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

the student's program discipline or fulfilled through prior learning assessment. This also provides degree completion students with prior learning to accelerate their degree pathways to the program major while receiving lower-level academic credit for their experiences upon entrance to degree completion programs. Methods for the assessment of this prior learning, which can be used to fulfill general elective requirements, are based upon academic guidelines established for the University based upon nationally recognized methods for the assessment of prior learning. Student are encouraged to consult their Academic or Student Advisor before registering in General Elective options..

## Grade Appeals

Consult the campus Student Handbook for the campus grade appeals procedure.

## Grievance Procedure

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

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

Ombudsman should contact the Office of the Ombudsman to schedule an appointment.

Grade appeals should be addressed by following the Grade Appeal Procedure described in the Student Handbook.

## Library and Learning Centers

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

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

The intention of the campus-based Learning Centers is to provide learning resources to a diverse student body with varying educational needs, including supplemental instruction opportunities, tutoring, Web-based and other educational software and/or resources, and assessment tools.

## Leave of Absence

Students may submit a written request for a Leave of Absence (LOA) to the Dean of Student Affairs. Requests for

a Leave of Absence must be approved and processed before the start of a term. The following conditions must be met in order for a student to be eligible to request a LOA:

- The request must be submitted in writing and include the date of submission, the effective date, length of Leave of Absence and the reason for the Leave of Absence.
- A student must have completed at least one quarter at the institution.
- A student must have completed his/her most recent quarter and received academic grades (A-F) for that quarter.
- The total of all Leaves of Absence in a 12-month period may not exceed 180 days.

Leave of Absence Reasons include:

- Jury Duty
- Medical Leave
- Family Care
- Military

Students on a leave of absence may be required to complete additional financial aid documents and failure to return from a Leave of Absence may affect a student's loan repayment obligations. A leave of absence may also affect the disbursement of student financial aid.

## Master of Education and Teacher Licensure

Although the Master of Education degree is not designed to meet state educator licensing requirements, it may assist students in gaining licensure in their state of residence depending on those requirements. To find out more information about teacher certification in a specific state, please go to: [http://www.aiuonline.edu/academic\\_programs/certification\\_info.asp](http://www.aiuonline.edu/academic_programs/certification_info.asp) and use the drop down menu to select the state. Students are then routed to the appropriate state-specific teacher licensure site for this information.

## Non-Discrimination

The school admits students without regard to race, gender, sexual orientation, religion, creed, color, national origin, ancestry, marital status, age, disability, or any other factor prohibited by law.

## Office of the Ombudsman

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

## Online Course Platform

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

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

## Policy & Program Changes

This catalog is current as of the time of printing. From time to time, it may be necessary or desirable for AIU to make changes to this catalog due to the requirements and standards of the University's accrediting body, state licensing agency or U.S. Department of Education, or due to market conditions, employer needs, or other reasons. AIU thus reserves the right to make changes to any provision of this catalog, including the amount of tuition and fees, academic programs and courses, policies and procedures, faculty and administrative staff, the calendar and other dates, and other provisions.

AIU also reserves the right to make changes in equipment and instructional materials, to modify curriculum and, when size and curriculum permit, to combine classes. Students are expected to be familiar with the information presented in this catalog.

## Reasonable Accommodations— Individuals with Disabilities

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

Individuals requesting an auxiliary aid or service will need to complete an Application for Auxiliary Aid. To enable AIU to provide an auxiliary aid or services in a timely manner, AIU requests that individuals complete and submit the Application for Auxiliary Aid six weeks before the first day of classes, or as soon

as practicable. Disagreements regarding an appropriate auxiliary aid and alleged violations of this policy may be raised pursuant to AIU's grievance procedure.

## Residency Requirement

All students must complete a minimum of the last 50 percent of their degree program credit requirements in residency at AIU in order to qualify for a degree. The total number of credits in residency required is determined by calculating 50 percent of the total number of credits required for the student's program of study. This total does not include developmental studies courses or courses that are not included in the total degree program requirements. Students transferring credit under the requirements of the Servicemembers Opportunity College (SOC) are allowed a minimum residency requirement of 25 percent of the total number of credits for the students' program of study as well as students entering under articulation agreements.

## Satisfactory Academic Progress

### Grading System

Grade reports are issued to students at the completion of each course. Grades are based on the quality of work as shown by learning deliverables as indicated on the course syllabus. Earned quality points are calculated for each course by multiplying the grade point value for the grade received for the course by the credit hour value of the course. For example, a 4-credit course with a grade of B would earn 12 quality points [credit value of course (4) multiplied by grade point value of B (3)]. The Cumulative Grade Point Average (CGPA) is calculated by dividing the total earned quality points by the total attempted credits.

Letter Code	Description	Included in Credits Earned	Included in Credits Attempted	Included in CGPA	Grade Points
A	A	Yes	Yes	Yes	4.00
B	B	Yes	Yes	Yes	3.00
C	C	Yes	Yes	Yes	2.00
D	D	Yes	Yes	Yes	1.00
F	F	No	Yes	Yes	0.00
I	Incomplete	No	Yes	No	n/a
IP*	In Progress	No	No	No	n/a
AU**	Audit	No	No	No	n/a
P	Pass	Yes	Yes	No	n/a
TC	Transfer	Yes	No	No	n/a
W	Withdrawn	No	Yes	No	n/a
PR	Proficiency Life Experience Credit	Yes	No	No	n/a
PD	Pass Developmental Course	Yes	Yes	No	n/a
FD	Failed Developmental Course	No	Yes	No	n/a

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

\*\*Study Abroad programs only

## ***Application of Grades and Credits***

The previous chart describes the impact of each grade on a student's academic progress. For calculating rate of progress, grades of F (failure), W (withdrawn), repeated courses, and I (incomplete) are counted as hours attempted. Grades of F (failure) and W (withdrawn) are not counted as hours successfully completed. The student must repeat any required course in which a grade of F or W is received. Undergraduate students will only be allowed to repeat courses in which they received a grade of D or below and graduate students will only be allowed to repeat courses in which they received a grade of C or below. Courses repeated during a student's program of study due to non-satisfactory grades will be indicated as a repeated course with the highest grade calculated into the CGPA. Both original and repeated credits will be counted as attempted credits in rate of progress calculations. A W grade will not be indicated as a repeated course on a student's transcript and remains part of the student's permanent record.

To receive an incomplete (I), the student must petition by the last week of the course for an extension to complete the required coursework. The student must be satisfactorily passing the course at the time of petition. Incomplete grades that are not completed within two weeks after the end of the course will be converted to the grade earned and will affect the student's CGPA.

Additional information on Incompletes is available in the campus Student Handbook

A proficiency (PR) grade is awarded for proficiency credit earned through prior learning assessment.

Courses numbered 100 and below (AIU Houston 102 and below ) are considered developmental courses. Developmental credits are not intended for transfer and will not apply to graduation. They are, however, calculated in determining satisfactory academic progress.

## ***Repeat Courses***

Courses repeated during a student's program of study due to non-satisfactory grades will be indicated as a repeated course with the highest grade calculated into the CGPA. The course that is indicated as a repeated course is not calculated in the CGPA, but both original and repeated credits will be counted as attempted credits in rate of progress calculations. Students who are required to repeat courses in order to qualify for degree program requirements may incur additional charges to do so. Students who repeat courses are encouraged to consult their Student Advisor on how repeated courses may adversely affect their satisfactory academic progress. Students are required to contact the Student Accounts Department regarding repeated courses that have extended the length of a degree program resulting in additional charges.

## ***Satisfactory Academic Progress Standards***

All students must maintain satisfactory academic progress in order to remain enrolled at the University. Additionally, satisfactory academic progress must be maintained in order to remain eligible to continue receiving federal financial assistance. Satisfactory academic progress is determined by measuring the student's cumulative grade point average (CGPA) and the student's rate of progress toward completion of the degree program. These are outlined below.

### ***CGPA Requirements***

Students are expected to meet minimum CGPA requirements in order to be considered making satisfactory academic progress. Undergraduate students must maintain a minimum CGPA of 2.0 throughout their enrollment; graduate students must maintain a CGPA of 3.0 throughout their enrollment. A student's CGPA will be reviewed at the end of each quarter after grades have been posted to determine if the student's CGPA is in compliance.

### **Rate of Progress toward Completion Requirements**

In addition to the CGPA requirements, a student must successfully complete at least 67% of the overall credits attempted cumulatively, in order to be considered to be making satisfactory academic progress. Credits attempted are defined as those credits for which students are enrolled in the term and have incurred a financial obligation. As with the determination of CGPA, the completion requirements will be reviewed at the end of each quarter after grades have been posted to determine if the student is progressing satisfactorily.

### **Maximum Time Frame in which to Complete**

A student is not allowed to attempt more than 1.5 times, or 150%, of the number of credits in their degree program of study. The requirements for rate of progress are to ensure that students are progressing at a rate at which they will complete their programs within the maximum allowable time frame. A sample of the maximum allowable attempted credits is noted below.

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

### **How Transfer Credits/Change of Degree Program Affect Satisfactory Academic Progress**

Credit that has been transferred into the University by the student has no effect on the rate of progress, nor does it have any effect on the grade point average requirement for satisfactory academic progress. Furthermore, the number of credits that have been transferred into the University by the student will be deducted from the number of required credits for graduation from the degree program to which the student is admitted. That number of credits will be the number from which satisfactory academic progress will be calculated. For example, a student transfers from institution A to the University. The student is able to transfer 30 credits that the student earned at institution A into a degree program at the University. The degree program requires 180 credits to graduate. Thus 180 credits minus 30 transfer credits equals 150 remaining credits from which satisfactory academic progress will be calculated. The maximum time frame for this student's new degree program at the University will be one and one half times (150%) x 150 remaining credits = 225 credits. When a student elects to transfer from one program to another program, all of the student's applicable earned credit, including transfer credit, will be the number from which the student's satisfactory academic progress will be calculated.

## ***Academic Warning, Probation and Dismissal***

At the end of each quarter after grades have been posted, each student's CGPA and rate of progress are reviewed to determine whether the student has met the above requirements of satisfactory academic progress.

Students will be placed on Warning the first quarter in which the CGPA or the rate of progress falls below the values specified above. At the end of the second quarter, the student will be removed from Warning and returned to regular status if they meet or exceed the minimum standards of satisfactory academic progress. During the Warning period, students remain eligible for financial aid. Students on Warning must participate in academic advising as deemed necessary by the University as a condition of their academic monitoring.

At the end of the next quarter of monitoring, the student will be placed on Probation if they continue to fall below the specified values. A student who raises their CGPA and rate of progress at or above the minimum standards of satisfactory academic progress will be removed from Probation and returned to regular status. During the Probation period, students remain eligible for financial aid. Students on Probation must participate in academic advising as deemed necessary by the University as a condition of their academic monitoring.

At the end of the next quarter of monitoring, the student will be Dismissed if they fail to meet the minimum CGPA or rate of progress requirements at the time of evaluation. The notification of academic dismissal will be in writing.

If at any point it can be determined that it is mathematically impossible for the student to meet the minimum requirements, the student will be dismissed from the University. The notification of academic dismissal will be in writing. The University also reserves the right to place a student on, or remove them from, academic monitoring based on their academic performance, notwithstanding these published standards. The Student Handbook describes other circumstances that could lead to student dismissal for nonacademic reasons. As a dismissed student, a tuition refund may be due in accordance with the University's stated refund policy.

## ***Appeal following an Academic Dismissal***

A student who has been academically dismissed may appeal the determination if special or mitigating circumstances exist. An appeal must be in writing and submitted to the Vice President or Director of Student Affairs who will forward it to the Appeals board. The student should explain what type of circumstances contributed to the academic problem and what plans the student has to eliminate those potential problems in the future. The decision of the Appeals Board is final and may not be further appealed.

## ***Reinstatement***

The decision regarding readmission will be based upon factors such as grades, attendance, student account balance, conduct, and the student's commitment to complete the degree program. Dismissed students who are readmitted may have to sign a new Enrollment Agreement, will be charged tuition and fees consistent with the existing published rate, are subject to the current policies in effect at the time of reentrance, and will return on Probation status. If a student is dismissed and readmitted, and academically progresses during subsequent term(s), with campus approval, the student may be allowed to continue without the written appeals and Appeals Board process outlined above.

## Student Activities and Organizations

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

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

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

## Student Advising

The staff and faculty on each campus are available to assist students in academic and career guidance. The Academic and Student Affairs Departments are primarily responsible for students. Advisors answer questions concerning the student's individual major, provide academic advising, and may also provide referral services to external agencies as necessary.

AIU also provides advising services to help students plan their program of study. Students enrolled in undergraduate degree completion programs may work with a Student Affairs representative at entrance to assist them in designing a coherent degree program based on prior learning assessment. All students are assigned to a Student Advisor.

### ***Academic Support and Learning Resources***

Students who experience difficulty in their coursework and have a need for academic support should, following a discussion with their instructors, contact their Student Advisors to discuss the availability of learning resources. If further support is required, students should visit the Learning Center to inquire about the availability of tutoring or other resources. At AIU's Online campus, Learning Labs in various subject areas (including College Algebra and English Composition) are offered to provide students with supplemental instruction and learning resources.

## Student Conduct

AIU believes strongly in promoting the development of personal and social responsibility. AIU also believes in a humanistic approach to discipline conducive to academic pursuits. However, AIU recognizes that its responsibility for the protection of personal and institutional rights and property is a primary focus of the disciplinary process. Therefore, the administration reserves the right to develop any policy or take any action(s) deemed appropriate to maintain the safety and well-being of any or all students. Policies and procedures on offenses related to persons, property, campus operations, and welfare, health or safety are to be found in the Student Handbook specific to each AIU campus. Students are encouraged to share personal experiences while participating in classes at AIU. However, students must be aware that should they disclose to any AIU faculty members or staff information that may cause harm to themselves or others, faculty members and staff are required to report such information to the Program Dean, Vice President of Student Affairs or President.

## ***Student Rights & Responsibilities***

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

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

### **Students have the right to:**

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

### **Students have the responsibility to:**

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

## ***Student Code of Conduct***

AIU is an academic community committed to the educational and personal growth of its students. Behavior that infringes upon rights, safety or privileges, or that impedes the educational process is unacceptable and may lead to sanctions up to and including dismissal from the University. An explanation of violations of University regulations can be found in the Student Handbook.

## **Student Orientation**

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

*See the Student Handbook for a complete description of the campus orientation process.*

## **Notification of Rights Under FERPA with Respect to Student Records**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records.

1. Each student enrolled at American InterContinental University shall have the right to inspect and review the contents of his/her education records, including grades, records of attendance and other information. Students are not entitled to inspect and review financial records of their parents. Parental access to a student's records will not be allowed without prior consent of the student.

2. A student's education records are defined as files, materials, or documents, including those in electronic format, that contain information directly related to the student and are maintained by the institution, except as provided by law. Access to a student's education records is afforded to school officials who have a legitimate educational interest in the records. A school official is defined as a person employed or engaged by the school in an administrative, supervisory, academic or support staff position (including law enforcement unit and health staff); a person or company (including its employees) with whom the school has contracted (such as an attorney, auditor, IT consultant or collection agent); a person serving on the University Governing Board; or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility or commitment to the school.

3. Students may request a review of their education records by submitting a written request to the school President. The review will be allowed during regular school hours under appropriate supervision. Students may also obtain copies of their education records for a nominal charge.
4. Students may request that the institution amend any of their education records, if they believe the record contains information that is inaccurate, misleading or in violation of their privacy rights. The request for change must be made in writing and delivered to the Student Affairs Department or Student Records Department, with the reason for the requested change stated fully.
5. Directory information is student information that the school may release to third parties without the consent of the student. American InterContinental University has defined directory information as the student's name, address(es), telephone number(s), e-mail address, birth date and place, program undertaken, dates of attendance, honors and awards, and credential awarded. If a student does not want some or all of his or her directory information to be released to third parties without the student's consent, the student must present such a request in writing to the Student Affairs Department or Student Records Department within 10 days after the date of the student's initial enrollment or by such later date as the institution may specify.

In addition to FERPA, the AIU London campus complies with all provisions of the UK Data Protection Act 1998.

6. The written consent of the student is required before personally identifiable information from education records of that student may be released to a third party, except for those disclosures referenced above, disclosures to accrediting commissions and government agencies, and other disclosures permitted by law.
7. A student who believes that American InterContinental University has violated his or her rights concerning the release of or access to his or her records may file a complaint with the U.S. Department of Education.

### ***Release of Information on Grades***

Grades may not be released when the student has possession of school property or is delinquent in payment of tuition or fees. For most academic programs, grade reports are distributed to the student and may not be released to third parties. Grade reports are not released over the telephone.

## ***Student Directory Information Changes***

It is the responsibility of the student to contact the Student Records Department immediately or to make information changes via the Virtual Campus in the event of student information changes including:

- Name
- Address
- E-mail address
- Phone number

Certain directory changes, such as surname changes, etc., may require the submission of additional documentation.

## ***Student Records Integrity***

AIU is committed to the integrity of its student academic records at every campus. The University upholds a commitment regarding student records to respect and protect the privacy of student information according to the University policy and the Family Educational Rights and Privacy Act of 1974 and to provide student information necessary for the work of University personnel.

As a member of the American Association of Collegiate Registrars and Admission Officers (AACRAO), AIU is committed to and practices the standard of developing and implementing effective management systems that ensure integrity, confidentiality, security, and accurate interpretation of institutional records. As such, AIU has implemented policies and procedures to protect the security of the student records in our electronic database (CampusVue), created adequate backup procedures, and revised procedures for approving grade changes. The integrity and confidentiality of student record information remains one of the highest priorities of the University.

## **Student Registration and Quarter Scheduling**

Students are automatically scheduled into their classes on a quarter-to-quarter basis according to their degree plan of study. Students may access their class schedule through the Virtual Campus. Scheduling information includes the course name and section. For additional registration information including drop/add dates as well as other issues impacting scheduling please contact the Student Affairs Department.

## **Student Request for Transcripts**

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

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

The fee schedule is as follows:

- \$3 (£4 London in-school or £15 London out-of-school; \$4 Los Angeles; \$4 Online) for each official copy, regular mail, usually four to six business days.

-or-

- £10 (£4 London in-school or £15 London out-of-school) for each official copy, same day or 24-hour service, or for any transcript to be faxed. Students will also pay for any special mail services.

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

## Technology Use Policy

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

Any part of AIU's technology resources must not be used to produce, view, store, replicate, or transmit harassing, obscene, or offensive materials. This includes, but is not limited to, material from the Internet, screen savers, etc. In addition, printed copies of such material, including those from magazines, are not permitted to be distributed. There is zero tolerance for any student, faculty, or staff who violates this policy and immediate dismissal may result.

