

CHANGES TO CATALOG

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CHANGES TO CATALOG

EFFECTIVE AS OF November 1, 2012

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Accreditation and Licensure

Licensure

- American InterContinental University is registered by the Maryland Higher Education Commission, 6 N Liberty Street, 10th Floor, Baltimore, MD 21201, (410) 767-3388.

Change to page 8 and 9

University Board of Trustees

Nancy Mann

Chair, American InterContinental University Alumna

David J. Kaufman

Vice Chair, Duane Morris LLP

Diane Auer Jones

Member, Career Education Corporation

Ronald E. Frieson

Member, Children's Healthcare of Atlanta

Dr. Robert T. Justis

Member, Louisiana State University

Dr. George P. Miller III

Member, American InterContinental University

Tony Mitchell

Member, Career Education Corporation

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

David J. Kaufman, AIU's Board Secretary and Vice Chair, is a partner and co-chair of the Corporate Practice Group in the national law firm of Duane Morris, LLP. His law practice focuses on mergers and acquisition, public and private securities, private equity and general corporate counseling. Mr. Kaufman assists predominantly entrepreneurial clients in developing and implementing creative strategies to accomplish their business objectives. He also regularly advises

boards of directors, their committees and officers on their fiduciary duties and other obligations. He is a member of the Strategic Communications Committee of the Business Law Section of the American Bar Association and is also a member of The Chicago Bar Association. He served on the editorial board of the Michigan Journal of International Law and as editor-in-chief of the Michigan Journal of Political Science. He is a graduate of the University of Michigan Law School and holds a B.A. and M.P.P. from the University of Michigan.

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

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

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

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

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

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Leave of Absence

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

Leave of Absence Conditions

The following conditions may be considered:

- Medical (including pregnancy)
- Family Care (childcare issues, unexpected medical care of family)
- Military Duty
- Jury Duty
- Temporary Job Assignment

The following requirements apply:

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

- The request is made prior to the leave of absence. If unforeseen circumstances prevent the student from providing a prior request, the institution may grant the student's request if the institution documents its decision and collects written documentation validating the unforeseen circumstance prior to the student being administratively withdrawn from the institute.
- The total time requested off must not exceed 180 days (cumulative) in a calendar period.
- A student must have completed at least one quarter at the institution.
- A student must have completed his/her most recent quarter and received academic grades (A-F) for that quarter.

Failure to return from an approved leave of absence may have an impact on loan repayment, including exhaustion of some or all of the grace period. The Financial Aid Office will provide an explanation of the possible impact on loan repayment if an approval for an LOA is issued. Students receiving an LOA may not receive further financial aid disbursements until returning to active status.

Change to page 25

Policy Against Discrimination, Harassment, and Retaliation

II. INVESTIGATION & GRIEVANCE PROCEDURES

Reporting Alleged Violations of this Policy; Investigation

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

Alleged violations of the ADA/Section 504 Reasonable Accommodations Policy shall be reported to Dr. Kitty Kautzer, Vice President of Academic Affairs, 231 N. Martingale Road, Schaumburg, IL 60173, (847) 585-2084, kkautzer@careered.com.

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

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

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

- The name, department, and position of the person or persons allegedly causing the prohibited discrimination, harassment, or retaliation.
- A description of any relevant incident(s), including the date(s), location(s), and the presence of any witnesses.
- The alleged effect of the incident(s) on the complainant's opportunity to benefit from the school's programs or activities.
- The names of other individuals who might have been subject to the same or similar acts of discrimination, harassment, or retaliation.
- Although it is not required, any steps the complainant has taken to try to stop the discrimination, harassment, or retaliation.
- Any other information the complainant believes to be relevant to the alleged discrimination, harassment, or retaliation.

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

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

Addition to page 54

Refund Policy for Maryland Residents Only

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

Week of the Quarter	Student's Quarter
Student's Last Date of Attendance	Tuition Refund
During the first week of the instruction of the program*	100%
During the first academic week	90%
During the second academic week	80%
During the third academic week	60%
During the fourth academic week	40%
During the fifth academic week	20%
During the sixth academic week	20%
During the seventh academic week	0%
During the eighth academic week	0%
During the ninth academic week	0%
During the tenth academic week	0%

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

A refund due to a Maryland student shall be based on the date of withdrawal or termination and paid within 60 days from the date of withdrawal or termination.

Change to page 112

EDU 648 Methods and Instruments for Assessment (6)

Prerequisite: None

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

Change to page 113

EDU 678 Using Evaluation Results (6)

Prerequisite: None

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

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MKTG 410 International Marketing (4.5)

Prerequisite: MKTG 305

This course explores the development of a marketing and management strategies in an international setting. The complexities of product, price, promotion, and distribution in the global marketplace are explored. Emphasis is placed on

international business constraints such as cultural diversity, political environment, foreign financial markets, and trade regulations.

