

# CHANGES TO CATALOG

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## CHANGES TO CATALOG

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

### Change to page 25

#### 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](mailto: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](mailto: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](mailto:ombudsman@aiulondon.ac.uk)

*AIU Online*  
Issac George  
University Ombudsman  
231 N. Martingale Rd, 6<sup>th</sup> Floor  
Schaumburg, IL 60173  
Office #: 847-851-5122  
Fax #: 847-586-6301  
[igeorge@aiuonline.edu](mailto: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](mailto: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](mailto:jhenry@aiuniv.edu)

##### *AIU Houston*

Dr. Martin Negron

Campus Director of Student Affairs

9999 Richmond Avenue

Houston, TX 77042

Office #: 832-201-6880

[mnegron@houston.aiuniv.edu](mailto:mnegron@houston.aiuniv.edu)

##### *AIU London*

Cristian Vanegas

Head of Study Abroad Programme & Disabilities Co-ordinator

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[dsupport@aiulondon.ac.uk](mailto:dsupport@aiulondon.ac.uk)

*AIU Online*  
Keith Grote  
Manager of Quality Assurance  
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Schaumburg, IL 60173  
Office #: 224-293-5603  
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](mailto: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](mailto: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](mailto: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.

## **Change to page 31**

### **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

## **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

**Nancy Mann** is an alumna 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.