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

Please refer to the campus Student Handbook for additional information about Technology Use.

## Transfer of Credit from AIU to Other Colleges and Universities

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

## Assessment of General Education in Degree Completion Programs

All undergraduate degree programs offered by the University contain collegiate level outcomes through the general education requirements of the program areas.

### ***The six general education outcomes include:***

- Information Systems: Demonstrate the ability to use computer applications as a tool for learning and in the workplace and to use technology to adapt to a technologically advancing society.
- English/Communication: Organize and communicate thoughts, ideas and information in written and verbal expression to create effective and efficient documents and presentations. Function in today's society through the development of communication skills.
- Mathematics and Natural Science: Use the principles and methods of mathematics and the natural sciences to develop a practical understanding of the role they play in today's society.

- **Social and Behavioral Sciences:** Apply the basic principles of human nature and the varieties of human behavior to reach personal and career goals. Analyze and interpret economic, social and political challenges of our time and apply this knowledge to business and personal problems.
- **Humanities/Fine Arts:** Acquire a basis for comprehending and analyzing the world through the study of theory and practice of history, fine arts, literature, languages and culture.
- **Critical Thinking and Problem-Solving:** Use efficient learning strategies and thinking skills to acquire and apply new knowledge and skills for lifelong learning.

For students who are transferring into degree completion programs, the six general education outcomes are evaluated within the program major courses in each program. These culminate in a capstone course or course sequence in which the attainment of the general education program outcomes is assessed prior to graduation.

## Transfer Policy

### ***Undergraduate Degree Program – Block Transfer***

A feature of AIU's baccalaureate degree completion programs is the availability of block transfer for the program's lower level degree requirements. Block transfer is an accepted practice at regionally accredited institutions, whereby an Associate degree earned at an institution accredited by an agency recognized by the U. S. Secretary of Education may be accepted to meet the lower-level requirements in the baccalaureate degree-completion program. In order to be accepted for block transfer the Associate degree program should be designed as a transfer program intended to prepare Associate graduates for a four year Baccalaureate degree program and include a minimum of 36 quarter hours of General Education course work.

Our block transfer option allows the University to accept the student's Associate degree as a coherent and certified knowledge base from which to build upon as the student pursues the upper-level degree program requirements. Since general education skills are integrated within our upper-level course work, students are prepared within a coherent course of study that combines general education competency and the program major. The University's six general education outcomes for degree completion programs are evaluated within the program major courses to ensure that graduates of the baccalaureate degree completion programs have mastered the same outcomes as graduates of the traditional baccalaureate degree programs offered by the University.

The baccalaureate degree-completion programs are designed to accelerate the development of prerequisite knowledge and skills needed for students to matriculate through the upper-level requirements in pace with their cohort group. Additionally, students entering at various levels are supported by

student advisors within their disciplines and other tutorial support in a variety of academic areas including general education. Therefore, students entering a baccalaureate degree completion program through the block transfer option will complete a course or courses that encompass the fundamental knowledge and skills for the discipline and thus ensure readiness to matriculate through the degree at the upper level in pace with their cohorts.

Entrance into the degree-completion program requires that the student has met the entrance requirements through the earned Associate degree and its general education requirements from the degree granting institution. A minimum CGPA of 2.0 is required in the Associate degree, and courses in the degree major must have a grade of C or higher. The University reserves the right to require pre-requisite course work be completed prior to entering the upper division courses when the earned Associates degree contains a program major, or specialized concentration of courses, which is significantly different in content from the baccalaureate degree completion program to which the student is applying.

All other associate degrees will be evaluated on a course-by-course basis for applicable transfer credit.

Baccalaureate degree completion programs offered by the University include (Please see the Program Matrix included in the University Catalog for details and concentrations offered):

- Bachelor of Business Administration
- Bachelor of Fine Arts

- Bachelor of Information Technology
- Bachelor of Science in Criminal Justice

Due to the nature of the accelerated programs at AIU Online, students must submit unofficial transcripts for evaluation prior to beginning the first term of study. Additionally, AIU Online students must ensure that official transcripts from all other institutions attended are on file with the University by the end of the first term of study. AIU Online students submitting transcripts from foreign institutions must have both the transcript and its evaluation on file with the University before the end of the first term of study. Any degree plans or schedules are tentative based upon the receipt of official transcripts.

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

1. Only earned degrees from accredited institutions that meet all of the criteria set forth in AIU's block transfer policy or institutions with articulation agreements with AIU can be evaluated for block transfer.
2. All other official college and military transcripts are evaluated on a course-by course basis in accordance with AIU policies.
3. Only courses completed with a "C" (or equivalent) or above will be eligible for transfer credit.
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. Students must provide unofficial transcript(s) prior to the commencement of the first class. If the unofficial transcript(s) are not received prior to the start of the first class, the student will be required to take the appropriate ramp-in course for that degree program.
9. No transfer credit is allowed for 300 and 400 level courses.
10. Notwithstanding the above policies and procedures, all transferred course credit is subject to review and approval by Academic Affairs.

## Transfer of College Credit and Prior Learning Assessment

### *Transfer of College Credit*

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

Please see AIU's transfer policy for specific requirements for the evaluation and awarding of transfer credit.

Specific requirements for the evaluation and award of transfer credit at each AIU campus include:

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 below, 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. Students must provide unofficial transcript(s) prior to the commencement of the first class. If the unofficial transcript(s) are not received prior to the start of the first class, the student will be required to take the appropriate ramp-in course for that degree program.
9. No transfer credit is allowed for 300-level and 400-level courses.
10. Notwithstanding the above policies and procedures, all transferred course credit is subject to review and approval by Academic Affairs.

Transfer credit from other institutions may not exceed 12 credits at the graduate level.

### ***Prior Learning Assessment***

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

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

Through AIU's Prior Learning Assessment program, the University may award proficiency credit for learning that has taken place outside the traditional academic setting. This experience includes: employment, non-collegiate or school-based education or other appropriate life experiences. It is important

for students to understand that life and learning experiences alone are inadequate bases for the award of proficiency credit. To be eligible for proficiency credit, the outcomes of the non-collegiate learning experience must be documented, be applicable to the program of study, and be assessed as being similar to or meeting the requirements of learning gained through college-level learning experiences. Students must provide unofficial transcript(s) prior to the commencement of the first class. If the unofficial transcript(s) are not received prior to the start of the first class, the student will be required to take the appropriate ramp-in course for that degree program.

Students desiring to request credit evaluations or to learn more about the specific requirements for participation in the prior learning assessment program must contact the Student Affairs Department.

### **Proficiency Credit Awards for Prior Learning**

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

## Military Credit

As a DANTES-affiliated institution and a recognized SOC member, AIU Online has established programs geared to the needs of active servicemen, servicewomen, and veterans. Credit earned through prior learning assessment for non-traditional and/or military education and experience is available through a variety of methods as described in this section.

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

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

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

<http://www.acenet.edu>

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

### Army

AARTS Operations Center  
298 Grant Avenue  
Ft. Leavenworth, KS 66027-1254  
FAX: 913-684-9497(9499)  
Toll Free: 866-297-4427  
<http://aarts.army.mil/>

### Navy & Marines

Navy College Center, N211  
Voled Det, CPPD  
6490 Saufley Field Rd.  
Pensacola, FL 32509-5204  
Toll-Free: 877-253-7122  
Fax: 850-452-1281  
<https://www.navycollege.navy.mil/>

### Air Force (Mail Only)

Community College of the Air Force CAF/RRR  
130 Maxwell Blvd.  
Maxwell Air Force Base, AL 36112-6613  
<http://www.maxwell.af.mil/au/ccaf/transcripts.asp>

### Coast Guard (Mail Only)

Commanding Officer (ve)  
USCG Institute  
5900 SW 64th Street, Room 228  
Oklahoma City, OK 73169-6999  
[http://www.uscg.mil/hq/cgi/ve/official\\_transcript.asp](http://www.uscg.mil/hq/cgi/ve/official_transcript.asp)

## Experiential Learning Credit

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

1. Relate specifically to lower-level coursework required for the student's enrolled program of study or appropriate elective areas.
2. Result in experientially attained and mastered competencies that are appropriately documented and equivalent to the course outcomes that would be acquired in the comparable lower-level AIU course.
3. Students must start the process for this credit evaluation by contacting their Student Advisor or Prior Learning Assessment Specialist.

The final portfolio is submitted to the Student Affairs Department and taken through a final Academic review to determine the credit award. Up to 24 credits (23 credits at AIU Houston only) in the overall degree program can be based on experiential learning.

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

## Professional Training/Certification Credit

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

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

## Standardized Assessment/Examinations

### **CLEP Examination**

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

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

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

### **DSST Examination**

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

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

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

## **Course Challenge Examinations**

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

- English Composition (ENG 105)
- Computer Applications (CSM 101)
- College Algebra (MTH 133)

*See the campus Student Handbook for more information on course challenge examination requirements.*

## **Advanced Placement Examination**

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

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

## **International Transcripts**

International institutions must be licensed or officially recognized by the Education Department or Ministry of the country where the institution is in operation to be eligible for transfer of credit. Because AIU follows strict policies concerning academic integrity, international students with foreign educational credentials must submit authentic foreign academic documents from all upper secondary and post-secondary educational institutions.

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

Several credential evaluation services are available to students. Services which are either conducted by AACRAO (Association of Collegiate Registrars and Admissions Officers) or a member of NACES (National Association of Credential Evaluation Services, Inc.) are acceptable services. Contact the Student Affairs Department for a listing of such organizations. Students are responsible for all applicable fees.

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

## **Unlawful Harassment**

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

## Withdrawal from the University

AIU undergraduate or graduate students intending to withdraw from the University must submit a verbal or written notice to the Student Affairs Department. All balances become due at the time of the withdrawal from the University. A student is not granted requests for official or unofficial AIU transcripts if any outstanding charges are not paid.

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

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

A student who withdraws from a course or the University during the last week of the term with a last date of attendance during that week will receive the grade earned at the point of withdrawal.

A student desiring to reenroll at AIU after a period of one year from the official date of withdrawal is considered a new student and must submit a new admissions application through the Admissions Department. This procedure may include paying any required application fee. A student desiring to reenroll after less than a one year period from the official date of withdrawal may send requests to [aiuonlineentry@aiuonline.edu](mailto:aiuonlineentry@aiuonline.edu) for consideration of readmission.

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

### ***Right to Cancel***

A student who cancels an Enrollment Agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after signing the Agreement will receive a refund of all Enrollment monies paid. A student who cancels after 72 hours but prior to the student's first day of class attendance will receive a refund of all monies paid, except for the nonrefundable Application Fee. If the student is denied admission to AIU or if AIU cancels this Agreement prior to the first day of class attendance, all monies, including the Application Fee, will be refunded. All requests for cancellation by the student must be made in writing and mailed or emailed to the Admissions and Student Affairs Department. First term students at AIU Online should refer to the Student Handbook Course Scheduling section for specific information regarding the scheduling of classes and the right to cancel.

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

## Program Charges

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

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

## Institutional, Federal and State Refund Policies

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

For students attending campuses in locations without state refund policies, refunds will be calculated in accordance to the Institutional Refund Policy. Funds will be returned following the same hierarchy as the Return of Title IV Funds policy, followed by other aid sources (e.g., private loans), and then the student.

### ***Return of Title IV Funds***

A recipient of Federal Title IV financial aid who withdraws from school during a payment period in which the student began attendance will have the amount of Title IV funds he/she did not earn calculated according to Federal regulations. This calculation will be based on the student's last date of attendance (*see Withdrawal from the University*).

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

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

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Federal PLUS/Grad PLUS Loans
4. Federal Pell Grants
5. Federal Supplemental Educational Opportunity Grants (FSEOG)
6. Other Title IV Programs

If the amount of unearned Title IV financial aid disbursed exceeds the amount that is returned by the school, the student (or parent, if a Federal PLUS Loan) must return or repay, as appropriate, the remaining amount.

### **State of Georgia Refund Policy (AIU Online Only)**

An academic quarter consists of two five-week sessions. In the event that a student withdraws or is dismissed from all classes during the quarter, the date from which tuition adjustments will be calculated is the last date of attendance. Tuition will be adjusted according to the following schedule:

### **Withdrawal Date**

The withdrawal date used to determine when the student is no longer enrolled at AIU is the Last Date of Attendance (LDA) and is used as the official date of withdrawal if the student is administratively withdrawn. In all cases, the LDA is used as the official withdrawal date for refund calculations.

AIU students intending to withdraw from the University must submit a verbal or written notice to the Student Affairs Department. Any outstanding tuition or fees charges owed become due and payable at the time of withdrawal. A student is not granted their request for official AIU transcripts or official AIU letters if any outstanding charges are not paid. If a student withdraws without completing this process, the LDA is used as the official date of withdrawal for refund calculations.

<b>Week of the Quarter</b>	<b>First Session of the Student's Quarter</b>	<b>Second Session of the Student's Quarter</b>	<b>Part-Time 10 Week Course Program</b>
<b>Student's Last Date of Attendance</b>	<b>Tuition Refund</b>	<b>Tuition Refund</b>	<b>Tuition Refund</b>
During the first week of instruction of the program*	100%	100%	100%
During the first academic week	80%	100%	90%
During the second academic week	60%	100%	75%
During the third academic week	40%	100%	50%
During the fourth academic week	0%	100%	50%
During the fifth academic week	0%	100%	50%
During the sixth academic week	0%	0%	0%
During the seventh academic week	0%	0%	0%
During the eighth academic week	0%	0%	0%
During the ninth academic week	0%	0%	0%
During the tenth academic week	0%	0%	0%

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

## Financial Aid Programs

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

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

### ***How to Apply***

Students must complete a Free Application for Federal Student Aid (FAFSA) each year. This application is available online ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)) or at any of the AIU campuses' websites. Applications are processed through the Financial Aid Department and all information is confidential. Students must be accepted for admission to the University before financial aid applications can be processed.

#### ***Federal Pell Grant***

This grant program is designed to assist needy undergraduate students who desire to continue their education beyond high school. Every student is entitled to apply for a Federal Pell Grant. Eligibility is determined by a standard U.S. Department of Education formula, which uses family size, income and resources to determine need. The actual amount of the award is based upon the cost of attendance, enrollment status, and the amount of money appropriated by Congress to fund the program. The Federal Pell Grant makes it possible to provide a foundation of financial aid to help defray the cost of a postsecondary education. Unlike loans, the Federal Pell Grant does not usually have to be paid back.

#### ***Federal Student and Parent Loans***

The Department's major form of self-help aid includes loans to students and parents through the William D. Ford Federal Direct Loan (Direct Loan) Program and the Federal Family Education Loan (FFEL) Program. FFELP loans are made by a lender, such as a bank, credit union, or savings and loan association. Direct Loans are available through the U.S. Government rather than through a bank or other financial institution. The major differences between the two programs are the source of the loan funds, some aspects of the application process, and the available repayment plans. Both programs offer Federal Stafford, Federal PLUS, Federal Grad PLUS and Federal Consolidation Loans.

#### ***Federal Direct Parent - PLUS Loans***

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

#### ***Federal Direct Graduate - PLUS Loans***

The William D. Ford Federal Direct Grad - PLUS Loan is a low-interest loan available to graduate and professional degree students. These loans are not based on need but when combined with other resources, cannot exceed the student's cost of education. The student must complete the FAFSA and a

credit check is required. Repayment begins within 60 days of final disbursement of the loan within a loan period. However, students may request deferment of payments while attending at least half time.

### **Federal Stafford Loan**

Federal Stafford loans, another FFELP loan program, are low-interest loans that are made to the student by a lender, such as a bank, credit union, or savings and loan association. The loan must be used to pay for direct and/or indirect educational expenses. Subsidized loans are need based, while unsubsidized loans are not. Repayment begins six months after the student graduates, withdraws from school, or falls below half-time enrollment status.

### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

The FSEOG is a grant program for undergraduate students who have not earned their first baccalaureate degree. Priority is given to students with the lowest estimated family contributions (EFCs) and with Federal Pell Grant eligibility, as determined by the Department of Education. The Federal government allocates FSEOG funds to participating schools and often times, FSEOG funds can be exhausted early in the award year.

### **Academic Competitiveness Grant (ACG)**

The purpose of the Academic Competitiveness Grant (ACG) is to encourage students to take more challenging courses in high school which, according to research, should help make their success in college more likely. An ACG will provide up to \$750 for the first year of undergraduate study and up to \$1,300 for the second year of undergraduate study. The Academic Competitiveness Grant award is in addition to the student's Pell Grant award.

To be eligible for the Academic Competitiveness Grant, candidates must:

- be a U.S. citizen or eligible Non-Citizen (effective 7/01/09).
- be a Federal Pell Grant recipient.
- be enrolled as a full time student in a degree program.
- be enrolled in the first or second academic year of a program of study at an eligible two-year or four-year degree granting institution.
- have successfully completed and graduated from a rigorous high school program of study, as determined by the state or local education agency and recognized by the Secretary of Education.
- for second year students, maintain a cumulative grade point average of at least 3.0 on a 4.0 scale.

The program was available for the first time of the 2006-07 school year for first year students who graduated from high school after January 1, 2006 and for second year students who graduated from high school after January 1, 2005.

To learn more about the Academic Competitiveness Grant go to, <http://studentaid.ed.gov/>

### **National Science and Mathematics Access to Retain Talent Grant (National SMART Grant)**

The purpose of the National SMART Grant is to encourage students to pursue majors that are in high demand in the global economy, such as physical, life or computer sciences, mathematics, engineering, technology, and certain foreign languages. A National SMART Grant will provide up to \$4,000 for each of the third and fourth academic years of study. The National SMART Grant award is in addition to a student's Pell Grant award.

To be eligible for the National SMART Grant, candidates must:

- be a U.S. citizen or eligible Non-Citizen (effective 7/01/09).
- be a Federal Pell Grant recipient.
- be enrolled as a full time student in a degree program.
- be enrolled in the third or fourth academic year of a program of study at an eligible four-year degree granting institution.
- major in physical, life or computer sciences, mathematics, engineering, technology, or a certain foreign language (for AIU Online this applies to the Bachelor of Information Technology program only).
- be actively participating in at least one core curriculum course that is specific to the Bachelor of Information Technology program.
- have a grade point average of 3.0 or higher.

Note that the amount of the SMART Grant, when combined with a Pell

Grant, may not exceed the student's cost of attendance. In addition, if the number of eligible students is large enough that payment of the full grant amounts would exceed the program appropriation in any fiscal year, then the amount of the grant to each eligible student may be ratably reduced.