EFFECTIVE AS OF September 27, 2012

Change to page 8

University Administration

George P. Miller, Ed.D.
President and Chancellor

Gregory G. Washington, D.M.
Provost and Vice President of Campus Operations

Leon Kelley, M.B.A.
Vice President, Academic Resources & Retention
Associate Provost

John Springer, M.B.A.
Vice President of Finance, Strategy and University Operations

Peter Correa, M.S.
President Atlanta Campus

Hisham Shaban, D.B.A.
President South Florida Campus

Stephen M. Malutich, M.S.
President Houston Campus

Randolf Cooper, Ph.D.
Director, London Campus

Stephen Whitten, M.U.P.P., M.Div.
Vice President, Institutional Effectiveness

Phillip Olson, B.A.
Vice President of Financial Aid

Issac George, M.B.A.
Ombudsman

Jennifer Ziegenmier, M.B.A.
Vice President, Student Experience

John Campbell, Ph. D.
Vice Provost & University Program Dean

Ragini Bilolikar, Ph.D.
Vice President of Academic Support Services

Change to page 11

Undergraduate Admissions Policy

Section to replace section formerly referred to as *Effective for new AIU Online students beginning classes June 6, 2011 and forward.*

Effective for new AIU Online students beginning classes November 5, 2012 and forward.

Undergraduate students attending the AIU Online campus for the first time must successfully complete and pass their first scheduled course before continuing in the program.

Students who do not earn a final grade better than an F in their first scheduled course will have their enrollment cancelled by the University. In the event that this occurs, all tuition charges will be reversed and any Title IV Financial Aid that may have been disbursed will be returned. Students will have the opportunity to return to the University and retake the failed course. Students should refer to the New Student Readiness Opportunity policy for information on billing and Title IV disbursements.

Change to page 17

Transfer Program Between Campuses

The opportunity for an international education is enhanced by the option for students to transfer among the campuses in Atlanta, South Florida, Houston, London and Online. Students who take advantage of this exchange program are provided a variety of multicultural experiences and self-development options to meet the challenges and requirements of today's rapidly changing world. To begin the process of transferring to another campus 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.

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

Addition to page 37

New Student Readiness Opportunity

Effective for new AIU Online students beginning classes on November 5, 2012 and for AIU Branch Campus students beginning classes on January 7, 2013

AIU participates in the Foundation for Educational Success' Standards of Responsible Conduct and Transparency. As such, AIU supports a 21 Day Readiness Opportunity period for new undergraduate students who are enrolling at AIU for the first time. If at any time during or at the conclusion of the 21 Day Readiness Opportunity period students decide to discontinue their enrollment, or fail to confirm their intent to continue enrollment, they may do so without incurring any tuition related expense or debt, with the exception of nominal administrative fees. Tuition billing will occur as usual; however, during the 21 day Readiness Opportunity period, students will not be required to make any payments towards these charges. If students attend class beyond the 21 day Readiness Opportunity time period, they will be subject to all tuition charges as outlined in their Enrollment Agreement. For students attending AIU Online, disbursements for Title IV and other aid resources, if eligible, will not be processed until final grades have posted for the course. For students attending the AIU Branch campuses, disbursements will not be processed until after the 21 Day Readiness Opportunity

time period has expired and students have confirmed their intent to continue enrollment. As always, students must meet all eligibility requirements for all sources of aid before disbursement may be made.

Change to page 44

AIU Online Success Grant

Effective for new students beginning their program on the January 3, 2011 term and forward, AIU Online has established the AIU Online Success Grant to recognize new undergraduate students with 36 transfer credits or less who have achieved academic success within their program of study through their first academic year at AIU Online. The amount is a one-time award of up to \$2000.*

The conditions are as follows:

- Students must begin their program of study in January 2011 or later to be considered for the grant.
- Students must be enrolled as a full-time student for each quarter within their first academic year (as defined as three full academic quarters or six 5-week sessions) taking a minimum of 12 credit hours per quarter and earn a 3.5 cumulative GPA through the first academic year.
- Students must have 36 transfer credits or less to be eligible to receive the grant
- The grant is awarded proportionately over each term in the second academic year of the program.
- No disbursements will be applied to the student's account until grades have posted for all coursework within the first academic year and a cumulative GPA has been determined.
- This is a one-time grant and will be applied as a credit to the student's account and no cash payments will be awarded to the student.
- CEC Employees and family members utilizing the National Educational Assistance Program are not eligible to receive this grant.

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

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

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

Change to pages 58 and 59

Program Matrix

Atlanta	South Florida	Houston	London	Online
Graduate Degree Programs				
Master of Accounting	Master of Accounting (Currently not accepting new enrollments)	Master of Accounting	Master of Accounting	Master of Accounting
Master of Information Technology (Currently not accepting new enrollments)				Master of Information Technology
Master of Business Administration	Master of Business Administration	Master of Business Administration		Master of Business Administration
			Master of Business Administration International Management	
				Master of Education
Bachelor Degree Programs				
Bachelor of Accounting	Bachelor of Accounting (Currently not accepting new enrollments)	Bachelor of Accounting	Bachelor of Accounting	Bachelor of Accounting
Bachelor of Business Administration	Bachelor of Business Administration (Currently not accepting new enrollments)	Bachelor of Business Administration	Bachelor of Business Administration	Bachelor of Business Administration
Bachelor of Science Criminal Justice	Bachelor of Science Criminal Justice (Currently not accepting new enrollments)	Bachelor of Science Criminal Justice		Bachelor of Science Criminal Justice
Bachelor of Fine Arts Fashion Marketing			Bachelor of Fine Arts Fashion Marketing	
Bachelor of Fine Arts Fashion Marketing and Design	Bachelor of Fine Arts Fashion Marketing and Design (Currently not accepting new enrollments)		Bachelor of Fine Arts Fashion Marketing and Design	