To learn more about the National SMART Grant go to, <http://studentaid.ed.gov/>

### **Private Loans**

Various lending institutions offer loans to help cover the gap between the cost of education and the amount of Federal eligibility. A cosigner may be required to meet the program's credit criteria. Interest rates are variable and are typically based on the prime rate or the Treasury Bill. As the borrower, each student always has the right to use any lender that you wish. Further, as the borrower, students should ensure that they understand the exact interest rate they will pay over the life of the loan, which may vary, as well as the terms and conditions of loans from the lender the students select.

### **Veterans Educational Benefits**

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

### **Georgia Tuition Equalization Grant (GTEG)**

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

### **HOPE Scholarship (State of Georgia)**

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

### **Georgia Leveraging Educational Assistance Partnership (Georgia LEAP)**

Georgia's Leveraging Educational Assistance Partnership (LEAP) Grant is a need-based grant offered to provide residents of Georgia who demonstrate substantial financial need with grant assistance toward the cost of attendance at eligible public and private colleges/universities and technical colleges in Georgia. Contact the Financial Aid Department for the LEAP grant eligibility requirements.

### **Entrance and Exit Interviews/Loan Counseling**

The U.S. Department of Education requires that any students receiving a Federal Stafford Loan be informed concerning their loans. AIU counsels each student regarding loan indebtedness and gives each student an entrance interview regarding the loan program to ensure that the student understands the amount borrowed and the student's rights and responsibilities regarding repayment.

The student must report to the campus Financial Aid Department for student loan counseling should they fall below at least half-time enrollment status. This includes withdrawal, dismissal, graduation/completion or leave of absence. The purpose of this session is to inform the student of the total loans received while in attendance at the University and any refunds that may have been made, as well as to provide the student with an estimated repayment schedule. If the student is unable to meet with the campus Financial Aid Department, an exit interview will be mailed or may be completed online.

## Grants and Scholarships

### ***AIU Online Advantage Grant:***

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

The conditions are as follows:

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

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

### ***AIU Career Education Scholarship Fund (CESF)***

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

No portion of the scholarship is refunded to the student.

The conditions are as follows:

- The scholarship is used exclusively towards prior or current program charges.
- The scholarship recipient must be a full-time student currently attending or enrolled for a future start at AIU.
- The scholarship recipient must have a valid ISIR on file with the University for the applicable award year, been awarded all federal and state financial aid that they are eligible for and still have an unmet financial need.
- Students who are paying all cash or do not file a FAFSA are not eligible for the scholarship.
- Current students must be in good academic standing.
- For new students, the scholarship will be awarded for the student's first academic year only.

- For current students, the scholarship will be awarded to the student's next academic year only.
- Candidates must apply and be accepted for admission to be eligible to receive the scholarship.
- Candidate must submit a maximum 500-word typed essay on one of the following topics:
  1. How the completion of your education would allow you to achieve your dream.
  2. Why the knowledge obtained from your program is important to you.

The essay must also include a discussion of how the scholarship will help the candidate meet their financial needs for completing the program.

- Candidates must also complete the Career Education Grant Application.
- The potential scholarship recipient will be judged, in addition, on the following criteria:
  - Service
  - Leadership
  - Letter(s) of Reference (at least one, but no more than two, letter(s) from a current or prior teacher of the applicant)
- The scholarship is awarded proportionately over each quarter in the degree program.
- University employees and their immediate family members are not eligible for this scholarship.

### ***AIU Online Education Partner Grant***

AIU has established a 5% grant in the name of its Education Partners in order to assist eligible students with the opportunity to attend a degree program of study at AIU. To be eligible for the Education Partner Grant and waived application fee, a candidate must be accepted for admission to the University, allow verification of employment/membership (or for family members, the relationship to the employee/member) and complete the Education Partner Attestation form.

The conditions are as follows:

- The Education Partner Grant is used exclusively towards prior or current program charges
- The grant is awarded proportionately over each session in the program.
- Qualifying students are an employee or immediate family member.\*
- Candidates must apply and be accepted for admission to the University to be eligible to receive the grant.
- All grants are applied as a credit to the student's account and no cash payments will be awarded to the student.
- Students must be employed with the educational partner within 30 days of enrollment.
- Students must submit documentation of employment prior to the start of class.
- Students selected for membership verification must provide documentation before the grant is applied. Documentation must show effective date of membership prior to the first day of class.

All of the conditions must be fulfilled before the grant can be awarded.

The grant is non-transferable and non-substitutable and cannot be combined with the Freedom Grant, AIU Veterans Grant or AIU Lifelong Learning Grant. The grant with the greatest benefit to the student will be applied. Interested candidates should contact the AIU Online Financial Aid Department for additional application information.

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

### **AIU Online Education Partner Grant – Boeing Company**

AIU has established a 10% grant in the name of its Education Partner, the Boeing Company, in order to assist eligible students and their immediate families\* with the opportunity to attend a degree program of study at AIU. To be eligible for the Education Partner Grant – Boeing Company and waived application fee, a candidate must be accepted for admission to the University and allow verification of employment/membership (or for family members, the relationship to the employee/member) and complete the Education Partner attestation form.

The conditions are as follows:

- The Education Partner Grant-Boeing Company is used exclusively towards prior or current program charges
- The grant is awarded proportionately over each session in the program.
- Qualifying students are an employee or immediate family member of an eligible institution.
- Candidates must apply and be accepted for admission to the University to be eligible to receive the grant.
- All grants are applied as a credit to the student's account and no cash payments will be awarded to the student.
- Students selected for membership verification must provide documentation before the grant is applied. Documentation must show effective date of membership prior to the first day of class.

The grant is non-transferable and non-substitutable and cannot be combined with the Freedom Grant. Interested candidates should contact the AIU Online Financial Aid Department for additional application information.

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

### **Freedom Grant**

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

- Associates degree programs: 10%
- Bachelors degree programs: 15%
- Masters degree programs: 20%

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

The conditions are as follows:

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

combined with any Education Partner, AIU Veterans Grant or AIU Online Lifelong Learning Grant. The grant with the greatest benefit to the student will be applied.

Students selected for membership verification must provide documentation before the grant is applied. Those that are not able to provide documentation will also be required to pay the application fee.

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

### **AIU Veterans Grant**

AIU has established a 5% grant for all honorably discharged\*\* Veterans of the U.S. military and their immediate family members\* to assist in providing the opportunity to attend a degree program of study at AIU Online. This grant amount applies to all levels and programs of study. To be eligible for the grant and waived application fee, a candidate must be accepted for admission to the University, allow for the verification of their military discharge via a DD-214 Member-4 or comparable government document (or that of their spouse or parent/legal guardian), and complete the AIU Veterans Grant Attestation form.

The conditions are as follows:

- The AIU Veterans Grant is used exclusively towards prior or current program charges.
- The grant is awarded proportionately over each session in the program.
- Qualifying students are honorably discharged Veterans of the U.S. military and their immediate family members.
- Candidates must apply and be accepted for admission to the University to be eligible to receive the grant.
- All grants are applied as a credit to the student's account, and no cash payments will be awarded to the student.
- The grant is non-transferrable and non-substitutable and cannot be combined with any Education Partner, Freedom Grant or AIU Online Lifelong Learning Grant. The grant with the greatest benefit to the student will be applied.

Students selected for membership verification must provide documentation before the grant being applied. Documentation must show effective date of membership prior to the first day of class. Those that are not able to provide documentation will also be required to pay the application fee.

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

\*\*Certain exceptions apply

### **Working Woman Scholarship**

The purpose of the Working Woman Scholarship is to provide working women who value their career advancement with the opportunity to attend one of AIU Online's degree programs of study by receiving a full-ride maximum scholarship award of up to \$35,000\*. The Working Woman Scholarship covers any of AIU Online's programs of study.

The conditions are as follows:

- Candidates must apply and be accepted for admission to the University to be eligible to receive the scholarship.
- To be eligible, the candidate must be in her current position for at least six months, and must be in good standing with employer while working a minimum of 20 hours per business week.
- Eligibility for this scholarship is for new students.
- A candidate must submit completed application, personal essay and letter of recommendation from her current or former employer.
- Submissions will be reviewed on a quarterly basis by scholarship committee and are awarded based on funds availability of AIU.
- Awards will be disbursed at the end of each course, after the corresponding grades have posted.
- Recipients must receive passing grades in the course to receive scholarship funds.
- Recipients must maintain satisfactory academic progress in order to maintain scholarship eligibility.
- Scholarship funds may not be applied to any prior program balance. Any outside funding received above and beyond tuition charges will result in an award reduction by that amount.
- The scholarship is awarded proportionately over each session in the program.
- All funds are applied as a credit to the student's account, and no cash payments will be awarded to the student.
- The scholarship is non-transferrable and non-substitutable and cannot be combined with any other AIU institutional grant or scholarship.

\*This is a non-cash scholarship and may only be applied towards tuition and fees associated with AIU Online, not to exceed \$35,000. The scholarship applies towards the recipient's first degree sought through AIU Online and any remaining amounts not used by the scholarship recipient may be applied to her subsequent degree program of study.

### **AIU Online Lifelong Learning Grant**

The purpose of the AIU Online Lifelong Learning Grant is to recognize AIU Online and Briarcliffe College undergraduate alumni who intend to pursue a bachelor or graduate degree. Alumni of these programs, currently enrolled in a baccalaureate or graduate program, will be eligible for a grant of \$2,000. The grant award will be applied against outstanding current or future charges at the University's discretion.

The conditions are as follows:

- The Lifelong Learning Grant is used exclusively towards prior or current program charges.
- The grant is awarded proportionately over each session in the program.
- Students must attend the qualifying session prior to the grant being awarded.
- Candidates must apply and be accepted for admission into a Master or Baccalaureate degree program to be eligible to receive the grant.
- All grants are applied as a credit to the student's account, and no cash payments will be awarded to the student.
- Students who are enrolled in a dual concentration program are not eligible for the AIU Online Lifelong Learning Grant.

The grant is non-transferable and non-substitutable. No portion is refundable. Interested candidates should contact the Financial Aid Department or additional application information.



# DEGREE PROGRAMS

## Undergraduate General Education Requirements

### **General Education Philosophy**

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

### **General Education Outcomes**

**Information Systems:** Demonstrate the ability to use computer applications as a tool for learning and in the work place and to use technology to adapt to a technologically advancing society.

**English/Communication:** Organize and communicate thoughts, ideas and information in written and verbal expression to create effective and efficient documents and presentations. Function in today's society through the development of communication skills.

**Mathematics and Natural Science:** Use the principles and methods of mathematics and the natural sciences to develop a practical understanding of the role they play in today's society.

**Social and Behavioral Sciences:** Apply the basic principles of human nature and the varieties of human behavior to reach personal and career goals. Analyze and interpret economic, social and political challenges of our time and apply this knowledge to business and personal problems.

**Humanities/Fine Arts:** Acquire a basis for comprehending and analyzing the world through the study of theory and practice of history, fine arts, literature, languages and culture.

**Critical Thinking and Problem-Solving:** Use efficient learning strategies and thinking skills to acquire and apply new knowledge and skills for lifelong learning.

## General Education Requirements

All undergraduate degree programs offered by the University contain general education requirements. A graduate from the degree program listed below will have completed these credit hour requirements by general education discipline. Students are offered certain elective options in the general education disciplines, although course prerequisite requirements must be adhered to in course sequencing. Course options by degree and discipline include:

### Associate Degrees

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

#### Associate Degree General Education Requirements (24 Credits)

ART 205	Art Appreciation or Humanities Elective	4
CSM 101	Computer Applications	4
ENG 105	English Composition	4
MTH 133	College Algebra	4
SCI 206	Biology	4
PSY 206	Aspects of Psychology	4

## Baccalaureate Degrees

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

#### Bachelor Degree General Education Requirements (48 Credits)

CSM 101	Computer Applications	4
ENG 105	English Composition	4
ENG 206	Topics in Literature or English Elective	4
PSP 111	Business Presentations	4
MTH 133	College Algebra	4
MTH 212	Trigonometry, Algebra, and Geometry or Math Elective	4
SCI 206	Biology or Natural Science Elective	4
SCI 210	Environmental Science in Today's World or Natural Science Elective	4
PSY 206	Aspects of Psychology or Social Science Elective	4
SOC 210	Sociology or Social Science Elective	4
ART 205	Art Appreciation or Humanities Elective	4
HUM 215	Topics in Cultural Studies or Humanities Elective	4

The following courses count toward the Georgia State requirements of 45 credits hours in General Education: BUS105, BUS207, QMB350, VCD300, ITS300, CRJ306.

## AIU Online Flexible Scheduling Options

New students enrolling into AIU Online taking lower-level education requirements (100-200 level courses) have the option to enter into one of two scheduling tracks to suit their needs. Please contact the admissions department for details. Continuing students taking lower-level education requirements (100-200 level courses) may inquire with the Student Affairs Department regarding temporary scheduling adjustments. Please see the Student Handbook for additional information.

## Graduation Requirements

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

- Minimum CGPA of 2.0 for undergraduate programs or 3.0 for graduate programs.
- Clearance by the Student Affairs Department that all program requirements have been met.
- Clearance by the Financial Aid Department for all financial aid requirements.
- Clearance by the Student Accounts Department for all financial obligations.

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

## Graduation with Honors

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

### **Summa Cum Laude**

a student graduating with a CGPA of 3.90 or above.

### **Magna Cum Laude**

a student graduating with a CGPA of 3.70 to 3.89.

### **Cum Laude**

a student graduating with a CGPA of 3.50 to 3.69.

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

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

## Undergraduate Degree Requirements

The University offers undergraduate associate degrees of 90 credits and baccalaureate degrees of 180 credits. The undergraduate degree programs offered at American InterContinental University Online include:

### **Associate Degree Programs**

BUSINESS ADMINISTRATION (AABA)

### **Baccalaureate Degree Completion Programs**

BUSINESS ADMINISTRATION (BBA)  
 CRIMINAL JUSTICE (BSCJ)  
 INFORMATION TECHNOLOGY (BIT)  
 VISUAL COMMUNICATION (BFA)

## Graduate Degree Requirements

The University offers master's degree programs of 48 Credits with graduate-level research and critical inquiry integrated into course requirements. All master's degree programs are offered in both a full-time (12 credit hours per quarter) and part-time (6 credit hours per quarter) format.

The graduate degree programs offered at American InterContinental University include:

### **Graduate Degree Programs**

BUSINESS ADMINISTRATION (MBA)  
 INFORMATION TECHNOLOGY (MIT)  
 EDUCATION (M.Ed.)

*For degree programs offered at AIU Atlanta, AIU Houston, AIU Los Angeles and AIU South Florida see their respective catalogs.*

Program Matrix
<b>Graduate Degree Programs</b>
Master of Information Technology Degree
Master of Business Administration Degree
Master of Education Degree
<b>Bachelor Degree Programs</b>
Bachelor of Business Administration Degree
Bachelor of Science in Criminal Justice Degree
Bachelor of Fine Arts Degree in Visual Communication
Bachelor of Information Technology Degree
<b>Associate Degree Programs</b>
Associate of Arts Degree in Business Administration

Concentrations
<b>Associate of Arts Degree in Business Administration</b>
Business
Criminal Justice Administration
Healthcare Administration
Human Resources
Information Systems
Medical Coding and Billing
Visual Communication
<b>Bachelor of Business Administration Degree</b>
Accounting and Finance
Healthcare Management
Human Resource Management
International Business
Management
Marketing
Operations Management
Organizational Psychology and Development
Project Management
<b>Bachelor of Science in Criminal Justice Degree</b>
Forensic Science
Law Enforcement
Special Populations
<b>Bachelor of Fine Arts Degree Visual Communication</b>
Digital Design
Web Design

Concentrations
<b>Bachelor of Information Technology Degree</b>
Computer Forensics
Computer Systems
Internet Security
Network Administration
Programming
<b>Master of Business Administration Degree</b>
Accounting and Finance
Finance
Healthcare Management
Human Resource Management
International Business
Management
Marketing
Operations Management
Organizational Psychology and Development
Project Management
<b>Master of Education Degree</b>
Curriculum and Instruction
Educational Assessment and Evaluation
Instructional Technology
Leadership of Educational Organizations
<b>Master of Information Technology Degree</b>
Internet Security
IT Project Management

# SCHOOL OF BUSINESS

## ASSOCIATE OF ARTS DEGREE IN BUSINESS ADMINISTRATION

### 90 Credits

*Concentration Options: Business, Criminal Justice Administration, Healthcare Administration, Human Resources, Information Systems, Medical Coding and Billing, or Visual Communication*

### PROGRAM DESCRIPTION

Associate of Arts Degree in Business Administration is designed as a unique blend of courses that prepares students to enter today's demanding business world. The broad base of fundamental business courses and general education requirements fosters critical thinking and communication skills.

The online AABA Degree Program Option with concentration is geared toward first-time students who enter with little or no previous credit who seek completion of all or nearly all of their lower-division requirements. Prior Learning Assessment options are available to students in this program.

*See Undergraduate Degree Completion Programs for prior learning options to fulfill lower level requirements in this degree completion program.*

### GENERAL EDUCATION REQUIREMENTS

ART 205	Art Appreciation or Humanities Elective	4
ENG 105	English Composition	4
CSM 101	Computer Applications	4
MTH 133	College Algebra	4
SCI 206	Biology	4
PSY 206	Aspects of Psychology	4
<b>Total General Education Requirements</b>		<b>24</b>

### LOWER DIVISION DEGREE-SPECIFIC GENERAL EDUCATION REQUIREMENTS

BUS 105	Business and Society	6
BUS 207	Business Ethics	6

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**Total Lower Division Degree-Specific  
General Education Requirements** **12**

### BUSINESS CORE REQUIREMENTS

ACG 230	Introduction to Accounting	6
BUS 230	International Business	6
MGT 240	Business Management and Leadership	6
MKT 255	Fundamentals of Marketing	6
FIN 110	Personal Finance Concepts	6
MGT 110	Project Management	6

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**Total Business Core Requirements** **36**

**Concentration Option** **18**

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**Total A.A. Degree Requirements** **90**

### CONCENTRATION OPTIONS

#### Business

The concentration in Business prepares students with an introduction to the global business environment.

BUS 210	Business Communications	6
BUS 255	Fundamentals of Business Law	6
MGT 260	Entrepreneurship	6

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**Total Concentration Requirements** **18**

#### Criminal Justice Administration

The concentration in Criminal Justice Administration focuses on the administrative and management skills useful in criminal justice organizations and security.