Atlanta	South Florida	Houston	London	Online
Bachelor Degree Programs (continued)				
Bachelor of Fine Arts Game Design and Development (Currently not accepting new enrollments)	Bachelor of Fine Arts Game Design and Development (Currently not accepting new enrollments)			
Bachelor of Fine Arts Interior Design	Bachelor of Fine Arts Interior Design (Currently not accepting new enrollments)		Bachelor of Fine Arts Interior Design	
Bachelor of Fine Arts Media Production	Bachelor of Fine Arts Media Production (Currently not accepting new enrollments)			
Bachelor of Fine Arts Visual Communication		Bachelor of Fine Arts Visual Communication	Bachelor of Fine Arts Visual Communication	Bachelor of Fine Arts Visual Communication
Bachelor of Information Technology	Bachelor of Information Technology (Currently not accepting new enrollments)	Bachelor of Information Technology		Bachelor of Information Technology
Associate Degree Programs				
Associate of Arts Business Administration	Associate of Arts Business Administration (Currently not accepting new enrollments)	Associate of Arts Business Administration	Associate of Arts Business Administration (Currently not accepting new enrollments)	Associate of Arts Business Administration
Associate of Science Criminal Justice	Associate of Science Criminal Justice (Currently not accepting new enrollments)	Associate of Science Criminal Justice		Associate of Science Criminal Justice
Associate of Arts Visual Communication		Associate of Arts Visual Communication	Associate of Arts Visual Communication (Currently not accepting new enrollments)	Associate of Arts Visual Communication

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

Note: At the South Florida campus, program availability for new, transfer, and re-entry students is subject to the campus teach-out schedule. Please contact the Student Affairs Department for details.

Change to pages 60 through 63

Specialization Matrix

Specialization Matrix	Atlanta	South Florida	Houston	London	Online
Bachelor of Accounting	X	+	X	X	*
Bachelor of Business Administration	X	+	X	X	*
Accounting	X	+	*	*	*
Entrepreneurship	X	+	X	*	*
Finance	*	+	*	*	*
Generalist	X	+	X	X	*
Healthcare Management	X	+	*	*	*
Human Resource Management	X	+	X	*	*
International Business	X	+	X	X	*
Management	X	+	X	*	*
Marketing	X	+	X	*	*
Operations Management	*	+	X	*	*
Project Management	*	+	X	*	*

	Atlanta	South Florida	Houston	London	Online
Bachelor of Science Criminal Justice	X	+	X		*
Corrections and Case Management	X	+	*		*
Forensic Science	X	+	X		*
Generalist	X	+	X		*
Homeland Security & Crisis Management	X	+	*		*
Law Enforcement	X	+	*		*
Bachelor of Fine Arts Fashion Marketing	X			X	
Fashion Retailing	X			X	
Marketing	X			X	
Bachelor of Fine Arts Fashion Marketing and Design	X	+		X	
Costume Design	X				
Fashion Design	X	+		X	
Fashion Marketing	X	Effective February 13, 2012, not accepting new enrollments		X	

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

	Atlanta	South Florida	Houston	London	Online
Master of Accounting	X	+	X	X	*
Master of Business Administration		X	X		*
Accounting	*	*	*		*
Finance	*	*	*		*
Healthcare Management	*	*	*		*
Human Resource Management	*	*	X		*
International Business	*	*	X		*
Management	*	X	X		*
Marketing	*	*	X		*
Operations Management	*	*	X		*
Project Management	*	*	X		*
Master of Business Administration International Management				X	
Master of Education					*
Adult Education and Training					*
Classroom Integration of Technology					*
Curriculum and Instruction for Educators					*
Educational Assessment and Evaluation					*
Instructional Design and Technology					*
Leadership of Educational Organizations					*
Master of Information Technology					*
Information Assurance and Security					*
IT Project Management					*

Specializations

* Specializations may be available online only and are noted with an asterisk.

x Specializations may be available at the campus or online: please see campus schedule for course offerings.

+ Effective July 30, 2012, not accepting new enrollments.

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

Note: At the South Florida campus, program availability for new, transfer, and re-entry students is subject to the campus teach-out schedule. Please contact the Student Affairs Department for details.

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MGMT 320 International Organizations (4.5)

Prerequisite: None

This advanced course provides an in-depth understanding of both the theory and functioning of international organizations in promoting international cooperation and international business operations. It examines the international networks which provide an overview of the effective functioning of international enterprises.