CRJ 101	Introduction to Criminal Justice	6
CRJ 206	Administration of Criminal Justice	6
CRJ 216	Technology in Criminal Justice Administration	6

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**Total Concentration Requirements** **18**

## **Healthcare Administration**

Building on the business skills in the core AABA curriculum, this concentration helps students gain proficiency in the areas of medical terminology, medical office procedures, and medical records.

HCM 210	Medical Terminology	6
HCM 220	Medical Office Procedures	6
HCM 230	Medical Records	6
<b>Total Concentration Requirements</b>		<b>18</b>

## **Human Resources**

The Human Resources concentration expands on the general business skills of the AABA with specific skills needed for human resource administration. Recruitment, selection, team dynamics, compensation, benefits, and records management are addressed.

MGT 242	Recruitment, Selection, and Records Management	6
MGT 252	Team Building and Conflict Resolution	6
MGT 262	Compensation and Benefits	6
<b>Total Concentration Requirements</b>		<b>18</b>

## **Information Systems**

The concentration in Information Systems prepares students with an introduction to the logic and structure of information systems.

CSM 220	Computer Concepts	6
CSM 240	Introduction to Operating System Interfaces	6
CSM 260	Relational Database Concepts	6
<b>Total Concentration Requirements</b>		<b>18</b>

## **Medical Coding and Billing**

The concentration in Medical Coding and Billing prepares students to utilize information technology systems to focus on disease classification, coding systems and methods, and the health insurance billing and reimbursement processes used in documenting medical records, insurance claims, and billing for services provided.

HCM 101	Introduction to ICD Classification and Reimbursement	6
HCM 102	Introduction to Coding and Billing	6
HCM 201	Fundamentals of Healthcare Technology	6

<b>Total Concentration Requirements</b>		<b>18</b>
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## **Visual Communication**

The Visual Communication concentration combines the business skills of the AABA with specific skills needed in the field of visual communication. This concentration focuses on fundamentals of design theory, research methods, problem solving, and business practices.

VCD 215	Visual Literacy	6
VCD 260	Research and Design Solutions	6
VCD 275	Business Skills for Visual Communication	6

<b>Total Concentration Requirements</b>		<b>18</b>
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## **AABA PROGRAM (WITH CONCENTRATION) PROGRAM SEQUENCE**

### **Quarter 1**

Session 1A Business and Society

Session 1B Business Ethics

### **Quarter 2**

Session 2A Computer Applications

Session 2A English Composition

Session 2B College Algebra

### **Quarter 3**

Session 3A Biology

Session 3A Business Management and Leadership

Session 3B Art Appreciation

Session 3B Introduction to Accounting

### **Quarter 4**

Session 4A Aspects of Psychology

Session 4A Personal Finance Concepts

Session 4B Fundamental of Marketing

Session 4B Concentration Course 1

### **Quarter 5**

Session 5A Project Management

Session 5A Concentration Course 2

Session 5B International Business

Session 5B Concentration Course 3

## **BACHELOR OF BUSINESS ADMINISTRATION DEGREE**

(Degree Completion Program only), please refer to the **Degree Completion Program** section of the catalog for program details.

## **MASTER OF BUSINESS ADMINISTRATION DEGREE**

### **48 Credits**

Concentrations: Accounting and Finance, Finance, Healthcare Management, Human Resource Management, International Business, Management, Marketing, Operations Management, Organizational Psychology and Development, or Project Management

### **PROGRAM DESCRIPTION**

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

The program culminates in a capstone experience from a business research perspective.

### **PROGRAM REQUIREMENTS**

#### **BUSINESS CORE REQUIREMENTS**

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

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<b>Total Business Core Requirements</b>	<b>36</b>
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<b>Concentration Option</b>	<b>12</b>
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<b>Total MBA Degree Requirements</b>	<b>48</b>
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## CONCENTRATION OPTIONS:

### Accounting and Finance

ACG 610	Accounting for Managers	6
FIN 620	Financial Statement Analysis	6

### Finance

FIN 620	Financial Statement Analysis	6
FIN 640	Derivatives	6

### Healthcare Management

HCM 610	Systems in Healthcare	6
HCM 620	Health Policy	6

### Human Resource Management

MGT 652	Human Resource Strategy	6
MGT 655	Employment Law	6

### International Business

BUS 638	Legal & Regulatory Environment in International Business	6
MGT 658	International Management and Leadership	6

### Management

MGT 625	Legal Aspects of Business Decisions	6
MGT 635	International Business Operations Management	6

### Marketing

MKT 655	Research Methods in Marketing	6
MKT 660	International Marketing	6

### Operations Management

MGT 636	Operations Management for Competitive Advantage	6
MGT 656	Quality Management and Continuous Improvement	6

### Organizational Psychology and Development

OPD 600	Organizational Theory	6
OPD 650	Organizational Development and Managing Change	6

### Project Management

MGT 637	Project Management: Integration, Scope, Time, and Communication	6
MGT 657	Project Management: Cost, Quality, Risk, and Procurement	6

## MBA DEGREE PROGRAM SEQUENCE

### Quarter 1

Session 1A	Business Research for Decision Making
Session 1B	Economics for the Global Manager

### Quarter 2

Session 2A	A Managerial Approach to Marketing
Session 2B	Leadership & Ethics for Managers

### Quarter 3

Session 3A	Global Financial Management
Session 3B	Concentration Course

### Quarter 4

Session 4A	Concentration Course
Session 4B	Strategic Management

# SCHOOL OF CRIMINAL JUSTICE

## BACHELOR OF SCIENCE IN CRIMINAL JUSTICE DEGREE

(Degree Completion Program only), please refer to the **Degree Completion Programs** section of the catalog for program details.

# SCHOOL OF EDUCATION

## MASTER OF EDUCATION DEGREE

### 48 Credits

*Concentrations: Curriculum and Instruction, Educational Assessment and Evaluation, Instructional Technology, or Leadership of Educational Organizations*

### PROGRAM DESCRIPTION

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

### M.Ed. CORE REQUIREMENTS

EDU 602	Analysis, Assessment, and Technology	6
EDU 612	Educational Research Methods	6
EDU 620	Principles of Instructional Design	6
EDU 622	Applying Learning Theories	6
EDU 660	Curriculum Design and Evaluation	6

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<b>Total Core Requirements</b>	<b>30</b>
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<b>Concentration Option</b>	<b>18</b>
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<b>Total M.Ed. Degree Requirements</b>	<b>48</b>
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### CONCENTRATION OPTIONS:

#### **Curriculum and Instruction**

EDU 633	Principles of Curriculum Improvement	6
EDU 643	Designing Effective Courses	6
EDU 673	Decision Making in Curriculum and Instruction	6

#### **Educational Assessment and Evaluation**

EDU 638	Educational Assessment and Evaluation Systems	6
EDU 648	Methods and Instruments for Assessment	6
EDU 678	Using Evaluation Results	6

#### **Instructional Technology**

EDU 636	Instructional Technology	6
EDU 640	Computer-Mediated Learning Environments	6
EDU 674	Online Learning: Theory and Practice	6

#### **Leadership of Educational Organizations**

EDU 635	Leading Educational Organizations	6
EDU 645	Human Resource Planning and Evaluation	6
EDU 675	Education Planning and Development	6

## ***M.ED. DEGREE PROGRAM SEQUENCE***

### **Quarter 1**

Session 1A Analysis, Assessment, and Technology  
Session 1B Educational Research Methods

### **Quarter 2**

Session 2A Applying Learning Theories  
Session 2B Curriculum Design and Evaluation

### **Quarter 3**

Session 3A Principles of Instructional Design  
Session 3B Concentration Course

### **Quarter 4**

Session 4A Concentration Course  
Session 4B Concentration Course

## ***M.ED. DEGREE PROGRAM PART TIME SEQUENCE.***

### **Quarter 1**

Session 1A Analysis, Assessment, and Technology

### **Quarter 2**

Session 2A Educational Research Methods

### **Quarter 3**

Session 3A Applying Learning Theories

### **Quarter 4**

Session 4A Curriculum Design and Evaluation

### **Quarter 5**

Session 5A Principles of Instructional Design

### **Quarter 6**

Session 6A Concentration Course

### **Quarter 7**

Session 7A Concentration Course

### **Quarter 8**

Session 8A Concentration Course

## BACHELOR OF BUSINESS ADMINISTRATION DEGREE

(Degree Completion Program only), please refer to the **Degree Completion Programs** section of the catalog for program details.

## MASTER OF BUSINESS ADMINISTRATION DEGREE

### 48 Credits

*Concentration: Healthcare Management*

### PROGRAM DESCRIPTION

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

The program culminates in a capstone experience from a business research perspective.

### BUSINESS CORE REQUIREMENTS

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

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**Total Business Core Requirements** **36**

**Concentration Option** **12**

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**Total MBA Degree Requirements** **48**

### CONCENTRATION OPTION:

#### **Healthcare Management**

HCM 610	Systems in Healthcare	6
HCM 620	Health Policy	6

## ***MBA DEGREE PROGRAM SEQUENCE***

### Quarter 1

- Session 1A Business Research for Decision Making
- Session 1B Economics for the Global Manager

### Quarter 2

- Session 2A A Managerial Approach to Marketing
- Session 2B Leadership & Ethics for Managers

### Quarter 3

- Session 3A Global Financial Management
- Session 3B Concentration Course

### Quarter 4

- Session 4A Concentration Course
- Session 4B Strategic Management

## ***MBA DEGREE PROGRAM PART TIME SEQUENCE***

### **Quarter 1**

- Session 1A Business Research for Decision Making

### **Quarter 2**

- Session 2A Economics for the Global Manager

### **Quarter 3**

- Session 3A A Managerial Approach to Marketing

### **Quarter 4**

- Session 4A Leadership & Ethics for Managers

### **Quarter 5**

- Session 5A Global Financial Management

### **Quarter 6**

- Session 6A Concentration Course

### **Quarter 7**

- Session 7A Concentration Course

### **Quarter 8**

- Session 8A Strategic Information Management

## BACHELOR OF INFORMATION TECHNOLOGY DEGREE

(Degree Completion Program only), please refer to the **Degree Completion Programs** section of the catalog for program details.

## MASTER OF INFORMATION TECHNOLOGY DEGREE

### 48 Credits

*Concentrations: Internet Security,  
IT Project Management*

### PROGRAM DESCRIPTION

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

### PROGRAM REQUIREMENTS

#### INFORMATION TECHNOLOGY CORE REQUIREMENTS

ITS 610	Information Systems	6
ITN 620	Enterprise Network Design	6
ITP 630	Object-Oriented Application Development	6
ITD 640	Database Design and Implementation	6
ITS 685	Strategic Information Management	6

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**Total IT Core Requirements** 30

**Concentration Option** 18

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**Total M.I.T. Degree Requirements** 48

## CONCENTRATION OPTION:

### Internet Security

ITS 650	Introduction to Information Security	6
ITS 660	Cryptography Concepts	6
ITS 670	Special Topics in Network Security	6

### IT Project Management

IPM 621	Principles of Project Management	6
IPM 631	Technical Project Leadership, Management, and Communication	6
IPM 641	Quality Management for IT Projects	6

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**TOTAL CONCENTRATION REQUIREMENTS** 18

## MIT DEGREE PROGRAM SEQUENCE

### Quarter 1

Session 1A	Information Systems
Session 1B	Enterprise Network Design

### Quarter 2

Session 2A	Object-Oriented Application Development
Session 2B	Database Design and Implementation

### Quarter 3

Session 3A	Concentration Course
Session 3B	Concentration Course

### Quarter 4

Session 4A	Concentration Course
Session 4B	Strategic Information Management

## MIT DEGREE PROGRAM PART TIME SEQUENCE

### Quarter 1

Session 1A	Information Systems
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### Quarter 2

Session 2A	Enterprise Network Design
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### Quarter 3

Session 3A	Object-Oriented Application Development
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### Quarter 4

Session 4A	Database Design and Implementation
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### Quarter 5

Session 5A	Concentration Course
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### Quarter 6

Session 6A	Concentration Course
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### Quarter 7

Session 7A	Concentration Course
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### Quarter 8

Session 8A	Strategic Information Management
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# SCHOOL OF MARKETING

## BACHELOR OF BUSINESS ADMINISTRATION DEGREE

(Degree Completion Program only), please refer to the **Degree Completion Programs** section of the catalog for program details.

## MASTER OF BUSINESS ADMINISTRATION DEGREE

### 48 Credits

*Concentration: Marketing*

### PROGRAM DESCRIPTION

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

### BUSINESS CORE REQUIREMENTS

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

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<b>Total Business Core Requirements</b>	<b>36</b>
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<b>Concentration Option</b>	<b>12</b>
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<b>Total MBA Degree Requirements</b>	<b>48</b>
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### CONCENTRATION OPTION:

#### Marketing

MKT 655	Research Methods in Marketing	6
MKT 660	International Marketing	6

## ***MBA DEGREE PROGRAM SEQUENCE***

### **Quarter 1**

Session 1A Business Research for Decision Making  
Session 1B Economics for the Global Manager

### **Quarter 2**

Session 2A A Managerial Approach to Marketing  
Session 2B Leadership & Ethics for Managers

### **Quarter 3**

Session 3A Global Financial Management  
Session 3B Concentration Course

### **Quarter 4**

Session 4A Concentration Course  
Session 4B Strategic Management

## ***MBA DEGREE PROGRAM PART TIME SEQUENCE***

### **Quarter 1**

Session 1A Business Research for Decision Making

### **Quarter 2**

Session 2A Economics for the Global Manager

### **Quarter 3**

Session 3A A Managerial Approach to Marketing

### **Quarter 4**

Session 4A Leadership & Ethics for Managers

### **Quarter 5**

Session 5A Global Financial Management

### **Quarter 6**

Session 6A Concentration Course

### **Quarter 7**

Session 7A Concentration Course

### **Quarter 8**

Session 8A Strategic Information Management

# SCHOOL OF ORGANIZATIONAL PSYCHOLOGY AND DEVELOPMENT

## BACHELOR OF BUSINESS ADMINISTRATION DEGREE

(Degree Completion Program only), please refer to the **Degree Completion Programs** section of the catalog for program details.

## MASTER OF BUSINESS ADMINISTRATION DEGREE

### 48 Credits

*Concentration: Organizational Psychology and Development*

### PROGRAM DESCRIPTION

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

### PROGRAM REQUIREMENTS

#### BUSINESS CORE REQUIREMENTS

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

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<b>Total Business Core Requirements</b>	<b>36</b>
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<b>Concentration Option</b>	<b>12</b>
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<b>Total M.B.A. Degree Requirements</b>	<b>48</b>
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#### CONCENTRATION OPTION:

#### **Organizational Psychology and Development**

OPD 600	Organizational Theory	6
OPD 650	Organizational Development and Managing Change	6

## ***MBA DEGREE PROGRAM SEQUENCE***

### **Quarter 1**

Session 1A Business Research for Decision Making  
Session 1B Economics for the Global Manager

### **Quarter 2**

Session 2A A Managerial Approach to Marketing  
Session 2B Leadership & Ethics for Managers

### **Quarter 3**

Session 3A Global Financial Management  
Session 3B Concentration Course

### **Quarter 4**

Session 4A Concentration Course  
Session 4B Strategic Management

## ***MBA DEGREE PROGRAM PART TIME SEQUENCE***

### **Quarter 1**

Session 1A Business Research for Decision Making

### **Quarter 2**

Session 2A Economics for the Global Manager

### **Quarter 3**

Session 3A A Managerial Approach to Marketing

### **Quarter 4**

Session 4A Leadership & Ethics for Managers

### **Quarter 5**

Session 5A Global Financial Management

### **Quarter 6**

Session 6A Concentration Course

### **Quarter 7**

Session 7A Concentration Course

### **Quarter 8**

Session 8A Strategic Information Management

# SCHOOL OF VISUAL COMMUNICATION

## **Bachelor of Fine Arts Degree in Visual Communication**

(Degree Completion Program only), please refer to the ***Degree Completion Program*** section of the catalog for program details.



# DEGREE COMPLETION PROGRAMS

## Undergraduate Degree Completion Programs

American InterContinental University (AIU) has a defined and published policy for the evaluation and awarding of college transfer credit, military 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, and that adult learners generally have education needs different from those catered to by traditional colleges and universities. AIU's policy is pursuant to its mission of providing for the varying educational needs of a culturally diverse and geographically dispersed student body with the goal of preparing students academically, personally, and professionally for successful careers. The procedures for evaluation and awarding of credit ensure that only collegiate-level, degree-applicable college course work is accepted for transfer credit; that military credit is considered only for collegiate-level military occupational and educational experiences as recommended by the American Council on Education; that both proprietary and external advanced placement methods, standardized examinations, and professional training/certification credit represent collegiate-level learning; and that such experiences are comparable to the institution's own degree programs as demonstrated through use of various means for applying or awarding credit that reflect AIU's own academic degree programs. AIU employs prior learning assessment specialists, student advisors, academic advisors, subject matter experts, and faculty members in the evaluation of prior-learning credentials.

## Articulation Agreements and Partners

American InterContinental University Online is a participating member of Illinois Articulation Initiative (IAI) as a receiving only institution ([www.itransfer.org](http://www.itransfer.org)). As a receiving only institution AIU will accept a completed General Education Core Curriculum (GECC) package from any other IAI participating institution as meeting all lower-division general

education requirements of AIU Online. For additional information regarding the University's Articulation Agreements, please visit [www.aiuonline.edu/transferpolicyandarticulation](http://www.aiuonline.edu/transferpolicyandarticulation).

## Institutional Membership for Prior Learning Assessment

In the interest of maintaining the standards of its accreditor and of continuing to honor its institutional mission, American InterContinental University maintains memberships with several organizations that ensure adherence to standards comparable to those of its peer institutions. These include the American Council on Education (ACE); the Council for Adult and Experiential Learning (CAEL); the American Association of Collegiate Registrars and Admissions Officers (AACRAO); College Board, which oversees the College Level Examination Program (CLEP) and Advanced Placement (AP) program; Defense Activity for Non-Traditional Educational Support (DANTES); and the Servicemembers Opportunity College (SOC), an organization that provides educational opportunities to military service members. In AIU's evaluation and awarding of credit for prior learning experiences, the institution adheres to the standards and guidelines of the organizations of which it is a member.

Students desiring entrance into degree completion programs should consult this catalog for Transfer Student admissions procedures.