EFFECTIVE AS OF August 1, 2012

Change to page 7

Accreditation and Licensure

Accreditation

- AIU London has undergone a review for educational oversight by the Quality Assurance Agency for Higher Education (QAA) and has received its final report, which is available in full at: www.qaa.ac.uk/InstitutionReports/Reports/Pages/REO-AIU-12.aspx.

We have received the following judgements from QAA:

- The review team has confidence in American InterContinental University, London management of its responsibilities for the standards of the awards it offers on behalf of its awarding bodies.
- The review team has confidence that American InterContinental University, London is fulfilling its responsibilities for managing and enhancing the quality of the intended learning opportunities it provides for students.
- The review team concludes that reliance can be placed on the accuracy and completeness of the information that American InterContinental University, London is responsible for publishing about itself and the programs it delivers.

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University Administration

George P. Miller, Ed.D.

President and Chancellor

Gregory G. Washington, D.M.

Provost and Vice President of Campus Operations

Leon Kelley, M.B.A.

Vice President, Academic Resources & Retention
Associate Provost

John Springer, M.B.A.

Vice President of Finance, Strategy and University Operations

Peter Correa, M.S.

President Atlanta Campus

Hisham Shaban, D.B.A.
President South Florida Campus

Stephen M. Malutich, M.S.
President Houston Campus

Randolf Cooper, Ph.D.
Director, London Campus

Stephen Whitten, M.U.P.P., M.Div.
Vice President of Planning & Effectiveness

Phillip Olson, B.A.
Vice President of Financial Aid

Issac George, M.B.A.
Ombudsman

Jennifer Ziegenmier, M.B.A.
Vice President, Student Experience

John Campbell, Ph. D.
Vice Provost & University Program Dean

Ragini Bilolikar, Ph.D.
University Registrar

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Appeals Board

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

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Library and Learning Centers

Cybrary 2.0

Section to replace section formerly referred to as *CECybrary*

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

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

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

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

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Leave of Absence

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

Leave of Absence Conditions

The following conditions may be considered:

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

The following requirements apply:

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

- The request is made prior to the leave of absence. If unforeseen circumstances prevent the student from providing a prior request, the institution may grant the student's request if the institution documents its decision and collects written documentation validating the unforeseen circumstance prior to the student being administratively withdrawn from the institute.
- The total time requested off must not exceed 180 days (cumulative) in a calendar period.
- A student must have completed at least one quarter at the institution.
- A student must have completed his/her most recent quarter and received academic grades (A-F) for that quarter.

Failure to return from an approved leave of absence may have an impact on loan repayment, including exhaustion of some or all of the grace period. The Financial Aid Office will provide an explanation of the possible impact on loan repayment if an approval for an LOA is issued. Students receiving an LOA may not receive further financial aid disbursements until returning to active status.

EFFECTIVE AS OF July 1, 2012

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Accreditation and Licensure

Accreditation

- AIU London holds a Tier 4 license under which the Campus is able to sponsor international (non-European Union) students for UK Tier 4 (General) Student Visas. AIU London was granted Highly Trusted Sponsor (HTS) status by the Home Office's UK Border Agency (UKBA) in June 2012 and is listed on the UKBA's official register of Tier 4 sponsors at <http://www.ukba.homeoffice.gov.uk/sitecontent/documents/employersandsponsors/pointsbasedsystem/registerofsporsoreducation>

Addition to page 7

Accreditation and Licensure

Licensure

- American InterContinental University Online is authorized to offer educational programs and award degrees and diplomas in the State of Wisconsin by the Educational Approval Board, 201 West Washington Avenue, 3rd Floor, Madison, WI 53708. (608) 266-1996.

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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 student's lifecycle and graduate's career. While AIU makes no guarantee relative to securing employment, the Career Services Department can provide assistance related to the job search process. AIU students can benefit from Career Services for career planning assistance or career advancement once they are active in their program by taking advantage of the following services:

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

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

AIU does not guarantee employment or salary.

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

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

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Grievance Procedure

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

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Satisfactory Academic Progress

Application of Grades and Credits

To receive an Incomplete (I), the student must petition by the end of the fourth week in a five week course or the end of the ninth week of a ten week course to request an extension to complete the required course work. All course weeks at AIU end on Sunday at 11:59:59 PM. It is the responsibility of the student to know and comply with the due date for the submission of an incomplete grade request. If a student is unsure of the exact date the incomplete form must be submitted, they may speak with any of the following university staff: Student/Academic Advisor, Instructor, or Program Chair. The student must be satisfactorily passing the course at the time of petition. Incomplete grades that are not completed within two weeks after the end of the course will be converted to the grade earned by the student for all coursework submitted and will affect the student's CGPA.

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

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

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Student Records Retention Policy

American Intercontinental University maintains a permanent record for each student irrespective of a student's last day of attendance. Student records include a student's academic transcript, documents, and files containing student data about academic credits earned, courses completed, grades awarded, degrees awarded, and periods of attendance.

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Transfer of Credit from AIU to Other Colleges and Universities

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

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

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Transfer Policy

AIU students must submit official transcripts from other approved post-secondary institutions attended by the end of the first quarter of study. AIU students submitting transcripts from foreign institutions must have an official evaluation from a NARIC, NACES or AICE approved evaluation service on file with the University by the end of the first quarter of study. Students' initial degree plans or schedules may change upon the receipt of official transcripts and/or foreign credential evaluation(s). Students may be allowed to apply for transfer credits from external institutions after the first term of study at the discretion of the appropriate academic administrator. Students currently enrolled at AIU or re-entry students must seek

prior approval from the appropriate academic administrator should they enroll in a course with the intention to apply transfer credit.

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

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

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Wisconsin Residents Cancellation Policy

A student who cancels the Enrollment Agreement within 3 business days (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after signing it will receive a refund of all monies paid. A student who cancels after 3 business days (72 hours) but prior to the student’s first day of class attendance in the second week of their initial term will receive a refund of all monies paid, except for the nonrefundable Application Fee. If this Enrollment Agreement is not accepted by AIU Online or if AIU Online cancels this Agreement prior to the first day of class attendance, all monies, including the Application Fee, will be refunded. All requests for cancellation by the Student should be made in writing and mailed or emailed to the Student Affairs Department. Students who elect to cancel their enrollment with AIU within 3 business days will receive a full refund of all monies paid, within 10 business days of their cancellation.

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Tuition, Fees and Refunds

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

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AIU Academic Educational Alliances Grant (All Ground Campuses)

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

The conditions are as follows:

- The Educational Alliances Grant is used exclusively towards tuition.
- The grant is awarded proportionately over each quarter in the academic year and the grant percentage will be applied to the academic year tuition costs.
- Qualifying students are students who have previously attended an institution with which AIU has a signed articulation agreement. Candidates must apply and be accepted for admission to the University to be eligible to receive the grant.
- All grants are applied as a credit to the student's account and no cash payments will be awarded to the student.
- Students selected for verification must provide documentation before the grant is applied. Documentation must show proof of attendance at the prior institution and be submitted prior to the first day of class at AIU. Students not able to provide such documentation will be required to pay the application fee.
- All of the conditions must be fulfilled before the grant can be disbursed.

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

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

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

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Institutional, Federal and State Refund Policies

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

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

Addition to page 53

Institutional Refund Policy (Online Campus Only)

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

An academic quarter consists of two 5-week sessions or one 10-week session. In the event that a student withdraws or is dismissed from all classes during the quarter, the date from which tuition adjustments will be calculated is the last date of attendance. Tuition will be adjusted according to the following schedule:

Week of the Quarter	Students Enrolled in 5-week Sessions		Students Enrolled in 10-week courses
	1 st Session Tuition Refund	2 nd Session Tuition Refund	Quarter Refund
During the first week of instruction of the program*	100%	100%	100%
During the first academic week	80%	100%	80%
During the second academic week	60%	100%	60%
During the third academic week	40%	100%	40%
During the fourth academic week	0%	100%	0%
During the fifth academic week	0%	100%	0%
During the sixth academic week	0%	0%	0%
During the seventh academic week	0%	0%	0%
During the eighth academic week	0%	0%	0%
During the ninth academic week	0%	0%	0%
During the tenth academic week	0%	0%	0%

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

Addition to page 54

AIU Online Refund Policy (Wisconsin Residents)

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

Week of the Quarter	Student's Quarter
Student's Last Date of Attendance	Tuition Refund
During the first week of instruction of the program*	100%
During the first academic week	90%
During the second academic week	80%
During the third academic week	70%
During the fourth academic week	60%
During the fifth academic week	50%
During the sixth academic week	40%
During the seventh academic week	0%
During the eighth academic week	0%
During the ninth academic week	0%
During the tenth academic week	0%

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

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

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

Tuition will be adjusted according to the following schedule:

- During the first seven calendar days*, the University will refund 100% of the tuition and fees.
- For a student completing no more than 5% of the quarter or 5-week session, the University will refund 95% of the tuition and fees.

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

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

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

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

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State of Georgia Refund Policy (AIU Online Only)

In accordance with state student refund policy guidelines, Georgia residents attending the AIU Online campus are under the State of Georgia Refund Policy.

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

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

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

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General Education Requirements (Online Campus)

General Education Requirements Degree Requirements

(58.5 Credits)

Communication

2 courses (9 credits)

Two-course sequence in written communications

Humanities & Fine Arts*

2 courses (9 credits)

Social & Behavioral Sciences

3 courses (13.5 credits)

Technological Competence

2 courses (6 credits)

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

Mathematics

1 course (4.5 credits)

Sciences

4 courses (12 credits)

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

General Education Elective

1 course (4.5 credits)

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

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Program Matrix

Atlanta	South Florida	Houston	London	Online
Bachelor Degree Programs (continued)				
Bachelor of Fine Arts Game Design and Development (Currently not accepting new enrollments)	Bachelor of Fine Arts Game Design and Development (Currently not accepting new enrollments)			
Bachelor of Fine Arts Interior Design	Bachelor of Fine Arts Interior Design (Currently not accepting new enrollments)		Bachelor of Fine Arts Interior Design	
Bachelor of Fine Arts Media Production	Bachelor of Fine Arts Media Production			
Bachelor of Fine Arts Visual Communication		Bachelor of Fine Arts Visual Communication	Bachelor of Fine Arts Visual Communication	Bachelor of Fine Arts Visual Communication
Bachelor of Information Technology	Bachelor of Information Technology	Bachelor of Information Technology		Bachelor of Information Technology