Students entering as juniors must successfully complete the following course related to their program of studies during their first term of study:

### ***Bachelor of Business Administration***

BUS 300      Decision Making

### ***Bachelor of Fine Arts in Visual Communication***

VCD 300      Theory and History of Visual Communication

### ***Bachelor of Information Technology***

ITS 300      Concepts in Information Technology

### ***Bachelor of Science in Criminal Justice***

CRJ 306      Foundations of Criminal Justice

# DEGREE COMPLETION PROGRAMS

## ASSOCIATE OF ARTS DEGREE IN BUSINESS ADMINISTRATION

### 90 Credits

(Degree Completion Program Option without concentration)

### PROGRAM DESCRIPTION

The Associate of Arts Degree in Business Administration is designed as a unique blend of courses that prepares students to enter today's demanding business world. The broad base of fundamental business courses and general education requirements fosters critical thinking and communication skills.

The online AABA Degree Completion Program Option without concentration is geared toward students who have some prior college credit or experiential learning to build upon a coherent core of knowledge and skills gained through a diploma or certificate program or other learning experiences.

See *Undergraduate Degree Completion Programs for prior learning options to fulfill lower level requirements in this degree completion program.*

### GENERAL EDUCATION REQUIREMENTS

ART 205	Art Appreciation or Humanities Elective	4
ENG 105	English Composition	4
CSM 101	Computer Applications	4
MTH 133	College Algebra	4
SCI 206	Biology	4
PSY 206	Aspects of Psychology	4
<b>Total General Education Requirements</b>		<b>24</b>

### LOWER DIVISION DEGREE-SPECIFIC GENERAL EDUCATION REQUIREMENTS

BUS 105	Business and Society	6
BUS 207	Business Ethics	6
<b>Total Lower Division Degree-Specific General Education Requirements</b>		<b>12</b>

### BUSINESS CORE REQUIREMENTS

MGT 240	Business Management and Leadership	6
MKT 255	Fundamentals of Marketing	6
BUS 255	Fundamentals of Business Law	6

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**Total Business Core Requirements** **18**

**Prior Learning Assessment Proficiency Credit or  
General Electives** **36**

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**Total A.A. Degree Requirements** **90**

Sample AABA Degree Completion Program (without concentration)

### PROGRAM SEQUENCE

#### Quarter 1

Session 1A Business and Society  
Session 1B Business Ethics

#### Quarter 2

Session 2A Computer Applications  
Session 2A English Composition  
Session 2B College Algebra

#### Quarter 3

Session 3A Biology  
Session 3A Business Management and Leadership  
Session 3B Art Appreciation  
Session 3B Introduction to Accounting or General Elective

#### Quarter 4

Session 4A Aspects of Psychology  
Session 4A Personal Finance Concepts or General Elective  
Session 4B Fundamental of Marketing  
Session 4B Business Communications or General Elective

#### Quarter 5

Session 5A Project Management or General Elective  
Session 5A Fundamentals of Business Law  
Session 5B International Business or General Elective  
Session 5B Entrepreneurship or General Elective

# BACHELOR OF BUSINESS ADMINISTRATION DEGREE

## 180 Credits

*Concentrations: Accounting and Finance, Healthcare Management, Human Resource Management, International Business, Management, Marketing, Operations Management, Organizational Psychology and Development, or Project Management*

## PROGRAM DESCRIPTION

The Bachelor of Business Administration degree program combines the required general education courses that can provide liberal arts foundation with a coherent business core that is design to provide a foundation for careers in business and management or preparation for advanced study. The upper division program builds on the lower division curriculum and provides an in-depth study in a selected area of focus including accounting and finance\*, healthcare management, human resource management, international business, management, marketing, operations management, organizational psychology and development and project management.

Students graduating from AIU Online in our BBA program with a concentration in Accounting and Finance interested in pursuing CPA certification would be required to take additional courses at another college. Specific requirements for becoming a CPA are controlled by 54 United States jurisdictions called "Boards of Accountancy". The following Web site is one of many suggested for more information: <http://www.nasba.org/nasbaweb/NASBAWeb.nsf/WPHP?OpenForm>

A local college would be able to provide the specific courses and steps needed for the student to meet CPA exam preparation requirements.

## BUSINESS CORE REQUIREMENTS

ACG 420	Managerial Accounting and Organizational Controls	9
BUS 300	Decision Making	9
BUS 305	Economics in a Global Environment	9
FIN 410	Financial Management	9
MGT 322	Concepts in Organizational Behavior	9
MGT 485	Global Strategic Management	9
QMB 350	Statistical Analysis 9	
<b>Total B.B.A. Core Requirements</b>		<b>63</b>
<b>Concentration Option</b>		<b>27</b>
<b>Associate Degree or Lower Division Requirements</b>		<b>90</b>
<b>Total B.B.A. Degree Requirements</b>		<b>180</b>

## CONCENTRATION OPTIONS:

### Accounting and Finance

ACG 320	Financial Accounting	9
ACG 450	Advanced Topics in Accounting	9
FIN 420	Corporate Investment Analysis	9

### Healthcare Management

HCM 310	The Healthcare Industry	9
HCM 410	The Ethical and Legal Aspects of Healthcare	9
HCM 420	Healthcare Management	9

### Human Resource Management

MGT 330	Human Resource Management	9
MGT 410	Human Resource Administration	9
MGT 420	Organizational Change	9

### International Business

MGT 308	International Management	9
MKT 338	International Marketing	9
FIN 428	International Financial Management	9

*(Continues on next page)*

## **Management**

MGT 330	Human Resource Management	9
MGT 430	Business Management	9
MKT 320	Marketing Management Concepts	9

## **Marketing**

MKT 320	Marketing Management Concepts	9
MKT 430	Marketing Research and Buyer Behavior	9
MKT 460	Advanced Topics in Marketing	9

## **Operations Management**

MGT 326	Operations Management Principles	9
MGT 434	Supply Chain Management and Purchasing	9
MGT 456	Production Planning and Quality Management	9

## **Organizational Psychology and Development**

OPD 305	Social and Organizational Psychology	9
OPD 327	Personnel Psychology	9
OPD 444	Employee Training and Development	9

## **Project Management**

MGT 327	Project Management Principles	9
MGT 437	Managing Project Risks and Opportunities	9
MGT 457	Project Cost and Time Management	9

## **BBA DEGREE PROGRAM SEQUENCE**

### **Quarter 1**

Session 1A	Decision Making
Session 1B	Economics in a Global Environment

### **Quarter 2**

Session 2A	Concepts in Organizational Behavior
Session 2B	Statistical Analysis

### **Quarter 3**

Session 3A	Managerial Accounting and Organizational Controls
Session 3B	Financial Management

### **Quarter 4**

Session 4A	Concentration Course
Session 4B	Concentration Course

### **Quarter 5**

Session 5A	Concentration Course
Session 5B	Global Strategic Management

# BACHELOR OF SCIENCE IN CRIMINAL JUSTICE DEGREE

## 180 Credits

Concentrations: Forensic Science, Law Enforcement and Special Populations.

### PROGRAM DESCRIPTION

The Bachelor of Science in Criminal Justice can prepare students to demonstrate knowledge and abilities in criminal justice and juvenile justice processes, criminology, law enforcement, law adjudication and corrections. The primary goal of this program is to prepare students to become qualified criminal justice professionals.

### CRIMINAL JUSTICE CORE REQUIREMENTS

CRJ 306	Foundations of Criminal Justice	9
CRJ 326	Criminology	9
CRJ 356	Principles of Law Enforcement	9
CRJ 410	Criminal Justice Administration	9
CRJ 426	Legal Aspects of Criminal Justice	9
CRJ 446	Corrections	9
CRJ 486	Advanced Topics in Criminal Justice	9

**Total Criminal Justice Core Requirements** 63

**Concentration Option** 27

**Associate Degree or Lower Division Requirements** 90

**Total Bachelor's Degree Requirements** 180

### CONCENTRATION OPTIONS:

#### Special Populations

CRJ 310	Juvenile Justice	9
CRJ 320	Minorities & Criminal Justice	9
CRJ 330	Drugs and Crime	9

**Total Concentration Requirements** 27

#### Forensic Science

CRJ 304	Introduction to Forensic Science	9
CRJ 314	Forensic Psychology	9
CRJ 324	Computer Crimes and Computer Forensics	9

**Total Concentration Requirements** 27

#### Law Enforcement

CRJ 420	Criminal Investigation	9
CRJ 429	Police Systems	9
CRJ 440	Crime Prevention	9

**Total Concentration Requirements** 27

### BSCJ DEGREE COMPLETION PROGRAM SEQUENCE

#### Quarter 1

Session 1A	Foundations of Criminal Justice
Session 1B	Criminology

#### Quarter 2

Session 2A	Principles of Law Enforcement
Session 2B	Legal Aspects of Criminal Justice

#### Quarter 3

Session 3A	Corrections
Session 3B	Criminal Justice Administration

#### Quarter 4

Session 4A	Concentration Course
Session 4B	Concentration Course

#### Quarter 5

Session 5A	Concentration Course
Session 5B	Advanced Topics in Criminal Justice

# BACHELOR OF BUSINESS ADMINISTRATION DEGREE

**180 Credits**

*Concentration: Healthcare Management*

## PROGRAM DESCRIPTION

The Bachelor of Business Administration degree program combines the required general education courses that provide a liberal arts foundation with a coherent business core that provides a foundation for careers in business and management or preparation for advanced study. The upper division program builds on the lower division curriculum and provides an in-depth study in a selected area of focus.

## BUSINESS CORE REQUIREMENTS

ACG 420	Managerial Accounting and Organizational Controls	9
BUS 300	Decision Making	9
BUS 305	Economics in a Global Environment	9
FIN 410	Financial Management	9
MGT 322	Concepts in Organizational Behavior	9
MGT 485	Global Strategic Management	9
QMB 350	Statistical Analysis	9
<b>Total Business Core Requirements</b>		<b>63</b>
<b>Concentration Option</b>		<b>27</b>
<b>Associate Degree or Lower Division Requirements</b>		<b>90</b>
<b>Total B.B.A. Degree Requirements</b>		<b>180</b>

## CONCENTRATION OPTIONS

### Healthcare Management

HCM 310	The Healthcare Industry	9
HCM 410	The Ethical and Legal Aspects of Healthcare	9
HCM 420	Healthcare Management	9

## BBA DEGREE COMPLETION PROGRAM SEQUENCE

### Quarter 1

Session 1A	Decision Making
Session 1B	Economics in a Global Environment

### Quarter 2

Session 2A	Concepts in Organizational Behavior
Session 2B	Statistical Analysis

### Quarter 3

Session 3A	Managerial Accounting and Organizational Controls
Session 3B	Financial Management

### Quarter 4

Session 4A	Concentration Course
Session 4B	Concentration Course

### Quarter 5

Session 5A	Concentration Course
Session 5B	Global Strategic Management

# BACHELOR OF INFORMATION TECHNOLOGY DEGREE

## 180 Credits

Concentrations: *Computer Forensics, Internet Security, Computer Systems, Network Administration, or Programming*

## PROGRAM DESCRIPTION

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

## INFORMATION TECHNOLOGY CORE REQUIREMENTS

ITD 320	Relational Database Management System Implementation	9
ITN 305	Introduction to Networks	9
ITP 310	Programming Concepts	9
ITP 330	Application Development	9
ITP 400	Data-Connected Applications	9
ITS 300	Concepts in Information Technology	9
ITS 480	Analytical Approaches to Information Technology	9
<b>Total IT Core Requirements</b>		<b>63</b>
<b>Concentration Option</b>		<b>27</b>
<b>Associate Degree or Lower Division Requirements</b>		<b>90</b>
<b>Total B.I.T. Degree Requirements</b>		<b>180</b>

## CONCENTRATION OPTIONS

### Computer Forensics

ITF 401	Computer Forensics	9
ITF 412	Computer Crimes and Computer Forensics	9
ITF 403	Forensics & Network Security, Data Protection and Telecommunications	9

### Computer Systems

ITD 410	Database Design	9
ITN 410	Network Operating System Administration	9
ITP 450	Advanced Web Application Development	9

### Internet Security

ITS 401	Information Technology Security Concepts	9
ITS 412	Security and the Business Environment	9
ITS 413	Topics in Security Management	9

### Network Administration

ITN 415	Computer Networks	9
ITN 420	Computer Network Administration	9
ITN 460	Wireless Networking	9

### Programming

ITP 455	Web Application Development	9
ITP 457	Software Engineering	9
ITP 467	Object-Oriented Programming	9

## BIT DEGREE COMPLETION PROGRAM SEQUENCE

### Quarter 1

Session 1A	Concepts in Information Technology
Session 1B	Introduction to Networks

### Quarter 2

Session 2A	Programming Concepts
Session 2B	Application Development

### Quarter 3

Session 3A	Relational Database Management System Implementation
Session 3B	Data-Connected Applications

### Quarter 4

Session 4A	Concentration Course
Session 4B	Concentration Course

### Quarter 5

Session 5A	Concentration Course
Session 5B	Analytical Approaches to Information Technology

# BACHELOR OF BUSINESS ADMINISTRATION DEGREE

**180 Credits**

*Concentration: Marketing*

## PROGRAM DESCRIPTION

The Bachelor of Business Administration degree completion program combines the required general education courses that provide liberal arts foundation with a coherent business core that provides a foundation for careers in business and management or preparation for advanced study. The upper division program builds on the lower division curriculum and provides an in-depth study in a selected area of focus.

## BUSINESS CORE REQUIREMENTS

ACG 420	Managerial Accounting and Organizational Controls	9
BUS 300	Decision Making	9
BUS 305	Economics in a Global Environment	9
FIN 410	Financial Management	9
MGT 322	Concepts in Organizational Behavior	9
MGT 485	Global Strategic Management	9
QMB 350	Statistical Analysis	9
<b>Total Business Core Requirements</b>		<b>63</b>
<b>Concentration Option</b>		<b>27</b>
<b>Associate Degree or Lower Division Requirements</b>		<b>90</b>
<b>Total B.B.A. Degree Requirements</b>		<b>180</b>

## CONCENTRATION OPTION:

### Marketing

MKT 320	Marketing Management Concepts	9
MKT 430	Marketing Research and Buyer Behavior	9
MKT 460	Advanced Topics in Marketing	9

## BBA DEGREE COMPLETION PROGRAM SEQUENCE

### Quarter 1

Session 1A	Decision Making
Session 1B	Economics in a Global Environment

### Quarter 2

Session 2A	Concepts in Organizational Behavior
Session 2B	Statistical Analysis

### Quarter 3

Session 3A	Managerial Accounting and Organizational Controls
Session 3B	Financial Management

### Quarter 4

Session 4A	Concentration Course
Session 4B	Concentration Course

### Quarter 5

Session 5A	Concentration Course
Session 5B	Global Strategic Management

# BACHELOR OF BUSINESS ADMINISTRATION DEGREE

## 180 Credits

Concentration: *Organizational Psychology and Development*

## PROGRAM DESCRIPTION

The Bachelor of Business Administration degree completion program combines the required general education courses that provide liberal arts foundation with a coherent business core that provide a foundation for careers in business and management or preparation for advanced study. The upper division program builds on the lower division curriculum and provides an in-depth study in a selected area of focus.

## BUSINESS CORE REQUIREMENTS

ACG 420	Managerial Accounting and Organizational Controls	9
BUS 300	Decision Making	9
BUS 305	Economics in a Global Environment	9
FIN 410	Financial Management	9
MGT 322	Concepts in Organizational Behavior	9
MGT 485	Global Strategic Management	9
QMB 350	Statistical Analysis	9
<b>Total Business Core Requirements</b>		<b>63</b>
<b>Concentration Option</b>		<b>27</b>
<b>Associate Degree or Lower Division Requirements</b>		<b>90</b>
<b>Total B.B.A. Degree Requirements</b>		<b>180</b>

## CONCENTRATION OPTION

### **Organizational Psychology and Development**

OPD 305	Social and Organizational Psychology	9
OPD 327	Personnel Psychology	9
OPD 444	Employee Training and Development	9

## BBA DEGREE COMPLETION PROGRAM SEQUENCE

### Quarter 1

Session 1A	Decision Making
Session 1B	Economics in a Global Environment

### Quarter 2

Session 2A	Concepts in Organizational Behavior
Session 2B	Statistical Analysis

### Quarter 3

Session 3A	Managerial Accounting & Organizational Controls
Session 3B	Financial Management

### Quarter 4

Session 4A	Concentration Course
Session 4B	Concentration Course

### Quarter 5

Session 5A	Concentration Course
Session 5B	Global Strategic Management

# BACHELOR OF FINE ARTS DEGREE IN VISUAL COMMUNICATION

**180 Credits**

*Concentrations: Digital Design or Web Design*

## PROGRAM DESCRIPTION

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

## VISUAL COMMUNICATIONS CORE REQUIREMENTS :

EMD 360	Web Design	9
GDE 340	Advanced Graphic Design	9
ILL 310	Illustration	9
VCD 300	Theory and History of Visual Communication	9
VCD 468	Senior Project	9
VCD 469	Portfolio Development	9
<b>Total Upper Division Core Requirements</b>		<b>54</b>
<b>Concentration Option</b>		<b>36</b>
<b>Associate Degree or Lower Division Requirements</b>		<b>90</b>
<b>Total B.F.A. Degree Requirements</b>		<b>180</b>

## CONCENTRATION OPTION:

### Digital Design

DMD 440	Multimedia	9
EMD 460	Advanced Web Design	9
GDE 350	Advanced Typography	9
GDE 430	Corporate Identity Development	9

### Web Design

DMD 350	Advanced Digital Graphics	9
DMD 440	Multimedia	9
EMD 442	Multimedia for the Web	9
EMD 460	Advanced Web Design	9

## BFA DEGREE COMPLETION PROGRAM SEQUENCE

### Quarter 1

Session 1A	Theory and History of Visual Communication
Session 1B	Illustration

### Quarter 2

Session 2A	Advanced Graphic Design
Session 2B	Web Design

### Quarter 3

Session 3A	Concentration Course
Session 3B	Concentration Course

### Quarter 4

Session 4A	Concentration Course
Session 4B	Concentration Course

### Quarter 5

Session 5A	Senior Project
Session 5B	Portfolio Development

# UNDERGRADUATE AND GRADUATE COURSE DESCRIPTIONS

## **Course Code/Legend**

ACG .....Accounting  
ART .....Fine Arts  
BUS .....Business  
CRJ .....Criminal Justice  
CSM .....Information Systems Management  
DMD .....Digital Media Design  
EDU .....Education  
EMD .....E-Media Design  
ENG .....English  
FIN .....Finance  
GDE .....Graphic Design  
HCM .....Healthcare Management  
HUM .....Humanities  
ILL .....Illustration  
IPM .....Information Technology–Project Management  
ITD .....Information Technology–Database  
ITF .....Information Technology–Forensics  
ITN .....Information Technology–Networking  
ITP .....Information Technology–Programming  
ITS .....Information Technology–Systems  
MGT .....Management  
MKT .....Marketing  
MTH .....Mathematics  
OPD .....Organizational Psychology and Development  
PSP .....Public Speaking  
PSY .....Psychology  
QMB .....Quantitative Methods  
SCI .....Natural Sciences  
SOC .....Social Sciences  
VCD .....Visual Communication Design

## **Course Numbering Legend**

100-199 ....Freshman-Level Courses  
200-299 ....Sophomore-Level Courses  
300-399 ....Junior-Level Courses  
400-499 ....Senior-Level Courses  
500-Above Graduate-Level Courses

# COURSE DESCRIPTIONS

## **ACG 230 Introduction to Accounting**

(6 Credits) Prerequisite: None

The course introduces students to financial accounting. Students will learn the fundamentals of the accounting cycle.