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Specialization Matrix

Specialization Matrix	Atlanta	South Florida	Houston	London	Online
Bachelor of Fine Arts Interior Design	X	X		X	
Commercial Interior Design				X	
Generalist	X			X	
Residential Interior Design		X			

Specializations

* Specializations may be available online only and are noted with an asterisk.

x Specializations may be available at the campus or online: please see campus schedule for course offerings

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

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Bachelor of Fine Arts Interior Design

180 Credits

PROGRAM DESCRIPTION

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

PROGRAM OUTCOMES

- Complete the interior design programming process with a client [i.e. interviewing, assessing needs, inventorying existing conditions, creating matrixes and adjacency diagrams, stating the project objectives and desired outcomes, problem solving, proposing solutions].
- Complete technically correct drafted floor plans, interior elevations, building sections, and interior details for both residential and commercial applications.
- Understand and be able to skillfully apply the principles and elements of interior design [balance, rhythm, proportion, scale, emphasis, harmony, space, shape, line, texture, pattern, light, and color].

- Understand the use of color theory and how its application effects both visual presentation of a space and the psychological impact of that space on those existing in that environment.
- Have a strong understanding of the variety of Human factors to be considered in the practice of interior design [physical proportions, physical limitations, cultural influences, global considerations].
- Have a full understanding of their future Interior Design Career options and skill set requirements.

GENERAL EDUCATION

COMP 101	Introduction to Computers	4.5
COMP 102	Introduction to Computers Lab	1.5
ENGL 106	English Composition I	4.5
ENGL 107	English Composition II	4.5
HUMA 205	Art Appreciation	4.5
HUMA 215	Topics in Cultural Studies	4.5
MATH 133	College Algebra	4.5
*PHIL 201	Introduction to Philosophy – or –	
PRES 111	Presentation Essentials	4.5
SSCI 206	Aspects of Psychology	4.5
SSCI 210	Sociology	4.5
SCIE 206	Biology	4.5
SCIE 207	Biology Lab	1.5
SCIE 210	Environmental Science	4.5
SCIE 211	Environmental Science Lab	1.5
	General Education Elective (1)	4.5

Total General Education Requirements **58.5**

GENERAL ELECTIVES

**General Elective	4.5
Internship/General Elective	4.5

Total General Elective Requirements **9**

LOWER DIVISION CORE

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

Total Lower Division Core Requirements **27**

UPPER DIVISION CORE

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

Total Upper Division Core Requirements	31.5
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Specialization Requirements	54
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Total Bachelor Degree Requirements	180
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*Students who reside in Minnesota are required to take PHIL 201, Introduction to Philosophy.

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

SPECIALIZATION OPTIONS

Generalist (London Campus Only)

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

Generalist (Atlanta Campus Only)

IDIA 306	Building Systems & Codes	4.5
IDIA 311	Lighting For Interior Spaces	4.5
IDIA 312	Commercial Environments Studio	4.5
IDIA 313	CAD I – Introduction to Autocad	4.5
IDIA 314	BIM I – Introduction to BIM/Revit	4.5
IDIA 316	Residential Interior Design Studio	4.5
IDIA 317	Retail Store Environments Studio	4.5
IDIA 318	Hospitality Design Studio –or-	
IDIA 319	Health Care Design Studio	4.5
IDIA 325	Kitchen & Bath Design Studio II	4.5
IDIA 402	ID Professional Practices	4.5
IDIA 410	Working Drawings & Construction Documents Studio	4.5
IDIA 427	Capstone Research & Development	4.5

Residential Interior Design

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

IDIA 420	Portfolio Development	4.5
IDIA 425	Kitchen & Bath Design Studio III	4.5
IDIA 427	Capstone Research & Development	4.5

Commercial Interior Design

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

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IDIA 322 Advanced Commercial Environments (4.5)

Please remove this course.

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IDIA 324 BIM II – Design Build Methodology (4.5)

Please remove this course.

IDIA 334 BIM III – Advanced Modeling & Communications Skills (4.5)

Please remove this course.

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IDIA 412 CAD II (4.5)

Please remove this course.

EFFECTIVE AS OF May 9, 2012

Addition to page 23

Grievance Procedure

Illinois students may contact the Illinois Board of Higher Education at <http://www.ibhe.org/> or by mail at:

431 East Adams,
2nd Floor
Springfield, Illinois 62701-1404

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Policy Against Discrimination, Harassment, and Retaliation

Section to replace section formerly referred to as *Non-Discrimination*

I. ANTI-DISCRIMINATION AND ANTI-HARASSMENT POLICY

A. General Policy Statement

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

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

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

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

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

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

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

Applicable Federal Law

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

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

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

Policy Statement

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

Title IX Coordinators

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

Lead Title IX Coordinator

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

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

Deputy Title IX Coordinators

AIU Atlanta

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

AIU Houston

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

AIU London

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

AIU Online

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

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

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

Definition and Examples of Conduct Prohibited Under this Policy

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

Sexual Harassment

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

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

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

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

Sexual Assault and Sexual Violence

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

C. ADA/Section 504 Reasonable Accommodations Policy

As noted in the general policy statement set forth above, the School does not discriminate against individuals on the basis of physical or mental disability. To ensure equal access to its programs and activities, the School is committed to

providing reasonable accommodations, including appropriate auxiliary aids and services, academic adjustments (inside or outside the classroom), and/or modification to the School's policies and procedures, to qualified individuals with disabilities, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the relevant program or activity. The School's ADA/504 Coordinator is responsible for determining appropriate accommodations.

ADA/504 Coordinators

AIU Atlanta

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

AIU Houston

Dr. Martin Negron
Campus Director of Student Affairs
9999 Richmond Avenue
Houston, TX 77042
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mnegron@houston.aiuniv.edu

AIU London

Cristian Vanegas
Head of Study Abroad Programme & Disabilities Co-ordinator
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dsupport@aiulondon.ac.uk

AIU Online

Keith Grote
Manager of Quality Assurance
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Schaumburg, IL 60173
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Fax #: 847-586-6504

AIU South Florida

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

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

interactive process with him or her, and provide appropriate reasonable accommodations in a timely fashion, the School requests that individuals complete and submit the required forms and supporting documentation at least six (6) weeks before the first day of classes, or as soon as practicable under the circumstances.

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

II. INVESTIGATION & GRIEVANCE PROCEDURES

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

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

Reporting Alleged Violations of this Policy; Investigation

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

Alleged violations of the ADA/Section 504 Reasonable Accommodations Policy shall be reported to Dr. Kitty Kautzer, Vice President of Academic Affairs, 231 N. Martingale Road, Schaumburg, IL 60173, (847) 585-2084, kkautzer@careered.com.

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

All other alleged violations of this policy should be reported to Mary Breunig, Vice President of Regulatory Services, 231 N. Martingale Road, Schaumburg, IL 60173, (847) 585-2100, mbreunig@careered.com.

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

- The name, department, and position of the person or persons allegedly causing the prohibited discrimination, harassment, or retaliation.
- A description of any relevant incident(s), including the date(s), location(s), and the presence of any witnesses.
- The alleged effect of the incident(s) on the complainant's opportunity to benefit from the school's programs or activities.
- The names of other individuals who might have been subject to the same or similar acts of discrimination, harassment, or retaliation.
- Although it is not required, any steps the complainant has taken to try to stop the discrimination, harassment, or retaliation.
- Any other information the complainant believes to be relevant to the alleged discrimination, harassment, or retaliation.

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

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

Informal Resolution Process

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

Formal Resolution Process

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

- **Standard for Determining Responsibility.** The standard used to determine whether this policy has been violated is whether it is more likely than not that the accused violated this policy. This is often referred to as a "preponderance of the evidence" standard.

- **Rights of Complainants and Accused Parties; Timing of Resolution.** The School shall provide any individual suspected or accused of violating this policy with a written explanation of the suspected or alleged violations of this policy. Complainants and accused parties shall both be provided with the following in connection with the resolution of suspected or alleged violations of this policy.
 - The opportunity to speak on their own behalf.
 - The opportunity to identify witnesses who can provide information about the alleged conduct at issue.
 - The opportunity to submit other evidence on their behalf.
 - The opportunity to review any information that will be offered by the other party in support of the other party's position (to the greatest extent possible and consistent with FERPA or other applicable law).
 - The right to be informed of the outcome of the investigation (to the greatest extent possible and consistent with FERPA or other applicable law).
 - The opportunity to appeal the outcome of the investigation.

- **Sanctions; Corrective Actions.** The official conducting the investigation will determine whether a violation of this policy has occurred and what, if any, corrective action is appropriate. The school will take reasonable steps to prevent the recurrence of any violations of this policy and to correct the discriminatory effects on the complainant (and others, if appropriate). The range of potential sanctions/corrective actions that may be imposed against a student includes but is not limited to the following: written or verbal apology, discrimination or harassment education, verbal or written warning, probation, suspension, and dismissal from the school. Employees who are found to have violated this policy may be terminated or subjected to other disciplinary action in accordance with the Code of Business Conduct & Ethics. Guests and other third parties who are found to have violated this policy are subject to corrective action deemed appropriate by the School, which may include removal from the School and termination of any applicable contractual or other arrangements. In instances where the School is unable to take disciplinary or other corrective action in response to a violation of this policy because a complainant insists on confidentiality or for some other reason, the School will nonetheless pursue other steps to limit the effects of the conduct at issue and prevent its recurrence.