## **ACG 320 Financial Accounting**

(9 Credits) Prerequisite: None

Financial accounting communicates economic information and serves as a tool for business decision making. This course reviews the elements, structure, interrelationships of financial statements and the tools necessary to understand and interpret them.

## **ACG 420 Managerial Accounting and Organizational Controls**

(9 Credits) Prerequisite: None

*(Students enrolled under degree completion programs have a prerequisite exemption.)*

This course provides students with an understanding of the role of accounting information in support of decision making and planning. Students learn accounting methods for planning and controlling operations through budgets, responsibility centers, and cost management.

## **ACG 450 Advanced Topics in Accounting**

(9 Credits) Prerequisite: ACG 420

Students examine current trends and issues in accounting. The course provides an overview of advanced topics such as taxation and ethics.

## **ACG 610 Accounting For Managers**

(6 Credits) Prerequisite: None

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

## **ART 205 Art Appreciation**

(4 Credits) Prerequisite: None

This course introduces a variety of art forms within a cultural context, providing a basis of understanding of societal and cultural developments in historic and contemporary terms.

## **BUS 105 Business and Society**

(6 Credits) Prerequisite: None

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

## **BUS 207 Business Ethics**

(6 Credits) Prerequisite: None

The course examines ethical business practices, the force of technology on ethical decision-making, and issues and problems impacting individuals and corporations.

## **BUS 210 Business Communications**

(6 Credits) Prerequisite: None

This course concentrates on practical applications of communication theory in the forms of business correspondence, memoranda, and reports.

## **BUS 230 International Business**

(6 Credits) Prerequisite: None

This survey course in global business will introduce students to all areas of international business and the environment within which business transactions take place. This non-technical course includes topics related to global business operations and planning, such as investment issues, technology impact, competition, cultural diversity, and legal issues.

## **BUS 255 Fundamentals of Business Law**

(6 Credits) Prerequisite: None

In this course, students examine the system of law in the United States in relation to the contemporary business environment. Students are guided through the basic structure of the U.S. legal system.

## **BUS 300 Decision Making**

(9 Credits) Prerequisite: None

Decision making is the process of selecting an option from among a set of alternatives. It is an integral part of our everyday lives as well as the professional world. This course provides a comprehensive overview of decision making. Students will explore models of decision making, critical analysis, heuristics, and biases.

## **BUS 305 Economics in a Global Environment**

(9 Credits) Prerequisite: None

This course covers the core material of microeconomics and macroeconomics and its application to real-world economic issues. Students apply fundamental concepts that are important for global business organizations.

## **BUS 610 Economics for the Global Manager**

(6 Credits) Prerequisite: None

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

## **BUS 638 Legal & Regulatory Environment in International Business**

(6 Credits) Prerequisite: None

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

international regulation of trade in services and labor; international sales of goods; international transportation; international financing; and taxation.

## **CRJ 101 Introduction to Criminal Justice**

(6 Credits) Prerequisite: None

This course gives students an essential overview to crime, law and justice, as well as the essential areas of criminal justice studies.

## **CRJ 206 Administration of Criminal Justice**

(6 Credits) Prerequisite: CRJ 101

This course focuses on the administration, supervision, and management function of the criminal justice agency through an examination of the principles, structures, and processes of supervision and management. The relationship between criminal justice agencies and policy decisions will be explored. Also covered are concepts of strategic and operational planning, such as personnel and asset needs and deployment strategies.

## **CRJ 216 Technology in Criminal Justice Administration**

(6 Credits) Prerequisite: CRJ 101

This course examines the uses of computers as aids to criminal justice administration. Students will practice basic skills needed to work effectively with computers and information technology. Students will explore the integration of technology throughout the criminal justice system, focusing on the operational level.

## **CRJ 304 Introduction to Forensic Science**

(9 Credits) Prerequisite: CRJ 306

This course introduces the non-scientific student to the field of forensic science through an exploration of its applications to criminal investigations, and clear explanations of the techniques, abilities, and limitations within the field of forensic science.

## **CRJ 306 Foundations of Criminal Justice**

*(9 Credits) Prerequisite: None*

This course is an in-depth study of the American criminal justice system including the history, theories, responsibilities, and functions of primary parts of the system: police, courts, and corrections. Particular emphasis is placed on the interrelationships of the various components, as well as professionalism and ethics in all functions. Differences between the criminal justice and juvenile justice system are explored.

## **CRJ 310 Juvenile Justice**

*(9 Credits) Prerequisite: CRJ 306*

This course examines the various components of the juvenile justice system, focusing on the processing of juvenile offenders through law enforcement, courts, and correctional institutions.

## **CRJ 314 Forensic Psychology**

*(9 Credits) Prerequisite: CRJ 306*

This course examines the aspects of human behavior directly related to the legal process and the professional practice of forensic psychology including assessment, treatment, and consultation within the legal system that encompasses both criminal and civil law. Students will explore applied forensic science techniques of criminal investigations, how to process a crime scene and notify the next of kin, interviewing techniques, and how to view and interpret crime scene photography. Students will be introduced to various career opportunities in forensic psychology and will be exposed to a variety of professionals who work in the area of forensic science..

## **CRJ 320 Minorities & Criminal Justice**

*(9 Credits) Prerequisite: CRJ 306*

This course offers a historical overview of the intersection between issues of race, crime, and justice. The impact of the criminal justice system on minority groups is the primary theme of all class activities.

## **CRJ 324 Computer Crimes and Forensics**

*(9 Credits) Prerequisite: CRJ 306*

This course explores a detailed approach in the investigation of crimes in which computers and computer technology play a significant role. Topics will include appropriate techniques to safeguard evidence and interact with investigative authorities. Students completing this course will be familiar with core computer science theory and discover the practical skills necessary to perform rudimentary computer forensic investigations. They will explore the role of technology in investigating computer-based crimes. Students will also become familiar with a variety of techniques that aid in the prevention of and recovery from computer crimes.

## **CRJ 326 Criminology**

*(9 Credits) Prerequisite: CRJ 306*

This course presents a scientific study of criminology and criminal behavior, focusing on the psychological and social aspects. Students will examine the causes of crime, typologies, offenders, and victims.

## **CRJ 330 Drugs and Crime**

*(9 Credits) Prerequisite: CRJ 306*

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

## **CRJ 356 Principles of Law Enforcement**

*(9 Credits) Prerequisite: CRJ 306*

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

## **CRJ 410 Criminal Justice Administration**

*(9 Credits) Prerequisite: CRJ 306*

This course covers the administration of criminal justice from arrest to sentencing, and addresses federal and state rules of criminal procedure and laws of evidence as they apply to and affect the constitutional right of due process.

## **CRJ 420 Criminal Investigations**

*(9 Credits) Prerequisite: CRJ 306*

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

## **CRJ 426 Legal Aspects of Criminal Justice**

*(9 Credits) Prerequisite: CRJ 306*

In this comprehensive course, students will critically examine principles of criminal law, criminal court systems and legal processes, and the influence of the legislative and executive branches of government. They will explore how current social values influence courts and their decisions. The administrative structure of the courts and how a case moves through the system will be covered.

## **CRJ 429 Police Systems**

*(9 Credits) Prerequisite: CRJ 306*

This course examines key issues concerning law enforcement agencies currently. Students will learn the organizational structures of police and the roles of police personnel in standard operations. This course will also cover diverse topics in police culture and ethics.

## **CRJ 440 Crime Prevention**

*(9 Credits) Prerequisite: CRJ 306*

This course surveys the history and methods of crime prevention methods and theories employed by policing agencies. Topics include the prevention of gang violence, domestic violence and violence in schools and workplaces. Students will also examine how environments are designed to prevent the commission of crimes.

## **CRJ 446 Corrections**

*(9 Credits) Prerequisite: CRJ 306*

This course is a comprehensive examination of corrections. Students will explore the correction process, alternatives, and the history and future directions in corrections.

## **CRJ 486 Advanced Topics in Criminal Justice**

*(9 Credits) Prerequisite: CRJ 306*

This course offers current topics in criminal justice studies, and the specific content can vary from term to term. Regardless of the content, this course serves as a capstone course featuring a project agreed upon between the student and the instructor. Each project will require research, report writing, presentations, and interactive team work.

## **CSM 101 Computer Applications**

*(4 Credits) Prerequisite: None*

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

## **CSM 220 Computer Concepts**

*(6 Credits) Prerequisite: None*

This course introduces the student to the basics of computers. It addresses categories of computer knowledge, such as the Internet, hardware, software, applications, careers, and the future of computing.

## **CSM 240 Introduction to Operating System Interfaces**

*(6 Credits) Prerequisite: None*

This course is an introduction to operating systems. Students will explore the components of an operating system, such as the user interface, desktop, control panel, and accessory applications. Internet browsers will also be covered.

## **CSM 260 Relational Database Concepts**

*(6 Credits) Prerequisite: CSM 220*

This course will introduce students to relational database concepts and design. In the course, students will explore concepts such as the design process, database objects, object hierarchy, data types, normalization of data, relational algebra, keys, indexes, and referential integrity.

### **DMD 350 Advanced Digital Graphics**

*(9 Credits) Prerequisite: EMD 360*

Advanced graphic design issues are explored through the completion of individual design projects. Emphasis is placed on advanced typography, digital graphic solutions, and common file formats for online delivery.

### **DMD 440 Multimedia**

*(9 Credits) Prerequisite: None*

This course focuses on the creation of interactive, vector-based animation for the Web and other media. Students will develop proficiency in animated web graphics, interactive software, and digital production techniques through the completion of various design projects.

### **EDU 602 Analysis, Assessment, and Technology**

*(6 Credits) Prerequisite: None*

This course provides the foundations of analysis and assessment methodologies used in the field of education. Students are introduced to applied quantitative and qualitative educational research methods in context of the practitioner's educational environment. Emphasis is placed on the use of technology in assessment practices.

### **EDU 612 Educational Research Methods**

*(6 Credits) Prerequisite: EDU 602*

This course focuses on educational research methods for the teaching practitioner. Students will design, conduct, and present an applied educational research project.

### **EDU 620 Principles of Instructional Design**

*(6 Credits) Prerequisite: None*

This course provides a foundation for the practice and evaluation of instructional design as well as an in-depth elaboration of standard instructional design models and associated methodologies. Course includes strategies for development of objectives, taxonomy classification schemes, content analysis procedures, and instructional strategy selection, as well as adaptation and adoption of available resources.

### **EDU 622 Applying Learning Theories**

*(6 Credits) Prerequisite: None*

This course provides an introduction to the various schools of thought regarding how people learn and apply their learning to concrete situations, emphasizing the practical implications of cognitive science. It provides a comprehensive survey of our progressive understanding of the learning process. Students will explore learning theories, such as cognitive, behaviorist, social, developmental, and adult learning theories, as well as the research regarding transfer of learning in various domains. Students will apply these concepts in their respective fields by utilizing the practical instructional strategies based on these theories.

### **EDU 633 Principles of Curriculum Improvement**

*(6 Credits) Prerequisite: EDU 622*

In this course, students will examine forces influencing curriculum improvement. This course focuses on the analysis of curriculum and the application of principles for resolution of curriculum problems.

### **EDU 635 Leading Educational Organizations**

*(6 Credits) Prerequisite: None*

This course will examine contemporary leadership theory and its applications in current education services as well as workplace learning and performance settings. This course is designed to prepare students for operational and strategic leadership.

### **EDU 636 Instructional Technology**

*(6 Credits) Prerequisite: EDU 622*

This course introduces students to foundational concepts and skills for personal and professional use of technology, including productivity software. This course explores instructional technology including definition and components of design and development. The use of technology in the classroom as well as distance learning is covered.

## **EDU 638 Educational Assessment and Evaluation Systems**

*(6 Credits) Prerequisite: None*

This course examines the scope of evaluation processes and how those processes fit into other organizational operating systems. How to integrate information from various parts of an educational system into an evaluation process will be discussed, as well as the value to an organization of having a robust evaluation system.

## **EDU 640 Computer-Mediated Learning Environments**

*(6 Credits) Prerequisite: EDU 636*

The course examines the use of computer-mediated learning environments in classroom, lab and distributed learning contexts. Students will work on specific projects related to their field of practice, creating computer-based instructional materials reflecting problem definition, learner analysis, objectives specification, criterion tests, construction, strategies selection, formative validation, and evaluation. Attention is given to ethical and legal issues regarding the appropriate use of copyrighted material.

## **EDU 643 Designing Effective Courses**

*(6 Credits) Prerequisite: EDU 633*

This course examines techniques and methods of effective course design and implementation. Topics covered include motivation, consultation, instructional strategies, and student assessment.

## **EDU 645 Human Resource Planning and Evaluation**

*(6 Credits) Prerequisite: None*

The course examines the processes of human resource planning in educational organizations, including recruitment and selection, training and development, motivation, and performance appraisals. It provides an overview of human resource administration as well as addresses evaluation, problem-solving, and leadership skills.

## **EDU 648 Methods and Instruments for Assessment**

*(6 Credits) Prerequisite: EDU 638*

This course provides an overview of various published instruments and their appropriate use in educational and training settings. Topics include how to determine the validity and reliability of existing instruments, automated survey and data collection systems, and information management/knowledge management systems for data collection, storage, and retrieval/reporting.

## **EDU 660 Curriculum Design and Evaluation**

*(6 Credits) Prerequisite: EDU 622*

This course examines the development of comprehensive educational curricula and/or development programs. Students will perform all phases of curricular design tied to their area of professional practice.

## **EDU 673 Decision Making in Curriculum and Instruction**

*(6 Credits) Prerequisite: EDU 643*

This course examines the roles of curriculum designers and instructors in the educational decision-making process. Students analyze the underlying assumptions and research supporting various teaching and design practices. Students will create a curriculum design project integrating concepts and skills gained throughout this program.

## **EDU 674 Online Learning: Theory and Practice**

*(6 Credits) Prerequisite: EDU 640*

This course explores the organization, development, and delivery of distance learning programs. Additionally, this course explores course logistics, technology applications, and student management systems. Students will engage in discourse with instructors, peers, and other experts while creating Internet resources to be used in their own educational settings. By the end of the course, students will have an electronic portfolio of their work and be prepared to assume leadership roles within their specific contexts related to technology.

## **EDU 675 Education Planning and Development**

*(6 Credits) Prerequisite: None*

This course provides a view of leadership responsibilities in planning and developing new educational programs, products, and services. Students will examine processes and issues related to change management, including changes involving technology. The course offers an opportunity for students to consider how educational leaders introduce and implement new educational programs, products, and services in an organization.

## **EDU 678 Using Evaluation Results**

*(6 Credits) Prerequisite: EDU 638*

This course examines how to create an evaluation plan, including how to interpret and present results from complex evaluation data to parents, managers, or other stakeholders. This course will also focus on how to create a certification program.

## **EMD 360 Web Design**

*(9 Credits) Prerequisite: None*

The student will learn how to apply design techniques to develop an effective, well-designed Web site. This introductory class will include Web site development that combines effective navigation techniques with the creative usage of graphics, sound, and typography. Students will also learn about the World Wide Web as a communication tool.

## **EMD 442 Multimedia for the Web**

*(9 Credits) Prerequisite: DMD 440*

In this course, students will expand their skills in developing interactive, vector-based animation for the web and other media. Students will hone their proficiency in animated web graphics, interactive software, sound, and digital production techniques through the completion of various design projects.

## **EMD 460 Advanced Web Design**

*(9 Credits) Prerequisite: EMD 360*

This course is an extension of Web Design. It focuses on advanced topics in web design, such as improving navigation and site performance, maximizing browser targeting, integrating databases and digital media, and developing web applications. Students will create operational web sites through work in independent and group projects.

## **ENG 105 English Composition**

*(4 Credits) Prerequisite: English Diagnostic*

In this course, students focus on developing writing skills through practice and revision of a variety of types of essays. Students are also given instruction in library and online research and methods of documentation.

## **ENG 206 Topics in Literature**

*(4 Credits) Prerequisite: English 105 or equivalent*

Students in this course learn to interact with and respond to literature through study of a body of works drawn from a wide range of genres and cultures. To adequately respond to the literary works presented, students explore library and online research, as well as methods of documentation.

## **FIN 110 Personal Finance Concepts**

*(6 Credits) Prerequisite: None*

Students will survey the management of personal and family finances. Topics will include financial goals, budgeting, income taxes, personal credit, savings and investment, home ownership, insurance and retirement.

## **FIN 410 Financial Management**

*(9 Credits) Prerequisite: ACG 420*

This course examines the key components of financial decision making: valuation and risk management. Students will examine the implications of forecasting, capital budgeting, working capital management, and project risk management.

### **FIN 420 Corporate Investment Analysis**

(9 Credits) Prerequisite: FIN 410

This course provides students with an overview of investment alternatives, the workings of investment markets, and the management of investment portfolios as they relate to corporations.

### **FIN 428 International Financial Management**

(9 Credits) Prerequisite: None

This course presents the basics of international financial management, focusing on policy and business applications, including the global significance of the euro. The course will cover international finance models and current developments in international financial arrangements. Students will compare foreign exchange markets and international banking systems.

### **FIN 620 Financial Statement Analysis**

(6 Credits) Prerequisite: None

In this course, students learn how to analyze financial statements and methods used to value companies.

### **FIN 630 Global Financial Management**

(6 Credits) Prerequisite: None

Within the context of the multinational firm, the course examines the development of policy; financing options for international business; and the making of standard financial management decisions.

### **FIN 640 Derivatives**

(6 Credits) Prerequisite: None

The course provides an understanding of derivatives and their usage in risk management. Topics include the most common types of derivatives from basics to futures and forwards, zero rates, basic, intermediate and advanced options, and the application of the knowledge acquired in assessing the prices of options. It addresses researching and implementing trading strategies, and the analyzing of the Black and Scholes Options.