- **Notification of Outcome.** After the conclusion of the investigation, the school will provide written notification to the complainant and the accused of the outcome (i.e., whether a violation of this policy has occurred) within seven (7) calendar days after the conclusion of any hearing or proceeding unless the school determines that additional time is required. This notice shall be issued contemporaneously to both parties to the extent practicable. The school may also disclose to the complainant information about any sanctions or corrective actions taken that relate directly to the complainant (e.g., a "no contact" order). The school will maintain documentation of all hearings or other proceedings, which can take various forms (e.g., notes, written findings of fact, transcripts, or audio recordings, etc.). In no event will the complainant in matters involving an alleged violation of the Policy Against Sex Discrimination be required to abide by a nondisclosure agreement that would prevent disclosure of the outcome.

- **Right to Appeal.** Once written notification of the resolution has been provided, either the complainant or the accused will have the opportunity to appeal the outcome (including the issue of whether there is a policy violation and any sanction(s) imposed). Any appeal must be submitted in writing to the Senior Vice President of Regulatory Compliance & Academic Integrity within seven (7) calendar days of being notified of the outcome and must set forth the grounds upon which the appeal is based. If the Senior Vice President of Regulatory Compliance & Academic Integrity is unable to resolve the appeal for any reason, the School will designate another representative to decide the appeal. Neither party shall be entitled to a hearing in connection with any appeal, but the Senior Vice President of Regulatory Compliance & Academic Integrity (or designee) may request written submissions from the parties or consider any other information as deemed appropriate by the Senior Vice President of Regulatory Compliance & Academic Integrity (or designee). Both parties will be informed in writing of the outcome of any appeal within fourteen (14) days of the date by which all requested information is received unless the Senior Vice President of Regulatory Compliance & Academic Integrity (or designee) determines that additional time is required.

Prohibition Against Retaliation

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

Confidentiality

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

Fabricated Allegations

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

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Notification of Rights Under FERPA with Respect to Student Records

American InterContinental University Family Educational Rights and Privacy Act Notice

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

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

A student who wishes to ask the school to amend a record should write the Supervisor Registrar Services or Campus Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.

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

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

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

Parental access to a student's record will be allowed by American InterContinental University without prior consent if: (1) the student has violated a law or the institution's rules or policies governing alcohol or

substance abuse, if the student is under 21 years old; or (2) the information is needed to protect the health or safety of the student or other individuals in an emergency.

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

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

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

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

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

- To other school officials, including teachers, within American InterContinental University whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions.
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the institution's State-supported education programs. Disclosures under this provision may be made, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement of compliance activity on their behalf. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. To accrediting organizations to carry out their accrediting functions.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency.
- Information the school has designated as "directory information" may be released at the school's discretion. American InterContinental University has defined directory information as the student's name, address(es), telephone number(s), e-mail address, birth date and place, program undertaken, dates of attendance, honors and awards, photographs and credential awarded. If a student does not want his or her directory information to be released to third parties without the student's consent, the student must present such a request in writing to Lorna Thompson within 45 days of the student's enrollment or by such later date as the institution may specify. Under no circumstance may the student use the right to opt out to prevent the institution from disclosing that student's name, electronic identifier, or institutional e-mail address in a class in which the student is enrolled.

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

EFFECTIVE AS OF April 1, 2012

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University Administration

George P. Miller, Ed.D.
President and Chancellor

Gregory G. Washington, D.M.
Provost and Chief Academic Officer

Leon Kelley, M.B.A.
Vice President of Student Affairs
Associate Provost

Nate Swanson, B.A.
Senior Vice President of Finance and Administration

Peter Correa, M.S.
President Atlanta Campus

Hisham Shaban, D.B.A.
President South Florida Campus

Stephen M. Malutich, M.S.
President Houston Campus

Randolf Cooper, Ph.D.
Director, London Campus

Stephen Whitten, M.U.P.P., M.Div.
Vice President of Planning & Effectiveness

Phillip Olson, B.A.
Vice President of Financial Aid

Issac George, M.B.A.
Ombudsman

Jennifer Ziegenmier, M.B.A.
Vice President of Academic Support and Student Management

John Campbell, Ph. D.
Vice Provost & University Program Dean

Ragini Bilolikar, Ph.D.
University Registrar

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University Board of Trustees

Nancy Mann
Chair, American InterContinental University Alumna

David J. Kaufman
Vice Chair, Duane Morris LLP

Diane Auer Jones
Member, Career Education Corporation

Ronald E. Frieson
Member, Children's Healthcare of Atlanta

Dr. Robert T. Justis
Member, Louisiana State University

Dr. George P. Miller III
Member, American InterContinental University

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

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

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

University and Indiana University. Diane also has experience as an entrepreneur having owned several small businesses, including a natural and gourmet food store, a health and wellness center, and she was co-owner of an environmental biotechnology company.

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

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

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

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Course Overload

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

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Associate of Arts Business Administration

90 Credits

PROGRAM DESCRIPTION

The Associate of Arts Degree in Business Administration allows students who do not already possess the career-focused knowledge and skills from a diploma or certificate program to gain the critical thinking, communication and career

advancement objectives found in an associate degree completion program. The liberal arts curriculum supports the critical thinking and communication skills necessary to business operations.

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Bachelor of Fine Arts Visual Communication

180 Credits

PROGRAM OUTCOMES

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

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Master of Education

48 Credits

PROGRAM OUTCOMES

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