### **GDE 340 Advanced Graphic Design**

(9 Credits) Prerequisite: None

In this course students expand on their design skills by rigorously examining design decisions involving imaging, layout, and software applications. Students will focus on advanced design concepts and problem-solving skills.

### **GDE 350 Advanced Typography**

(9 Credits) Prerequisite: VCD 300

This course develops an understanding of the structure and engineering of type within design, form line, paragraph, and page spreads. The use of headline and body copy will be covered as well. The concern will be with compositional thinking through examination of visual media.

### **GDE 430 Corporate Identity Development**

(9 Credits) Prerequisite: GDE 350

This course investigates the development and use of corporate logos, letterhead, annual reports, websites, marketing materials, signage, and advertising techniques to effectively establish and promote corporate identity. Students will examine and discuss case studies that will prepare them for work on individual and group projects.

### **HCM 101 Introduction to ICD Classification and Reimbursement**

(6 Credits) Prerequisite: None

This course provides an introduction into the processes used in the healthcare industry for disease classifications and reimbursement. Students are introduced to disease, diagnostic procedures, and the processes used in classification, identification and categorization. Topics may include introduction to classification systems, coding, ICD coding, and inpatient reimbursement methods including Fee for Service, diagnostic related groupings, All Inclusive Rates, Risk Assignment and outpatient reimbursement. We will also examine the future of IT in the health sciences by looking at internet information, ethical and security issues.

## **HCM 102 Introduction to Coding and Billing**

*(6 Credits) Prerequisite: HCM 101*

Continued discussion of the processes used in medical insurance for coding and billing. Students are introduced to Current Procedural Terminology (CPT) processes and using CPT errata. Topics include coding systems and traditional reimbursement methods.

## **HCM 201 Fundamentals of Healthcare Technology**

*(6 Credits) Prerequisite: HCM 101*

This course provides intermediate ICD coding conventions and practices. Students are introduced to the skills, concepts and knowledge to provide and maintain reimbursement for organizations.

## **HCM 210 Medical Terminology**

*(6 Credits) Prerequisite: None*

This course focuses on the practical application of medical vocabulary. In addition to learning the basics of spelling, definition, and pronunciation, students acquire skills in derivation, analysis, and reconstruction of terms. Particular attention is given to operative, diagnostic, therapeutic, and symptomatic terminology of all body systems, as well as to systemic and surgical terminology.

## **HCM 220 Medical Office Procedures**

*(6 Credits) Prerequisite: HCM 210*

This course presents clerical and administrative responsibilities of the medical assistant. Students will focus on the specific procedures, skills, and activities necessary for establishing and maintaining an efficient medical and allied health office. Special emphasis is placed on the legal, ethical, and regulatory implications and requirements of these activities and procedures.

## **HCM 230 Medical Records**

*(6 Credits) Prerequisite: HCM 210*

This course provides the student with an introduction to the generic components of health record content within various health care settings. Special attention is given to the structure and use of health care data, including how these relate to primary and secondary medical record systems.

## **HCM 310 The Healthcare Industry**

*(9 Credits) Prerequisite: None*

This course provides a comprehensive overview of the healthcare industry including healthcare organizations and structures, public policy makers, and healthcare operations. Emphasis is placed on rapid changes in healthcare delivery systems as a response to increased healthcare costs, aging of the population, advanced medical science and technology, changing disease patterns, consumer demands, and distribution and use of the healthcare workforce.

## **HCM 410 The Ethical and Legal Aspects of Healthcare**

*(9 Credits) Prerequisite: HCM 310*

This course provides a working knowledge of law and ethics in a wide variety of healthcare topics, enabling students to deal with common legal and practical problems facing patients, their families, practitioners, care givers, and society within the healthcare industry. Students must possess a basic knowledge of ethics and the law as it applies to their areas of responsibility.

## **HCM 420 Healthcare Management**

*(9 Credits) Prerequisite: HCM 410*

This course explores management issues in healthcare such as the environment of care, performance improvement, risk assessment, and managing diverse workforces in healthcare.

## **HCM 610 Systems in Healthcare**

*(6 Credits) Prerequisite: None*

This course examines the concepts and skills necessary to assume leadership positions by integrating the various business functions. Systems are discussed that consider valid assumptions of human behavior, inter-organizational perspectives, medical needs, education, communication and resources.

## HCM 620 Health Policy

(6 Credits) Prerequisite: HCM 610

This course attempts to underscore the important role political factors play in the development of health policy, how administrative agencies translate legislation into statutory law, and the role played by the media in shaping public opinion on health policy issues.

## HUM 215 Topics in Cultural Studies

(4 Credits) Prerequisite: None

This course explores a specific region or culture in depth, emphasizing its cultural, political, and economic characteristics.

## ILL 310 Illustration

(9 Credits) Prerequisite: None

This course explores concepts, methods and tools employed in contemporary illustration. Emphasis is placed upon the development of ideas and the exploration of varied media.

## IPM 621 Principles of Project Management

(6 Credits) Prerequisites: ITS 610, ITN 620

The course provides an overview of the roles, responsibilities, and management methods of the technology project manager. The course assumes no prior knowledge in management techniques and is intended to teach students how to develop approaches and styles of management for software projects.

## IPM 631 Technical Project Leadership, Management, and Communication

(6 Credits) Prerequisites: ITS 610, ITN 620

An interactive course designed to provide a solid foundation in key leadership competencies and to afford you the opportunity for a truly transformational leadership experience.

## IPM 641 Quality Management for IT Projects

(6 Credits) Prerequisites: ITS 610, ITN 620

This course combines project management with quality management by guiding you from Initiation to Closure with the use of cost control. You will develop and review typical management deliverables that illustrate the ability of the Project Manager to control the success of projects. In addition, you will use computer applications as a tool for project management.

## ITD 320 Relational Database Management System Implementation

(9 Credits) Prerequisite: ITS 300

This course examines RDBMS concepts, relational database theory, and implementation of database systems. Emphasis will be placed on the concepts of database design, data storage, querying, and retrieval.

## ITD 410 Database Design

(9 Credits) Prerequisite: ITD 320

This is an advanced course in relational database design and implementation. Students will focus on database creation and management.

## ITD 640 Database Design and Implementation

(6 Credits) Prerequisite: ITS 610

In this course students will focus on the design and implementation of a relational database management system, including concepts such as data extraction, and data manipulation.

## ITF 401 Computer Forensics

(9 Credits) Prerequisite: None

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

### **ITF 403 Forensics & Network Security, Data Protection and Telecommunications**

*(9 Credits) Prerequisite: None*

In this course, students examine cyberattack prevention, planning, detection, and response with the goals of counteracting cybercrime, cyberterrorism, and cyberpredators, and making them accountable. The topics covered in this course include fundamentals of computer and network forensics, forensic duplication and analysis, network surveillance, intrusion detection and response, incident response, anonymity and pseudonymity, cyber law, computer security policies and guidelines, court report writing and presentation, and case studies.

### **ITF 412 Computer Crimes and Computer Forensics**

*(9 Credits) Prerequisite: None*

This course will take a detailed, hands-on approach to the use of computers and computer technology in the investigation of incidents in which computers and computer technology play a significant or interesting role. Topics will range from fingerprinting interlopers and their techniques to safeguarding evidence and interacting with investigative authorities. Students completing this course will be familiar with the core computer science theory and practical skills necessary to perform rudimentary computer forensic investigations, understand the role of technology in investigating computer-based crime, and be prepared to deal with investigative bodies at a rudimentary level. Students will also become familiar with a variety of techniques that aid in the prevention of and recovery from computer incidents.

### **ITN 305 Introduction to Networks**

*(9 Credits) Prerequisite: None*

This course provides students with a conceptual overview of networks. The course begins with a focus on hardware and topographies and then shifts to network operating systems. Network communication is presented at the conceptual level via OSI reference model, and then at a practical level with TCP/IP.

### **ITN 410 Network Operating System Administration**

*(9 Credits) Prerequisite: ITN 305*

This course builds on the foundation provided by ITN305, giving the student an in-depth understanding of a network server operating system. Students will explore installation options, troubleshooting, configuration, and administration.

### **ITN 415 Computer Networks**

*(9 Credits) Prerequisite: ITN 305*

In this course students extensively explore the theoretical concepts of computer networks within the framework of the OSI Model. They will examine both the hardware and software components of networks with a focus on protocols.

### **ITN 420 Computer Network Administration**

*(9 Credits) Prerequisite: ITN 415*

This course focuses on the configuration, implementation, management, and maintenance of computer networks. Students will examine various administration topics such as IP addressing, resources, remote connectivity, troubleshooting, and network security.

### **ITN 460 Wireless Networking**

*(9 Credits) Prerequisite: ITN 415*

In this course, students will explore wireless communication standards, wireless network architecture, application development and security. Students will research emerging technologies and advanced topics in this field.

### **ITN 620 Enterprise Network Design**

*(6 Credits) Prerequisite: None*

In this course students examine computer networking concepts which enables them to translate business objectives into a physical network design. Students will collect and analyze appropriate information to make context-appropriate network related business decisions.

### **ITP 310 Programming Concepts**

(9 Credits) Prerequisite: ITS 300

Students examine programming concepts and apply constructs such as control structures, arrays, functions, and procedures.

### **ITP 330 Application Development**

(9 Credits) Prerequisite: ITP 310

In this course students learn how to develop graphical user interface applications using a disciplined coding style, including documentation and implementation standards.

### **ITP 400 Data-Connected Applications**

(9 Credits) Prerequisites: ITP 330, ITD 320

In this course students will build upon their database and programming skills to construct distributed dynamic data connected applications

### **ITP 450 Advanced Web Application Development**

(9 Credits) Prerequisites: ITP 400, ITD 410

This course focuses on the practical application of Internet technologies. Students will create a web application that delivers dynamic content to a website.

### **ITP 455 Web Application Development**

(9 Credits) Prerequisite: ITP 400

In this course students learn the fundamentals of web-based applications. They are exposed to the principles of client-side and server-side applications, including the design of user interfaces and back-end logic as well as the role of databases in such applications.

### **ITP 457 Software Engineering**

(9 Credits) Prerequisite: ITP 400

In this course, students will explore software engineering methodologies and models. This course offers an overview of the software process, Software Development Life Cycle, and project management.

### **ITP 467 Object-Oriented Programming**

(9 Credits) Prerequisite: ITP 330

This course will cover fundamental concepts and techniques in object-oriented programming paradigm. Students analyze and apply the fundamentals of object-oriented to application development using current software development tools and a high-level object-oriented programming language.

### **ITP 630 Object-Oriented Application Development**

(6 Credits) Prerequisite: None

During this course students analyze and apply the fundamentals of object-oriented application development.

### **ITS 300 Concepts in Information Technology**

(9 Credits) Prerequisite: None

This conceptual course provides an overview of information technology. Students will examine computer systems, hardware, programming languages, databases and the relationships between them.

### **ITS 401 Information Technology Security Concepts**

(9 Credits) Prerequisite: None

This course introduces students to the security essentials. Students explore and examine various types of information technology security used in business organizations and how they are implemented. Topics include key ethical concerns and legal requirements in Internet Security.

### **ITS 412 Security and the Business Environment**

(9 Credits) Prerequisite: None

This course analyzes the enterprise business environment components including human resources to pinpoint patterns, attitudes, and thought processes related to security issues. Physical and operations security will also be covered.

## **ITS 413 Topics in Security Management**

(9 Credits) Prerequisite: None

This course focuses on various practices that need to be established within an organization for an effective and efficient management of security. Topics such as security policy design and implementation, risk assessment and management, and security procedures will be covered.

## **ITS 480 Analytical Approaches to Information Technology**

(9 Credits) Prerequisite: Last Quarter

This capstone course presents key topics in information technology management, such as project management, team development, quality assurance and standards.

## **ITS 610 Information Systems**

(6 Credits) Prerequisite: None

In this course students examine management skills as they relate to the information technology industry, taking into account the relationship between networking, databases, and programming.

## **ITS 650 Introduction to Information Security**

(6 Credits) Prerequisites: ITN 620, ITS 610

This course provides an overview of information security technologies as applied to operating systems, database management systems, and computer networks.

## **ITS 660 Cryptography Concepts**

(6 Credits) Prerequisites: ITS 610, ITN 620

In this course, students learn to use secure protocols over networked systems using cryptography.

## **ITS 670 Special Topics in Network Security**

(6 Credits) Prerequisites: ITS 610, ITN 620

In this course, students will explore current issues in network security and apply security concepts. The class will focus on technical topics as well as privacy and policy issues.

## **ITS 685 Strategic Information Management**

(6 Credits) Prerequisite: Last Quarter

This capstone course examines the role of information systems within the strategic management of an organization. Students will explore a number of issues such as intellectual property rights, information policy, information technology trends and opportunities, and the use of technology to generate a competitive advantage.

## **MGT 110 Project Management**

(6 Credits) Prerequisite: None

In this course, students can learn how to plan and manage projects. The coursework offers students a hands-on opportunity to practice planning and communication skills through teamwork to achieve project goals.

## **MGT 240 Business Management and Leadership**

(6 Credits) Prerequisite: None

This survey course examines the elements of management and leadership as they apply to modern organizations. Special emphasis is placed on information and communication technologies found in today's management environment.

## **MGT 242 Recruitment, Selection, and Records Management**

(6 Credits) Prerequisite: None

This course examines the process of recruitment, selection, and human resources record keeping in organizations. Topics covered for the essential functions of recruitment and selection include ethics, legal requirements, job analysis, job descriptions, and selection tools. It also presents how the effective management of people and jobs depends on accurate, reliable, comprehensive, and current personnel information. This course presents the practical approaches to managing these invaluable human resource records.

## **MGT 252 Team Building and Conflict Resolution**

(6 Credits) Prerequisite: MGT 242

This course examines principles of team building and conflict resolution. Methods of building cohesive teams and diffusing confrontation will be discussed. Students will also explore the opportunities and challenges that arise from a diverse workforce.

## **MGT 260 Entrepreneurship**

(6 Credits) Prerequisite: None

This course presents a study of entrepreneurship and the theoretical and practical knowledge necessary to start a new business, or to buy an existing business, and operate an ongoing venture.

## **MGT 262 Compensation and Benefits**

(6 Credits) Prerequisite: MGT 242

Compensation plays a critical role in modern organizations. An effective compensation system enables the organization to achieve organizational goals, improve productivity, and motivate employees. This course is designed to provide a working knowledge of compensation and benefits.

## **MGT 308 International Management**

(9 Credits) Prerequisite: None

This course explores the nature of management processes and activities in terms of different legal, political, economic, and cultural environments. The administrative philosophies, policies, and practices of international business organizations are covered.

## **MGT 322 Concepts in Organizational Behavior**

(9 Credits) Prerequisite: None

In this course students examine individual and group behavior within the context of the organizational design and culture. This course provides theoretical and practical knowledge for understanding topics such as motivation, leadership, managerial decision-making, group processes, and conflict resolution.

## **MGT 326 Operations Management Principles**

(9 Credits) Prerequisite: None

This course will examine the principles and techniques of managing operations processes in manufacturing and service industries. Students will explore the interrelationships between operations concepts, such as forecasting, planning products, technologies, facilities, demand, inventory, productivity, quality, and reliability.

## **MGT 327 Project Management Principles**

(9 Credits) Prerequisite: QMB 350

This course provides an overview to the discipline of project management. Students will examine the techniques that project managers use to complete their projects on schedule, within budgeted cost, and according to specified scope. Using project management concepts from the PMBOK® (Guide to Project Management Body of Knowledge, published by the Project Management Institute or PMI®), students learn about managing the project lifecycle phases of project initiating, planning, executing, controlling, and closing.

## **MGT 330 Human Resource Management**

(9 Credits) Prerequisite: None

This course discusses the principles, policies, and practices of human resource management. The role of managing and enhancing the productivity and potential of the human resources of the business organization is the primary focus of the course.

## **MGT 410 Human Resource Administration**

(9 Credits) Prerequisite: MGT 330

This course covers all aspects and functions of human resource administration such as selection, training and development, appraisal, compensation, incentive, and discipline.

## **MGT 420 Organizational Change**

(9 Credits) Prerequisite: MGT 410

This course presents both conceptual and experiential approaches to the topic of organizational change and organization development. Special emphasis is placed on developing interpersonal skills in order to analyze situations.

### **MGT 430 Business Management**

(9 Credits) Prerequisite: BUS 300

In this course, students explore the various facets of business management. The course content will emphasize the challenges facing managers in a global environment.

### **MGT 434 Supply Chain Management and Purchasing**

(9 Credits) Prerequisite: None

In this course, students will examine the supply chain and its components in detail. The strategic, tactical, and operations issues in supply chain management will be explored. The purchasing function in business will be covered.

### **MGT 437 Managing Project Risks and Opportunities**

(9 Credits) Prerequisite: None

This course examines risk management within projects. Students will closely examine the roles and techniques of risk management planning, risk identification, risk assessment, risk response, and risk monitoring.

### **MGT 456 Production Planning and Quality Management**

(9 Credits) Prerequisite: None

This course provides an overview of production planning elements including capacity planning, process selection, facility layout, design work systems, and location planning and analysis. The student will be introduced to the role of quality in operations management.

### **MGT 457 Project Cost and Time Management**

(9 Credits) Prerequisite: None

This course will build on the project management knowledge acquired in MGT327 and MGT437. In this course, students will focus on scheduling, estimating, tracking and controlling the schedule and costs of the project.

### **MGT 485 Global Strategic Management**

(9 Credits) Prerequisite: Last Quarter

This course examines strategic management from a global perspective. Students will analyze major strategic tasks, such as setting strategic vision and goals; and formulating, implementing, and evaluating strategy and tactics.

### **MGT 600 Business Research for Decision Making**

(6 Credits) Prerequisite: None

In this course, the student will explore decision making from a managerial viewpoint and examine the role of decision making in dealing with employees, formulating strategy, and negotiating. This course requires students to understand, apply, and evaluate both quantitative and qualitative research methodologies as they apply to business studies and analysis.

### **MGT 615 Leadership & Ethics for Managers**

(6 Credits) Prerequisite: None

In this course, students explore the interaction between leaders, followers, and situations. The course involves the consideration of opportunities and ethical challenges of leadership.

### **MGT 625 Legal Aspects of Business Decisions**

(6 Credits) Prerequisite: None

This course covers the current legal issues facing corporations operating in the global economy. Students will explore a variety of issues such as employment, international trade and investment, licensing property, commercial transactions, and conflict resolution strategies.

### **MGT 635 International Business Operations Management**

(6 Credits) Prerequisite: BUS 610

This course will examine the principles and techniques of designing, analyzing, and managing international operations processes. Interrelationships between operations activities, and other functional areas of the organization are stressed.

### **MGT 636 Operations Management for Competitive Advantage**

(6 Credits) Prerequisite: None

This course examines the various ways of designing and controlling both production and service operations. Concepts of cost, quality, delivery and flexibility will be covered. Students will examine operations management issues and methods used to gain a competitive advantage.

### **MGT 637 Project Management: Integration, Scope, Time, and Communication**

(6 Credits) Prerequisite: None

This course offers a practical approach emphasizing the project phases and processes presented by such organizations as the Project Management Institute (PMI®) in their Guide to the Project Management Body of Knowledge (PMBOK®). This course will provide an overview of aspects related to the project life cycle and project management techniques that are used to manage projects that are on schedule, within budget. The student will learn the basic project management framework as well as the preparation of a basic project plan. Students will focus on project management processes including scope, scheduling, cost control, and communication.

### **MGT 652 Human Resource Strategy**

(6 Credits) Prerequisite: None

This course explores the interaction between strategy and human resources from a general managerial perspective. Students examine the integration of human resources policies and practices with organization goals.

### **MGT 655 Employment Law**

(6 Credits) Prerequisite: MGT 652

This class examines Federal legal regulation of the hiring and firing process, wage and hour laws, occupational health and safety rules, workers' compensation, unemployment insurance, and connected topics.

### **MGT 656 Quality Management and Continuous Improvement**

(6 Credits) Prerequisite: MGT 600

In this course students will explore the philosophy and tools for quality management and continuous improvement of products and processes. Using data collection and problem-solving techniques, students will examine the design of quality practices.

### **MGT 657 Project Management: Cost, Quality, Risk, and Procurement**

(6 Credits) Prerequisite: MGT 637

This course emphasizes a hands-on approach to using project management knowledge areas to facilitate scheduling, estimating, tracking and controlling the schedule and costs of the project. A project baseline will be set so that actual schedule and cost variances can be compared to the project baseline and corrective actions can be developed to address the variances. In this course students will learn about the legal, ethical, and fiscal considerations in procurement and contracts. Students will examine ways of identifying, evaluating and mitigating risk in scheduling, cost control, contracting and procurement.

### **MGT 658 International Management and Leadership**

(6 Credits) Prerequisite: None

This course examines the role national culture plays in managing people and developing managerial systems at the international, multinational, and global level. The course includes analysis of how different national/regional cultures affect issues such as employee motivation group dynamics, leadership, negotiation, conflict resolution, communication patterns, and approaches to organizational change.

## **MGT 680 Strategic Management**

*(6 Credits) Prerequisite: MGT 600*

The development and implementation by the global enterprise of integrated business strategies and policies is the focus of this applied course. Course contents include the planning, implementation, management, and evaluation of the corporate resources, products, and assets. Advanced research is an integral component of this course.

## **MKT 255 Fundamentals of Marketing**

*(6 Credits) Prerequisite: None*

Students will study and apply the fundamentals of marketing within an organization and the contemporary market environment. The course will focus on marketing strategy and development of a marketing mix.

## **MKT 320 Marketing Management Concepts**

*(9 Credits) Prerequisite: None*

This course explores the application of management principles to the marketing function. Emphasis is placed on the application of planning, implementation, controlling, and evaluation of marketing strategies as the means for achieving an organization's objectives.

## **MKT 338 International Marketing**

*(9 Credits) Prerequisite: None*

This course introduces methods of adapting marketing efforts to the dynamic of technological, economic, cultural, religious, and political environments. Students will explore the development and application of marketing strategies for international markets.

## **MKT 430 Marketing Research and Buyer Behavior**

*(9 Credits) Prerequisite: MKT 320*

This course examines the tools and techniques of marketing research as an aid to marketing decision making. It also provides insight into the motivations, influences, and processes underlying consumption behavior.

## **MKT 460 Advanced Topics in Marketing**

*(9 Credits) Prerequisite: MKT 430*

The focus of this course is placed on advanced topics in marketing management. Students will examine marketing planning and the global marketing environment.

## **MKT 640 A Managerial Approach to Marketing**

*(6 Credits) Prerequisite: None*

This course focuses on the application of marketing concepts in a global organization. Students will examine international channel distribution as well as promotional, pricing, and product strategies.

## **MKT 655 Research Methods in Marketing**

*(6 Credits) Prerequisite: MGT 600*

This course provides a systematic approach to structure, implementation and analysis of marketing research for decision making. This course will focus on analysis of information about the customer as well as information about the customer's wants and needs for the purposes of developing marketing promotional campaigns, developing new products and refining current product offerings and for improving customer service efforts.

## **MKT 660 International Marketing**

*(6 Credits) Prerequisite: MKT 655*

This course provides the background to make marketing decisions at the international level. The course examines issues involving trends, factors, and forces (such as institutions, culture, politics, law, and environment) which affect global marketing activities.

## **MTH 133 College Algebra**

*(4 Credits) Prerequisite: Mathematics Diagnostics*

This course addresses topics in contemporary mathematics such as inequalities, radicals, quadratic equations, rational functions, and graphing polynomial functions.

## **MTH 212 Trigonometry, Algebra, and Geometry**

*(4 Credits) Prerequisite: None*

This is an introduction to the fundamental operations of mathematics and their Liberal Arts applications. Topics include equations and formulas, ratio and proportion, and the geometry of polygons, including the areas and volumes of geometric shapes, geometry of triangles, functional trigonometry, and matrices.

## **OPD 305 Social and Organizational Psychology**

*(9 Credits) Prerequisite: None*

This course is an introduction to the concepts of behavioral science applied to the study of human behavior in organizational settings. Students will examine individual response and group influence in an organizational context. Major areas of study include persuasion, conformity, obedience, prejudice, attitude formation and change, social behavior, altruism and aggression.

## **OPD 327 Personnel Psychology**

*(9 Credits) Prerequisite: OPD 305*

In this course students learn about the psychology and practical issues associated with the hiring, training, development, and management of employees. These core topics include: job analysis, criterion development, and personnel selection and classification, testing and measuring performance and reliability of predictors.

## **OPD 444 Employee Training and Development**

*(9 Credits) Prerequisite: OPD 305*

In this course, students explore the theory and practices of training and development. The focus of the course is full cycle training, including needs assessment, program design and development, delivery, and evaluation. Various delivery methods are studied. Also, the course covers the role of training professionals and individual professional development programs.

## **OPD 600 Organizational Theory**

*(6 Credits) Prerequisite: None*

In this course students examine how people in various types of organizations are motivated to work together in more effective ways. Students will learn how to use applied research in organizations.

## **OPD 650 Organizational Development and Managing Change**

*(6 Credits) Prerequisite: None*

This course encompasses theories and practices about facilitating change in groups and organizations; to include organizational design, and work redesign. Course topics include managing the change process, assisting the individuals and groups response to change. Incremental and fundamental change strategies are covered.

## **PSP 111 Presentations Essentials**

*(4 Credits) Prerequisite: None*

This course focuses on preparing and delivering effective business presentations. In addition, students can learn about presentation strategy and the creation of visual aids.

## **PSY 206 Aspects of Psychology**

*(4 Credits) Prerequisite: None*

This course examines the discipline of psychology, both cognitive and psychosocial, covering topics such as perception, learning, memory, motivation, emotion, personality, attitudes, psychological aspects of human sexuality, and psycho-behavioral pathology.

## **QMB 350 Statistical Analysis**

*(9 Credits) Prerequisite: BUS 300*

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

## **SCI 206 Biology**

*(4 Credits) Prerequisite: None*

This survey course presents the fundamental concepts of biology. Special emphasis is given to current biological issues.

## **SCI 210 Environmental Science**

*(4 Credits) Prerequisite: None*

This course introduces environmental issues that are directly related to global populations. Students will explore the identification and classification of environmental problems, and how they relate to the laws of nature.

## **SOC 210 Sociology**

*(4 Credits) Prerequisite: None*

This course will introduce students to the concepts, theory, and methods of sociology. Students will develop a better understanding of society, culture, social institutions, social behavior, and other processes that operate in the social world.

## **VCD 215 Visual Literacy**

*(6 Credits) Prerequisite: None*

Elements of design are introduced through the exploration of various techniques. Students will closely examine the principles of color theory. Topics include line, form, texture, color, balance, scale, and proportion as they apply to working and finished design projects.

## **VCD 260 Research and Design Solutions**

*(6 Credits) Prerequisite: VCD 215*

In this course, students will explore the creative thinking process as it is applied to a project and examine strategies to develop effective research methods. Students will investigate methods of visual problem solving through effective research. The process of collaboration will be utilized as an introduction to working as part of a design team.

## **VCD 275 Business Skills for Visual Communication**

*(6 Credits) Prerequisite: VCD 215*

This course explores the business and project management skills needed in the visual communication field. It introduces students to invoices, contracts, and legal issues. The class will also explore career and job opportunities available in the field.

## **VCD 300 Theory and History of Visual Communication**

*(9 Credits) Prerequisite: None*

This course introduces students to the ideologies and elements of art and design as illustrated throughout history. Students will review design elements, design principles, and the creative process as they relate to the evolution of art and design.

## **VCD 468 Senior Project**

*(9 Credits) Prerequisite: Last Quarter*

Under faculty supervision, students will complete an independent design project that demonstrates their theoretical and technical proficiency in relation to the total design process in the student's area of study.

## **VCD 469 Portfolio Development**

*(9 Credits) Prerequisite: Last Quarter*

This course will explore the various aspects of creating a professional portfolio for use in seeking employment. Subjects to be covered include: portfolio layout, preparation and installation of artwork, developing a résumé, designs, presentation techniques, and portfolio updating.



# CAMPUS LOCATIONS

## *Georgia*

### ***AIU Atlanta***

6600 Peachtree-Dunwoody Road  
500 Embassy Row  
Atlanta, GA 30328  
404.965.6500  
404.965.6501 Fax  
888.999.4248 Toll Free  
**[www.aiudunwoody.com](http://www.aiudunwoody.com)**

## *Florida*

### ***AIU South Florida***

2250 N. Commerce Parkway  
Weston, FL 33326  
954.446.6100  
954.446.6301 Fax  
866.248.4723 Toll Free  
**[www.aiufl.edu](http://www.aiufl.edu)**

## *California*

### ***AIU Los Angeles***

12655 West Jefferson Boulevard  
Los Angeles, CA 90066  
310.302.2000  
310.302.2001 Fax  
888.248.7390 Toll Free  
**[www.aiula.com](http://www.aiula.com)**

## *Texas*

### ***AIU Houston***

9999 Richmond Ave.  
Houston, TX 77042  
832.201.3600  
832.201.3633 Fax  
866.792.5500 Toll Free  
**[www.aiuhouston.com](http://www.aiuhouston.com)**

## *United Kingdom*

### ***AIU London***

110 Marylebone High Street  
London W1U 4RY  
44.207.467.5600  
44.207.467.5601 Fax  
**[www.aiulondon.com](http://www.aiulondon.com)**

## *Illinois*

### ***AIU Online***

5550 Prairie Stone Parkway Suite 400  
Hoffman Estates, IL 60192  
847.851.5000  
877.701.3800 Toll Free  
866.647.9403 Toll Free Fax  
**[www.aiuonline.edu](http://www.aiuonline.edu)**

# CAMPUS DESCRIPTIONS

## *Atlanta*

The Atlanta Dunwoody campus is located in the growing perimeter business community just north of downtown Atlanta. In 1998, the American Electronics Association (AEA) cited Georgia as the national leader in high-tech job growth. With 39,000 new jobs and 45% growth from 1990-1996, Georgia led all other states in total activity. AIU's Atlanta Dunwoody campus is well situated in the center of the city's beltway to take advantage of the more than 9,000 small, medium, and large high-technology firms that are based here.

Atlanta Dunwoody's 75,000 square foot facility provides its students with an interactive education in business and information technology. The building features more than 1,000 ports to information access throughout the building.

## *South Florida*

South Florida is blessed with 3,000 hours of sunshine each year and pleasant year-round ocean breezes. The region boasts a rich natural beauty and is famous for its diverse ethnic and international flavor. But it's the miles of sparkling beaches and a myriad of scenic waterways that makes South Florida legendary. The area has long been noted for its aquatic sports and activities, entertainment, and world-class sports organizations. It is also home to a variety of museums and performing arts centers as well as art galleries, fine dining, and shopping on Los Olas Boulevard, the "Rodeo Drive" of South Florida.

An advantageous economic climate has established the region as a world-class international business center and one of the most desirable locations for new, expanding, or relocating businesses. South Florida, once known as a tourism economy, now supports a diverse range of industries, including marine, manufacturing, finance, real estate, avionics/aerospace, film and television production, and high technology.

The AIU campus is located in the municipality of Weston, which is strategically located in western Broward County and is embraced by the Atlantic Ocean and the Florida Everglades. With proximity to I-595, Sawgrass Expressway, and the Florida Turnpike, the campus is easily accessible and perfectly situated to serve all areas of Florida.

The South Florida campus is a 100,000 square foot corporate facility housed in a modern four story building. To support the collaborative learning model utilized at the campus, the facility is fully wired for computer access and houses graphic design labs and photography studios. Students have full use of multimedia and learning resource centers, which include virtual libraries complete with industry-current technology and media equipment.

## **Houston**

Houston, America's fourth-largest city, is a center of international business and high technology and home to many of the largest corporate names in the country. This puts opportunity close at hand for many of our graduates. The city has national sports teams, excellent galleries and museums, fine dining, nightlife, outstanding Galleria shopping, and award-winning theatre along with many concerts and festivals.

The campus is located in the 5 square mile Westchase District — Houston's distinctive business community that is home to more than 1500 businesses including Chevron, Texaco, Exxon Mobil, Verizon Wireless, BMC Software, ABB and Microsoft. The campus is in west Houston and has excellent public transportation and highway access (just off the Sam Houston Tollway between I-10 and Westpark, north of Hwy 59). There is ample parking.

The campus occupies a 68,000 square foot freestanding, air-conditioned building at the corner of Richmond Avenue and Briar Park. It houses classrooms, Macintosh labs, team rooms, Learning Resource Center which includes a virtual library, Bookstore, lounges and an administrative/ clerical area. The campus is equipped for wireless laptop use throughout.

## **Los Angeles**

Los Angeles is the cultural and economic center of the metropolitan area encompassing the 200-mile Southern California coast. The city serves as a portal to the Pacific Rim, as well as a gateway for trade and cultural exchange between Mexico, the United States, and Canada.

The city boasts such thriving industries as advanced technology and entertainment, and includes a business community as diverse as its population. AIU's Los Angeles campus is located in the growing Playa Del Rey area. Its 93,000 square foot facility provides a professional, team-oriented learning environment supported by industry-current technology. This tech support includes more than 3,000 data ports for network computer use. The city offers AIU students a variety of learning opportunities, including internships at top businesses, fashion houses, film studios, lecture programs and frequent contact with leaders in a variety of industries.

## London

As an international center of business and culture, London is one of the world's most distinguished capital cities. Its vast resources offer students an exciting academic, cultural, and social environment in which to study and develop. London's museums and galleries house some of the richest art treasures in the world. In addition, the city's many reference libraries draw scholars from all parts of the globe. London is also a mecca for the performing arts, with world famous theatres known for their quantity and quality. London captivates with its undiminished charm and excitement, inviting students to explore its rich traditions and expand their educational horizons.

AIU is located in central London, between Hyde Park and Regents Park. AIU students can easily visit Buckingham Palace, Piccadilly Circus and the West End, London's central theatre district. Students take class trips to the British Museum, the Victoria and Albert, the Tate, the National Gallery, and other great museums.

This campus comprises eight buildings that house lecture rooms, Macintosh and PC computer laboratories, and art, design, photography and video production studios. The library has a comprehensive collection of books, periodicals, newspapers and journals to support the University's curriculum. The school's Interior Design Resource Center houses a comprehensive collection of interior design materials and catalogs. The workroom has ample equipment to support such special topics as furniture design and architectural design.

## Online

### Main Campus

AIU Online is the web-based Virtual Campus of American InterContinental University. AIU Online's Virtual Campus offers Associate degrees in business; Bachelor's degrees in business, visual communication, information technology and criminal justice; and Master's degrees in business, information technology and education. In addition, the Virtual Campus offers students complete support throughout their degree program of study from Admissions Services, Academic Affairs, and Student Affairs to Financial Services, Career Services, Library and Technical Support Services.

AIU Online courses are interactive and delivered via rich, multimedia presentations with capabilities designed to give you complete control over your learning experience. AIU Online students not only interact with one another in dynamic group situations via online chats, but also correspond individually with classmates and professors via e-mail throughout their courses, creating a real sense of community. Online students can complete their enrollment application online, apply for financial aid, or check the status of their account, final grades, academic plan and other information 24 hours a day through this secure website. AIU Online is committed to its students and their capacity to achieve every professional goal they set for themselves. *For more information about AIU Online, see the AIU Online catalog or visit [www. aiuonline.edu](http://www.aiuonline.edu).*



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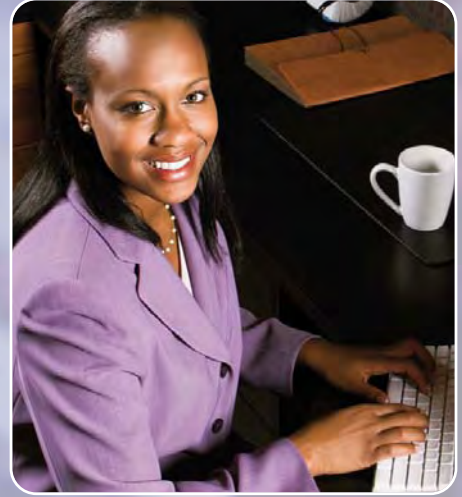
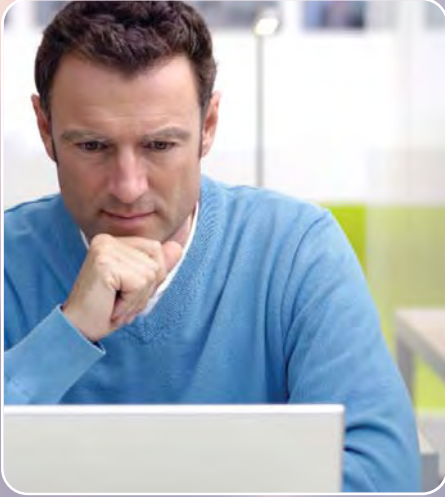
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